



ORDINARY MEETING OF COUNCIL

AGENDA

14 AUGUST 2024



NOTICE OF MEETING

15 August 2024

14 White Street
Brookton, WA 6306

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 15th August 2024 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

Gary Sherry

CHIEF EXECUTIVE OFFICER

9 August 2024

DISCLAIMER

The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Brookton warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Brookton for any act, omission or statement or intimation occurring during a Council meeting.

Living Values

Collaborate

We will be supportive, applaud courage, celebrate success for us and the community. We will adapt to new circumstances, apply curiosity and share new things.

I will

- listen hard, speak less, and ask questions for understanding and clarity.
- share ideas, remind my colleagues of our work goals and demonstrate my leadership behaviours. acknowledge when things are going well and when we are facing difficulties.
- seek ways of working together and recognise when we succeed in our work.
- Compliment others when they are courageous and speak up.

We will grow our knowledge and experience and have pride in ourselves, our efforts and community.

I will

- seek and accept new ways of doing things.
- research and share newfound skills and knowledge.
- ask for assistance and input when I'm not sure.

Learn

Integrity

We will demonstrate honest and open behaviour at all times. Our communications will be respectful, with empathy and be fully accountable for our own actions.

I will

- communicate honestly with colleagues and respect their views.
- actively contribute to a culture of trust and openness in the Shire.
- be brave and speak up when things are not right.
- offer my colleagues support regardless of their background, role or experience.

We will meet the many challenges, identify and apply solutions and lean on our colleagues.

I will

- be sure to include and engage with my workmates in a positive and constructive manner.
- look after myself, be mindful of my self-esteem and that of others.
- maintain a 'can-do' approach and seek support from others. be aware that my behaviour may impact on others and reduce their confidence.
- know my strengths and aware of my weaknesses.

Resilient

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1.08.24	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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On behalf of Council, I would like to acknowledge that this meeting is being held on the traditional lands of the Nyoongar People and pay respect to all Elders, past, present, and emerging. I wish to acknowledge and respect local people's continuing culture and the contribution they make to Country and its life.

2.08.24	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
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Elected Members (Voting)

Cr KL Crute	President
Cr T D de Lange	Deputy President
Cr HA Bell	
Cr B Copping	
Cr C Hayden	
Cr L McCabe	
Cr R Wallis	

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Deanne Sweeney	Manager Corporate and Community
Kevin D'Alton	Acting Manager Infrastructure Works
Sandie Spencer	Executive Governance Officer

Apologies

Nil at this time

Leave of Absence

Nil at this time

Members of the Public

Nil at this time

3.08.24 USE OF COMMON SEAL – JULY

The Table below details the Use of Common Seal under delegated authority for the month of July 2024.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
Nil.		

4.08.24 DELEGATED AUTHORITY – ACTIONS PERFORMED

The Table below details the actions of Council performed under delegated authority.

Shire of Brookton, Delegation Register, 1.41 Building Matters – Permits, Certificates & Orders

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
Nil.			

Shire of Brookton, Delegation Register, 1.37 Specific Provisions under the Town Planning Scheme No. 4.

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
Nil.				

5.08.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.08.24 PUBLIC QUESTION TIME

Nil at this time.

7.08.24 APPLICATIONS FOR LEAVE OF ABSENCE**8.08.24 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

9.08.24	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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9.08.24.01	ORDINARY MEETING OF COUNCIL – 18 JULY 2024
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That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 18th July 2024, be confirmed as a true and correct record of the proceedings.

9.08.24.02	AUDIT AND RISK COMMITTEE MEETING – 18 JULY 2024
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That the minutes of the Audit and Risk Committee Meeting of Council held in the Shire of Brookton Council Chambers, on 18th July 2024, be received by Council.

10.08.24	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION
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Nil at this time.

11.08.24	DISCLOSURE OF INTERESTS
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Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.

Disclosure of Financial & Proximity Interests

- a. Members must disclose the nature of their interest in matters to be considered at the meeting. (Sections 5.60B and 5.65 of the *Local Government Act 1995*).
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Sections 5.70 and 5.71 of the *Local Government Act 1995*).

Disclosure of Interest Affecting Impartiality

- a. Members and staff must disclose their interest in matters to be considered at the meeting in respect of which the member or employee has given or will give advice.

12.08.24.01 ROAD CLOSURE – ROBINSON ROAD AND RICHARDSON STREET INTERSECTION

File No:	ROA015
Date of Meeting:	15 August 2024
Location/Address:	Unnamed Road, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Kevin D’Alton – Acting Manager Infrastructure and Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is considering a process to close a section of Brookton town street constructed on freehold land owned by Council.

Description of Proposal:

Many years ago, a road was constructed connecting the end of Robinson Road to Richardson Street, as shown in the Attachment 12.08.24.01A. This road traverses Council’s freehold land of 64 Richardson Street and 68 Richardson Street. As this road traverses freehold land, it is not as a gazetted road and there is no road reserve.

There is significant safety concerns in the lack of clear right-of-way indications at the intersections of Robinson Road and Groser Street and the “Y” intersection of Robinson Road and Richardson Street. There have been several near-miss incidents reported at these intersections involving motorists who are not accustomed to the traffic flow in this area.

In addition to the safety concern, there is a legal concerns over the responsibility arising from any traffic accident associated with the section of Robinson Road constructed across freehold land. Third party insurance only applies to legal roads and not accidents on private land. Council is likely the responsible party for any accident on this land.

While it is open for Council to seek to legalise the constructed road, Council would then need to resolve the road safety issues at intersections of Robinson Road and Groser Street and the “Y” intersection of Robinson Road and Richardson Street.

The Officer’s Recommendation includes a process to move to close the road. This road closure is unlikely to have any direct, adverse effects on adjoining properties. Indirect, minor inconvenience may occur for road users who will need to travel slower, less direct routes to/from the Robinson Road commercial area. An indicative plan of how the area would look after closure is included at Attachment 12.08.24.01B.

Given that the road has been constructed for many years, staff believe that the process to close the road should include:

1. Council formally propose to close the road;
2. Provide public notice of Council’s intention to close the road and rehabilitate the road area. This notice would include an explanation of the issues involved;

3. Seek public consultation for 2 weeks on any impacts of closing this road;
4. Council consider any submissions prior to a formal decision to close the road; and
5. With Council approval staff would advertise the exact date that the closure works would be completed.

Background:

The Shire administration has no record relating to the construction of this road.

Consultation:

The Officer's Recommendation includes a proposal to seek public comment on the closure of this road.

Statutory Environment:

Third party insurance only applies to legal roads and not accidents on private land. Council is likely the responsible party for any accident on this land.

Although the process mirrors the process to formally close a road, none of the statutory requirements associated with a road closure are required because this section of road is built on freehold land and is not a road.

Relevant Plans and Policy:

There are no specific plans or policies that apply to this proposal.

Financial Implications:

The costs of completing a road closure relate to signage and staff and plant time. These costs can be met within Council's current budget allocations.

The financial liability for operating a road on freehold land falls on Council.

Risk Assessment:

The financial consequences that are likely to arise from an accident on this section of road are Major or Extreme. The likelihood of such consequences are possible.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Community safety is a priority of Council's Strategic Planning.

Comment

The results of this advertising involving notices of the closure being published in the local print and electronic media, will highlight any objection to this proposal.

OFFICER'S RECOMMENDATION***That Council:***

- 1. formally propose to close the section of Robinson Road from intersections of Robinson Road and Groser Street to intersection of Robinson Road and Richardson Street, identified in Attachment 12.08.24.01A that runs across freehold land of 64 Richardson Street and 68 Richardson Street;***
- 2. provide public notice of Council's intention to close the road and rehabilitate the road area;***
- 3. seek public consultation for 2 weeks on any impacts of closing this road; and***
- 4. Council consider any submissions prior to a formal decision to close the road.***

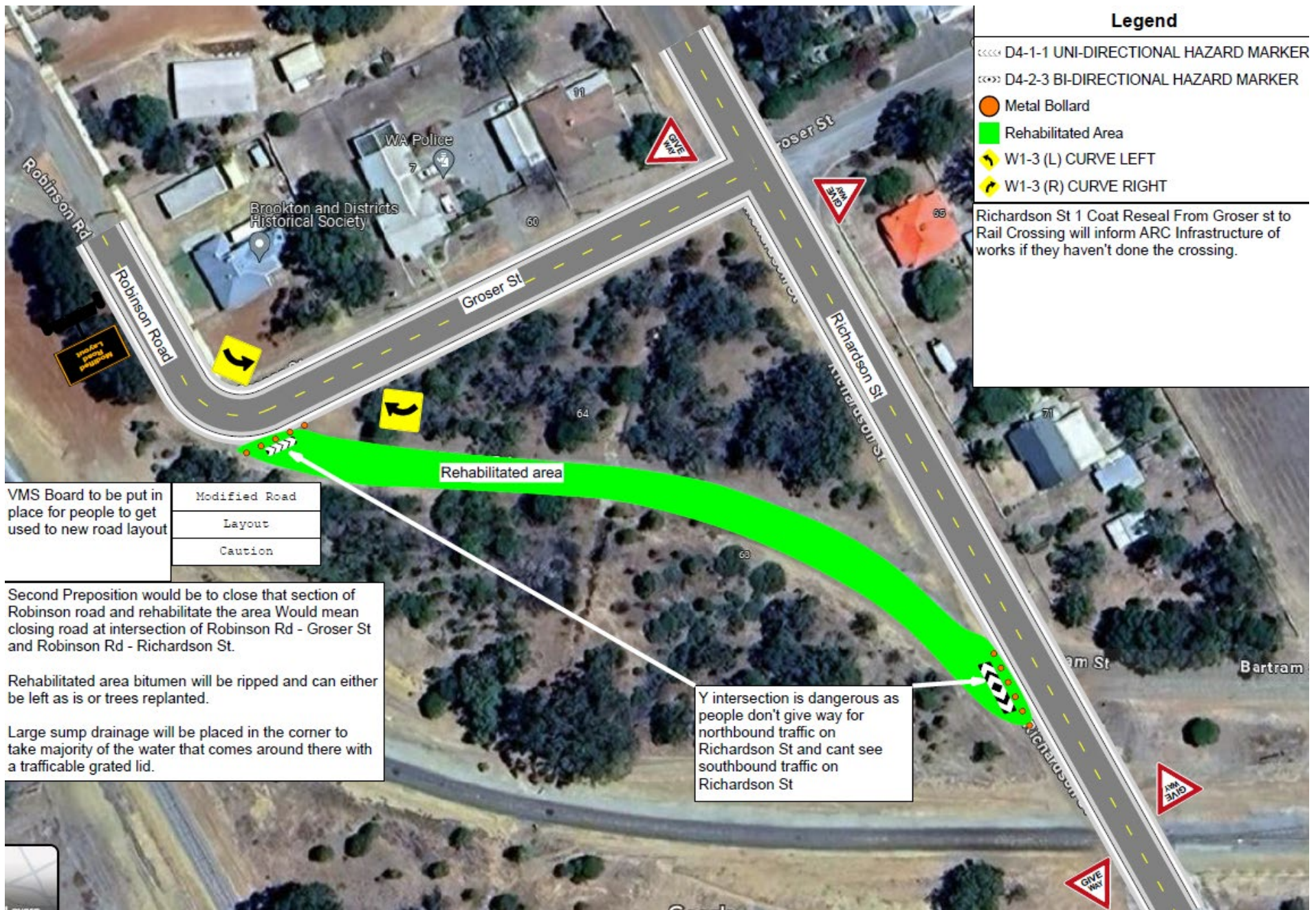
(Simple majority vote required)

Attachment

Attachment 12.08.24.01A – Location map.

Attachment 12.08.24.01B – Indicative Post Closure Plan





12.08.24.02 TENDER - RFT 07-2023 BROOKTON RAILWAY STATION REFURBISHMENT

File No:	FIN012J
Date of Meeting:	15 August 2024
Location/Address:	Brookton Railway Station Robinson Road Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D'Alton – Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider the tenders received from building contractors to complete the Stage 1 of the refurbishment of the Brookton .

Description of Proposal:

RFT-07-2023 Brookton Memorial was advertised on 1st June 2024 with a closing date of 17th July 2023 at 15:00.

The Shire of Brookton received 3 submissions RFT-07-2023. The submissions included:

Tenderer	Tendered Price GST Exclusive	Tendered Price GST Inclusive
CLPM	\$1,980,155.97	\$2,178,171.57
COLGAN	\$1,888,898.49	\$2,077,888.44
Stallion Building Company	\$1,432,560.00	\$1,575,816.00
Pretender Quantity Surveyor Estimate – For comparison	\$1,827,000.00	\$2,009,700.00
Budget	\$1,838,150.00	\$2,021,965.00

All Tenders provided were of a high quality and all were considered suitable to complete the scope of works.

The evaluation of RFT 07-2023 was established in the RFT document as the non-weighted cost method. This method evaluates each tender's capability complete the requirements separate to other factors. Once the tenders have been ranked for capability, a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Shire of Brookton.

While staff completed a review of tenders the Shire also engaged Stephen Carrick Architects to complete a review of tenders that is included at Confidential Attachment 12.08.24.02A.

The review of the tenders completed by Stephen Carrick Architects ranked the tenders with CLPM being the highest rank, Colgan second and Stallion Building Company third.

In reviewing the value for money for the Shire of Brookton of the tenders received, staff have considered:

1. the significant cost saving to budget provided by the tender of Stallion Building Company.
2. That Stallion Building Company has recently completed the large, but less complicated,

- West Brookton Fire Station project for Council efficiently and effectively; and
3. that the lower tender price may in part reflect Stallion Building Company's localised operations and established supply chains in the Wheatbelt. The use of local trades can reduce transportation and accommodation costs.

Background:

Council has approved a staged approach to the refurbishment of the Brookton Railway Station which included the following:

- Stage 1- Stabilise the building, replace the roof tiles with zinc-alum sheeting and effect repairs to the exterior of the building,
- Stage 2- Refurbish the platform area and platform fencing to limit access to the rail corridor from the platform,
- Stage 3- Access ramp to the platform area to comply with Australian Standards,
- Stage 4- Interior of building and landscaping.

Tender, RFT-07-2023, relates to Council Resolution passed on 20th July 2023 where Council decided:

That Council:

1. *accepts the risks associated with the presence of asbestos at the Brookton Railway Station in completing the transfer of Management of the Brookton Railway Station from the Public Transport Authority to the Shire of Brookton;*
2. *approves the replacement of the Brookton Railway Station ceramic roof tiles with similar modern ceramic roof tiles; and*
3. *approves:*
 - a. *Stage 1 - Stabilise the building, replace the roof tiles and effect repairs to the exterior of the building; and*
 - b. *Stage 2 - Refurbish the platform area and platform fencing to limit access to the rail corridor from the platform;**of the Brookton Railway Station Refurbishment to be completed concurrently to minimise disruption to rail traffic and rail safety compliance costs.*

This Tender, RFT-07-2023, includes the completion of Stages 1 and 2.

Consultation:

Council has completed significant amounts of public consultation with this project.

Statutory Environment:

Tender processes are governed by the Local Government (Functions & General) Regulations.

Relevant Plans and Policy:

In proceeding with the required works the purchase of goods and services will be conducted in accordance with Council Policy 2.36 – Procurement.

Financial Implications:

The tendered prices are within or near to the 2024/25 Budget allocation of \$1,838,150 for this construction project.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated accepting this tender is assessed as Moderate to Major. The likelihood of these consequences is assessed as Possible.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

The restoration of the Railway Station is a high profile community project.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. selects the tender of Stallion Homes Co Pty Ltd provided for the RFT 07/2023 Brookton Railway Station Refurbishment for a cost of \$1,432,560.00 (GST Exclusive) as the preferred tender; and*
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.*

(Simple majority vote required)

Attachments

Confidential Attachment 12.08.24.02A – Stephen Carrick Architects Tender Analysis.

12.08.24.03 DEVELOPMENT APPLICATION – REPURPOSED DWELLING, RAINWATER TANK & SEA CONTAINER – 115 JOSE STREET, BROOKTON
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File No:	A435
Date of Meeting:	15 August 2024
Location/Address:	Lot 303 (No. 115) Jose Street, Brookton
Name of Applicant:	Silvana Abbruzzesse & Ric Glover
Name of Owner:	Silvana Abbruzzesse & Ric Glover
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider a Development Application for a repurposed dwelling plus associated rainwater tank and one sea container.

Description of Proposal:

The proposed repurposed dwelling is internally formed from sea containers. All external walls will be clad with Aircrete blockwork. A Zincalume roof with a 15 degree pitch is proposed. The repurposed dwelling is 11.9m long and 15.8m wide. There is additionally a deck, courtyard and entrance.

The proposed repurposed dwelling is setback 21.4m from the northern property boundary, 30m from the southern boundary and 50m from the western boundary. Original details provided by the applicant are provided in Attachment 12.08.24.03A.

The applicant also proposes a rainwater tank and one sea container (tool shed/garden shed).

The dams are not a part of this Development Application.

Background:

Attachment 12.08.24.03B identifies the site adjoining Jose Street to the west and an unnamed road reserve to the south. The property is 1.6089 hectares in area, is largely cleared and currently contains several sea containers. The site is within a bushfire prone area.

The site is zoned 'Rural Residential' under Local Planning Scheme No. 4 (LPS4). Surrounding land uses include rural residential to the west, north and east, and rural to the south.

The application requires Council determination given the delegation does not include 'A' uses. Additionally, the application, in part, does not comply with aspects of Council's *Policy 3.1 Relocated Second-Hand Buildings* (see Attachment 12.08.24.03C).

Consultation:

The Shire invited comments from adjoining and nearby landowners on this Development Application for 14 days. One submission was received which raised concerns relating to location of solar panels (if installed), amenity and lack of privacy. This submission is included at Attachment 12.08.24.03D.

In accordance with Shire practice, the Shire provided the applicant the opportunity to review the submission. The applicant's response is provided in Confidential Attachment 12.08.24.03E.

Statutory Environment:

The proposed repurposed dwelling and Rural Residential zoning are subject to various requirements in LPS4 including:

- Table 5 – General development requirements sets out a setback standard of 20m from the front boundary and 10m from side and rear boundaries;
- Repurposed dwelling is defined as 'a building or structure not previously used as a single house, which has been repurposed for use as dwelling';
- Repurposed dwelling is an 'A' use in the Rural Residential Zone. This sets out that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions; and
- Clause 48 – Repurposed and Second-Hand dwellings states 'In zones where the local government has the discretion to approve the erection of a repurposed dwelling and/or second-hand dwelling on a lot, it will be subject to the dwelling being compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area.'

Attachment 12.08.24.02F includes an extract from the *Planning and Development (Local Planning Schemes) Regulations* which sets out matters to be considered by local government in assessing a Development Application.

Relevant Plans and Policy:

The application complies with most aspects of Council's Policy 3.1 Relocated Second-Hand Buildings Policy but is inconsistent with the below component of the Policy:

'Second-hand repurposed dwellings (ie dongas) will not be supported within the gazetted Brookton townsite.' (section 4.1)

There is a need to review aspects of Policy 3.1 to, in part, reflect LPS4. The policy focuses on second-hand buildings but also includes repurposed dwellings.

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

There are no financial implications in relation to this matter other than receipt of the Development Application fee.

Risk Assessment:

There is a Likely likelihood that the applicant may request a review of the Council's decision to the State Administrative Tribunal. This would have a Minor financial consequence.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This proposal aligns with Council's Strategic Community Plan 2027 including the goal for BROOKTON'S population to grow and diversify.

Comment:

While noting the matters raised from a neighbour and that the application is inconsistent with a component of Council Policy 3.1, the Development Application is conditionally supported given:

- Repurposed dwellings are an 'A' use in the Rural Residential zone (can be considered on its merits);
- The proposal exceeds the setback requirements from Table 5 – General development requirements from LPS4 and accordingly there is scope to address privacy considerations;
- The external appearance/design and location are considered compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area;
- The repurposed dwelling is not considered to detract from the streetscape given the generous setbacks, and that the site is located at the end of Jose Street which has limited traffic;
- Most neighbours have not raised objections to the application; and
- Recommended development conditions and advice can assist to address any possible amenity and aesthetic concerns should Council approve the application.

Various matters raised by the neighbour at Attachment 12.08.24.02D can be addressed via development conditions or advice while some matters are not relevant to the submitted Development Application. In addition to the response from the applicant at Confidential Attachment 12.08.24.02E, it is noted that:

- The *Planning and Development (Local Planning Schemes) Regulations* enable solar panels, located on a roof of a non-heritage protected place, to progress without a requirement for development approval;
- The property is not within Special Control Area 1 – Flood Prone Area in LPS4;
- While there may be localised drainage lines, there is a requirement for dwellings to be suitably constructed above the natural ground level at least 300mm;

- Should the neighbours reach agreement to address the *Dividing Fences Act 1961*, there is scope for shared costs for a suitable new boundary fence;
- There is no requirement for a property to have a garage; and
- Any activities or works are required to comply with the *Environmental Protection (Noise) Regulations 1997*.

The proposed repurposed dwelling is recommended for approval, with conditions.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a repurposed dwelling, rainwater tank and one sea container (tool shed/garden shed) on Lot 303 on Deposited Plan 84061 (No. 115) Jose Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government;***
- 2. The Aircrete external cladding, roof, courtyard, deck and entrance are installed to the satisfaction of the local government prior to occupation;***
- 3. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the relocated dwelling shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government;***
- 4. The repurposed dwelling is connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government;***
- 5. A water tank with a minimum capacity of 120,000 litres, plus an additional 15,000 litres dedicated to firefighting purposes, is to be connected to the roof catchment prior to occupation of the repurposed dwelling to the satisfaction of the local government;***
- 6. A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application. The repurposed dwelling is to be constructed in accordance with AS3959 Construction of Buildings in Bushfire Prone Areas. The Asset Protection Zone is to be permanently maintained around the repurposed dwelling in accordance with the BAL assessment;***
- 7. The development approval for the sea container (tool shed/garden shed) is only granted until 15 August 2026. Should a repurposed dwelling be approved and substantially commenced on the property before 15 August 2026, to the satisfaction***

of the local government, the development approval for the sea container remains valid while there is a dwelling on the property;

- 8. The external appearance of the sea container is retained in a state of good repair to the satisfaction of the local government; AND*
- 9. The development approval does not include the dams.*

Advice Notes

- A) The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works. As part of this, the relocated dwelling should be suitably constructed above natural ground level to address localised drainage.*
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.*
- C) In relation to Condition 8, this includes addressing rust, ensuring the paintwork is well maintained and generally keeping the sea container in a neat and tidy condition.*
- D) The applicant should ensure that all works and development comply with the Environmental Protection (Noise) Regulations 1997.*
- E) No development approval is required for solar panels located on the roof of approved buildings.*
- F) Any replacement boundary fencing is required to address the Dividing Fences Act 1961.*
- G) Please liaise with the Shire regarding locating, constructing and draining a suitable crossover.*
- H) The applicant should review ways to suitably mitigate against vermin associated with the sea container.*
- I) It is recommended that:*
 - Suitable water supplies are available and maintained on the property to enable people, property and infrastructure to be defended from bushfire;*
 - The driveway is formed and maintained to meet Table 6 - Vehicular access technical requirements of the Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas; and*
 - A compliant vehicle turn around area for emergency service vehicles.*
- J) Standards for access, turnarounds, water supply and asset protection zones are drawn from the WAPC's Guidelines for Planning in Bushfire Prone Areas. The Guidelines should be referenced when considering the establishment of these elements of the development. The Guidelines are available at <https://www.dplh.wa.gov.au/information-and-services/state-planning/bushfire-planning/state-planning-policy-3-7-and-guidelines>.*

K) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.

(Simple majority Vote required)

Attachments

Attachment 12.08.24.03A - Original details from applicant.

Attachment 12.08.24.03B - Location Plan.

Attachment 12.08.24.03C - Policy 3.1 - Relocated Second-Hand Buildings.

Attachment 12.08.24.03D - Submission.

Confidential Attachment 12.08.24.03E - Response from applicant.

Attachment 12.08.24.03F - Extract from the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Received By
Shire of Brookton
21 JUN 2024
LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL
Officer Jennie

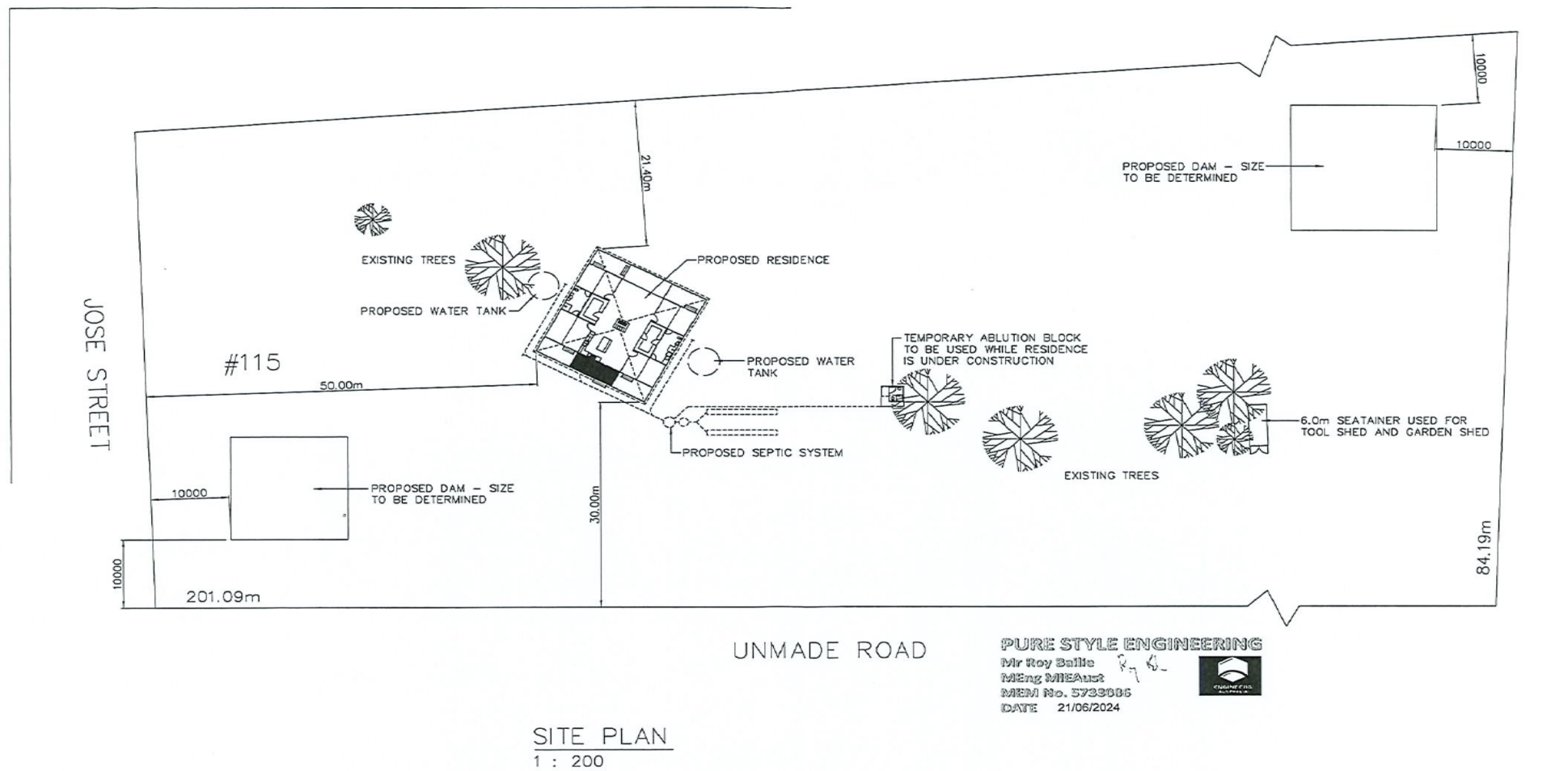


Land Owner Details			
Full Name: Silvana Abbruzzese and Ric Glover			
ABN: (if applicable)			
Postal Address: [REDACTED]			
Phone	Work:	Home:	Mobile:
			[REDACTED]
Email: [REDACTED]			
Contact Person for Correspondence: Silvana Abbruzzese			
The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).			
Signature: [Signature]		Date: 24/6/2024	
Signature: [Signature]		Date: 24/6/2024	
Applicant details (if different from owner)			
Name: As Above			
Address: As above			
Phone	Work:	Home:	Mobile:
Email: As above			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing.			
Signature:		Date:	
Property Details			
Lot No: 303	House/Street No: 115	Location No:	
Diagram or Plan No: 303/DP84061	Certificate of Title Vol. No: 1693	Folio: 527	
Title encumbrances (e.g. easements, restrictive covenants, etc): Nil			
Street Name: Jose Street		Suburb: Brookton	
Nearest street intersection: Jose St and Hall Road			

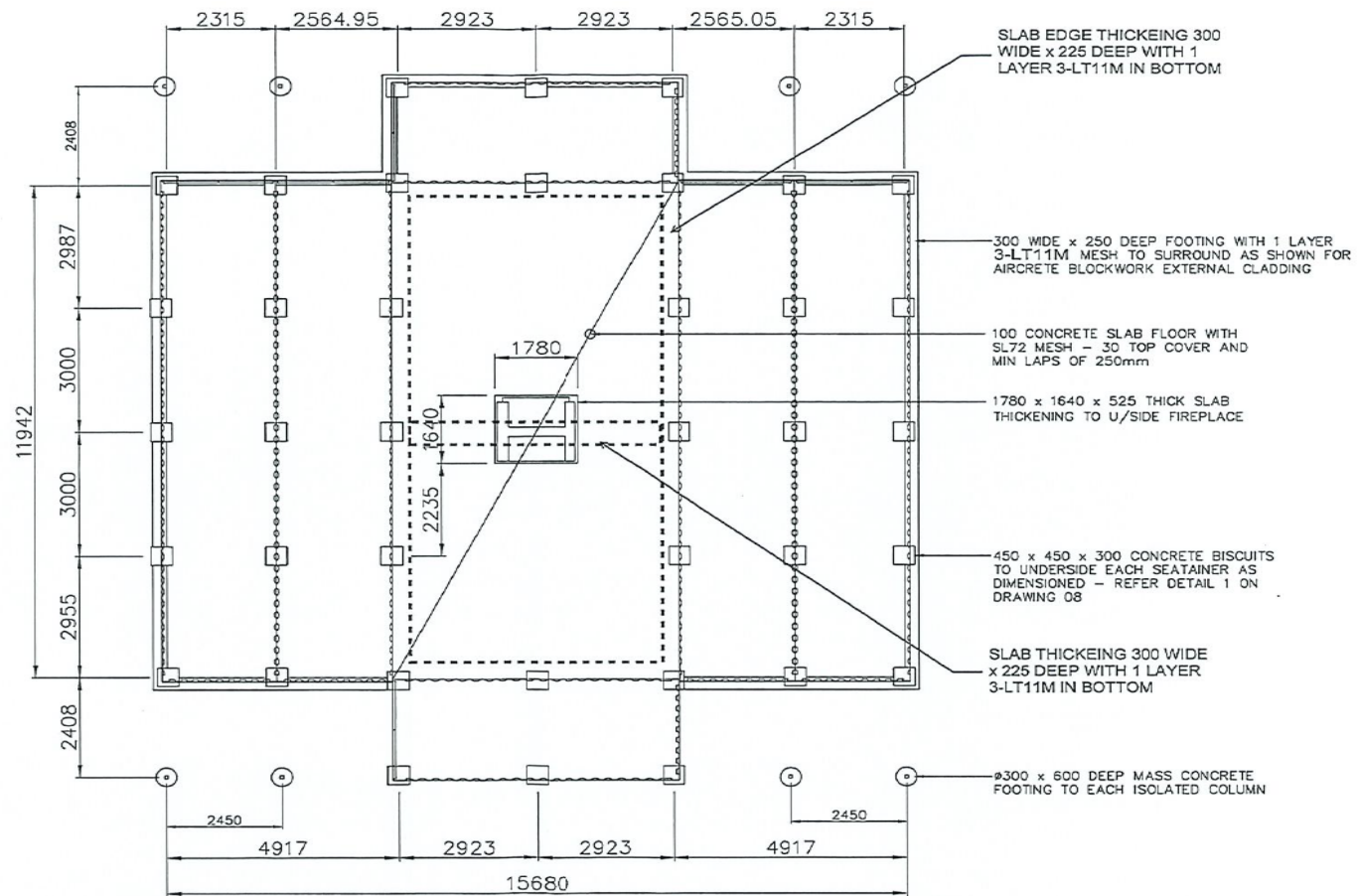
Proposed Development	
Nature of Development, (Works, Land/Premise Use or Works and Use):	
<input type="checkbox"/> Works	<input type="checkbox"/> Use <input checked="" type="checkbox"/> Works & Use
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use: Re-purposing shipping containers into a family residential dwelling consisting of 4 bedrooms, 2 bathrooms, living and kitchen facilities.	
Nature of any existing buildings and/or land use: Nil	
Approximate cost of proposed development (GST Exclusive): [REDACTED]	
Estimated time of completion: 18 - 24 Months	

CHECK LIST FOR SUPPORTING DOCUMENTS
SITE PLANS <ul style="list-style-type: none"> • Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500 • Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500 • Scale to be notated • North point • Street Name – Lot number and if appropriate house number • Location of existing and proposed buildings on site • Means of access (crossover, driveway, etc.)
HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS <ul style="list-style-type: none"> • Details of the proposal • Hours of operation (including operating times during the day and days of operation during the week) • Location of the proposal on site (see Site Plans) • Details of access and parking (see Site Plans)
<p>Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.</p>





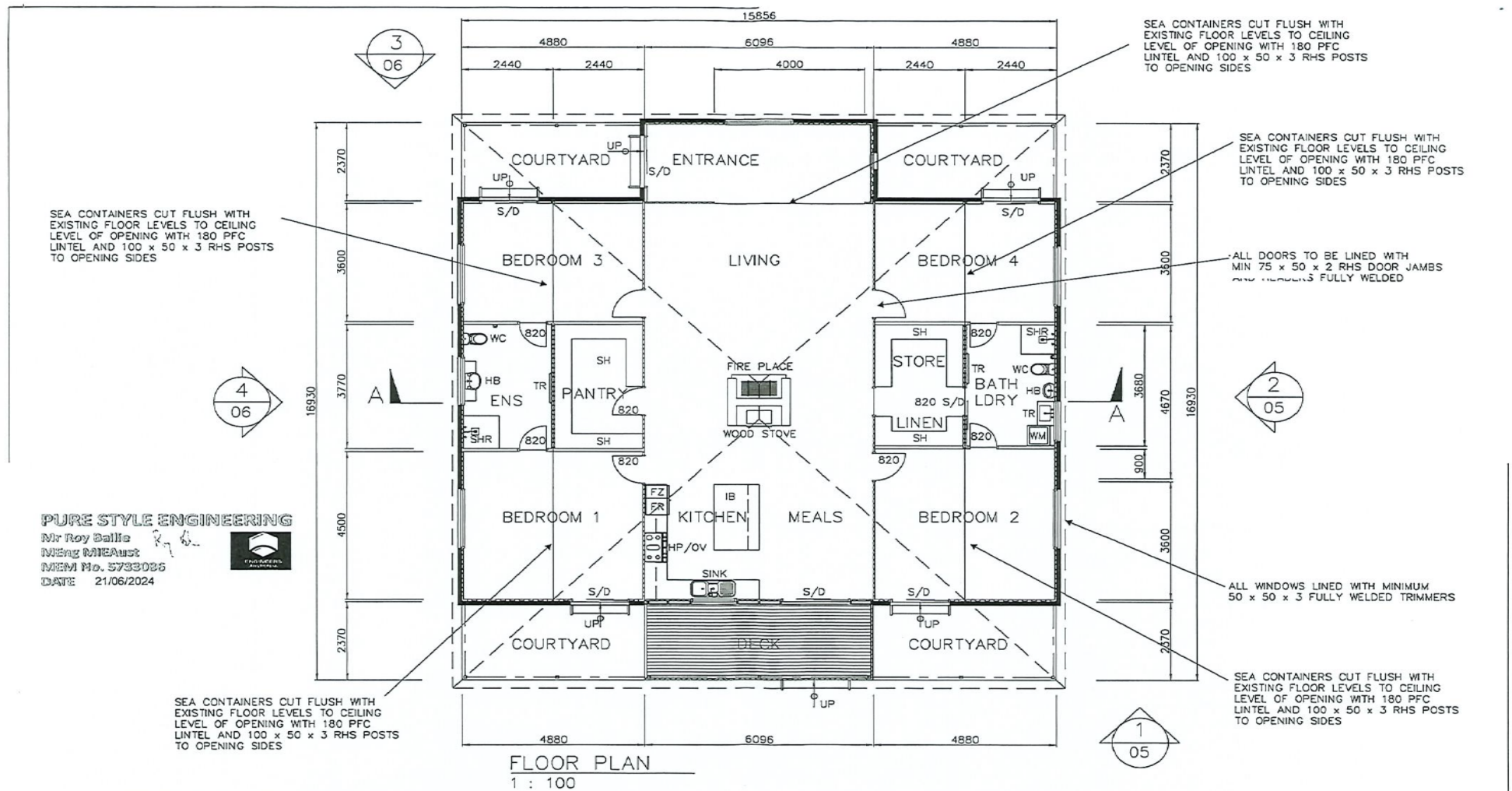
				PINEFIELD'S OF YORK GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com	NEW BUILD CLIENT : S. ABBRUZZESE & R. GLOVER 115 JOSE STREET BROOKTON WA 6306		SITE PLAN				
							DRAWN	GWB	SCALE	1 : 100	
							DATE	MAR 2024	REVISION	A	
							JOB No	BN-34-23/24	SHEET	02	A3
A	ISSUED FOR REVIEW	MAR 24									
	REVISION	DATE									



PURE STYLE ENGINEERING
 Mr Roy Balke
 MENG MIEAUST
 MEM No. 573086
 DATE 21/06/2024

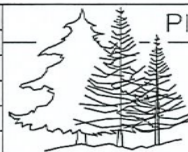


			PINEFIELD'S OF YORK		NEW BUILD		CONCRETE LOCATIONS		
			 GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com		CLIENT : S. ABBRUZZESE & R. GLOVER 115 JOSE STREET BROOKTON WA 6306		DRAWN	GWB	SCALE 1 : 100
A	ISSUED FOR REVIEW	MAR 24					DATE	MAR 2024	REVISION A
	REVISION	DATE					JOB No	BN-34-23/24	SHEET 03 A3



PURE STYLE ENGINEERING

Mr Roy Delle
MEM No. 5733086
DATE 21/06/2024



PINEFIELD'S OF YORK

GARY W. BYFIELD
PO BOX 326
YORK W.A. 6302
MOBILE 0414 885 338
EMAIL gwb151@gmail.com

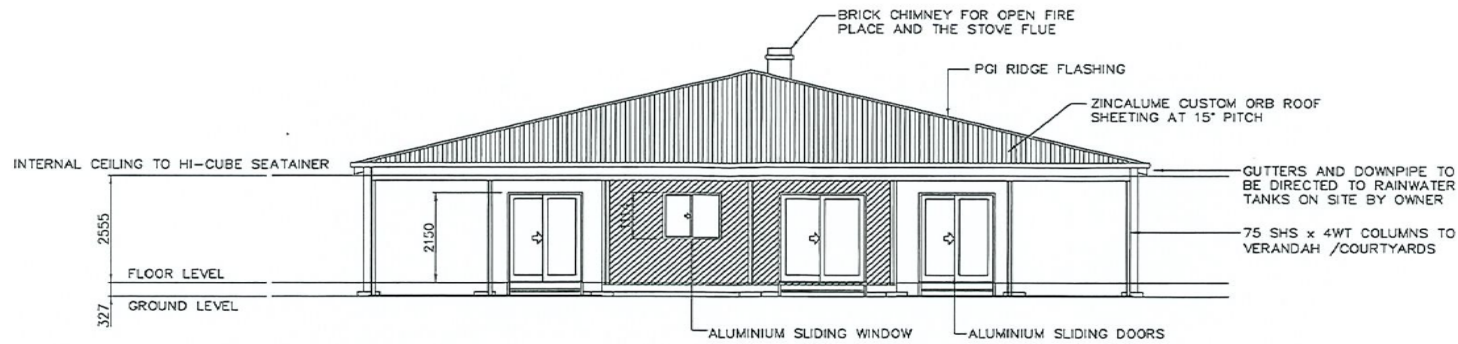
NEW BUILD

CLIENT : S. ABBRUZZESE & R. GLOVER
115 JOSE STREET
BROOKTON WA 6306

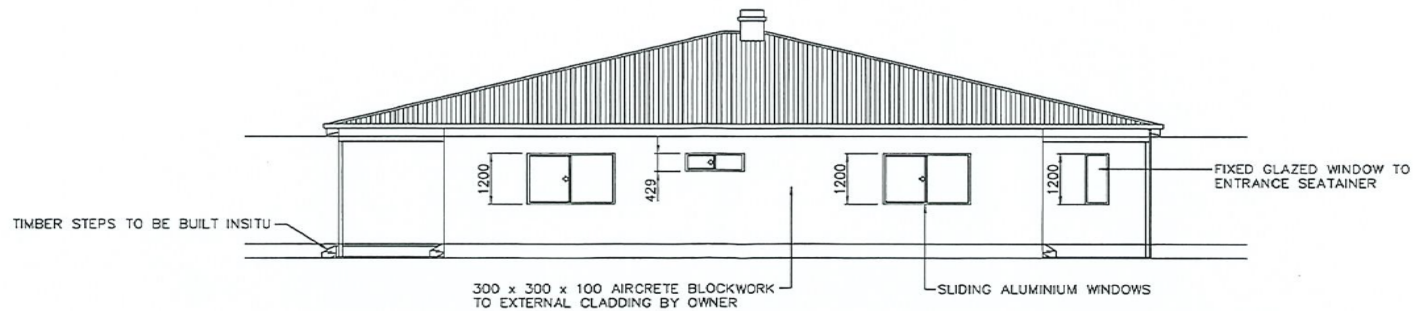


FLOOR PLAN

DRAWN	GWB	SCALE	1 : 100
DATE	MAR 24	REVISION	A
JOB No	BN-34-23/24	SHEET	04 A3



ELEVATION 1
1 : 100

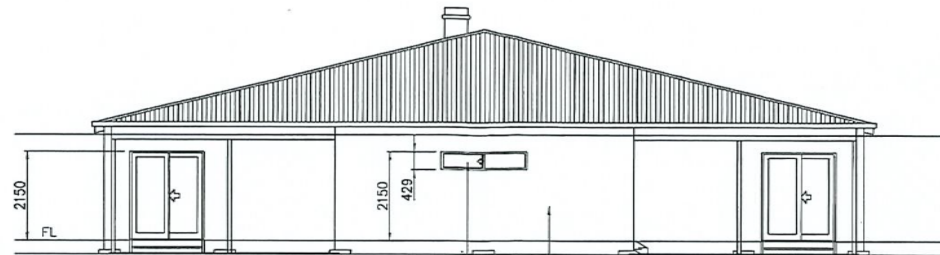


ELEVATION 2
1 : 100

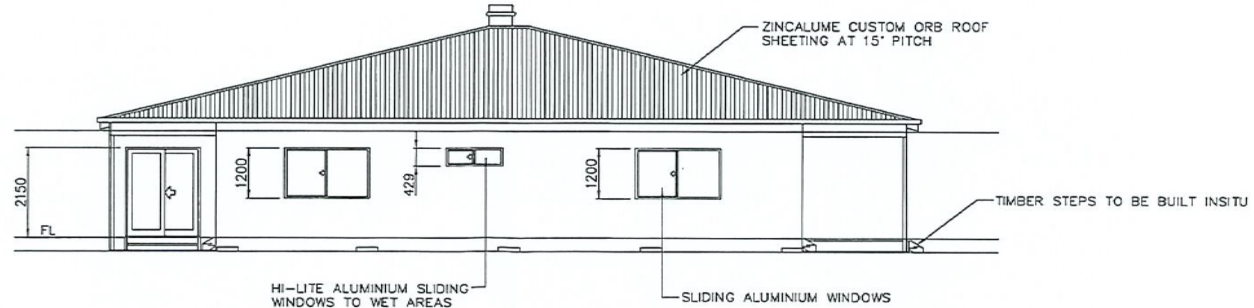
PURE STYLE ENGINEERING
Mr Roy Balle
MEM No. 573026
DATE 21/06/2024



			 <div>PINEFIELD'S OF YORK GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com</div>	NEW BUILD		NORTH CLIENT : S. ABBRUZZESE & R. GLOVER 115 JOSE STREET BROOKTON WA 6306	ELEVATIONS			
							DRAWN	GWB	SCALE 1 : 100	
A	ISSUED FOR REVIEW	MAR 24					DATE	MAR 2024	REVISION A	
	REVISION	DATE					JOB No	BN-34-23/24	SHEET 05 A3	



ELEVATION 3
1 : 100

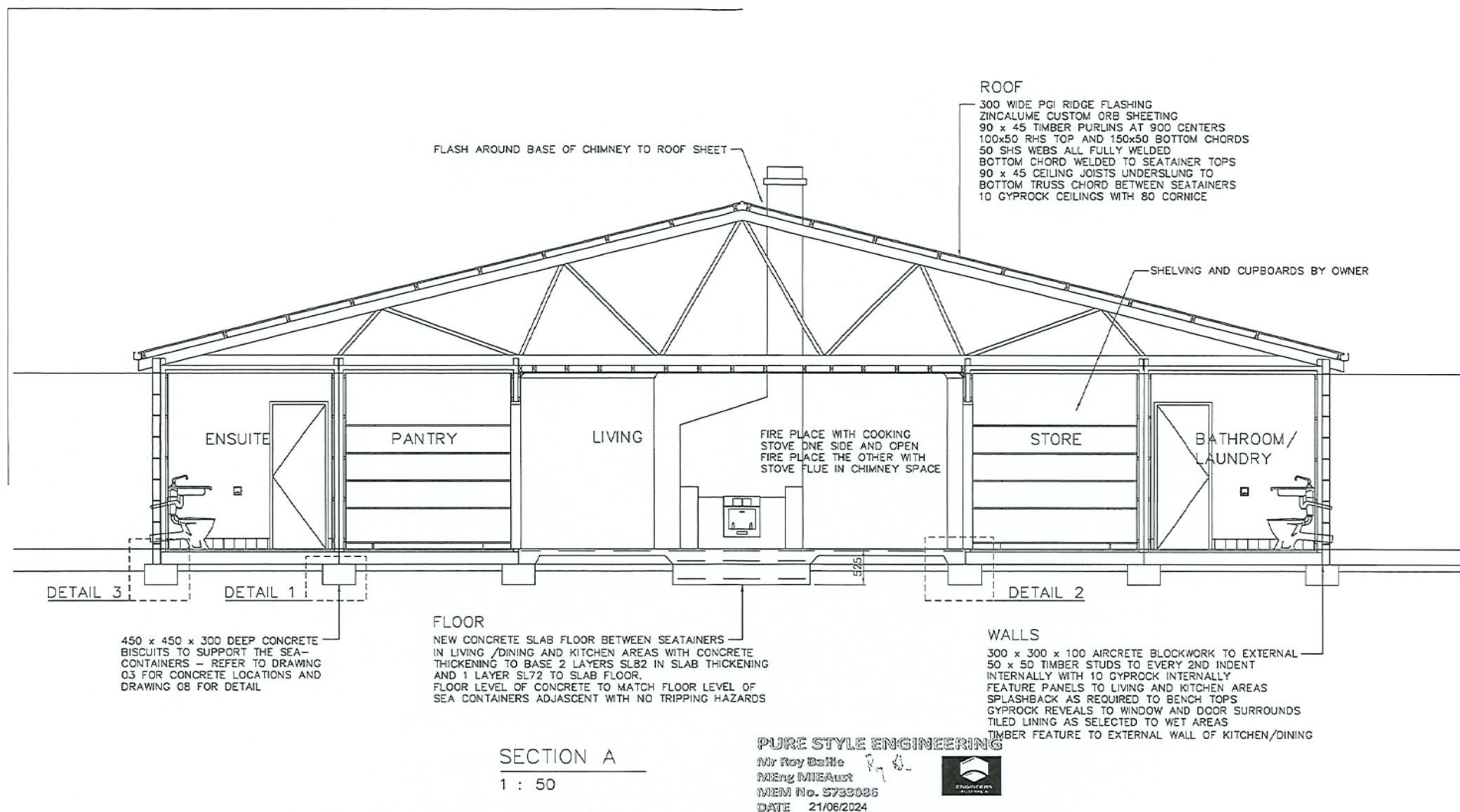


ELEVATION 4
1 : 100

PURE STYLE ENGINEERING
Mr Roy Balle
MEMBER MIEAust
MEM No. 5733026
DATE 21/06/2024



			 PINEFIELD'S OF YORK GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com	NEW BUILD CLIENT : S. ABBRUZZESE & R. GLOVER 115 JOSE STREET BROOKTON WA 6306	NORTH	ELEVATIONS		
						DRAWN	GWB	SCALE 1 : 100
A	ISSUED FOR REVIEW	MAR 24				DATE	MAR 2024	REVISION A
	REVISION	DATE				JOB No	BN-34-23/24	SHEET 06 A3



			PINEFIELD'S OF YORK		NEW BUILD	SECTION A	
			GARY W. BYFIELD PO BOX 326 YORK W.A. 6302 MOBILE 0414 885 338 EMAIL gwb151@gmail.com		CLIENT : S. ABBRUZZESE & R. GLOVER 115 JOSE STREET BROOKTON WA 6306	NORTH 	
						DRAWN	GWB
						DATE	MAR 2024
						REVISION	A
						JOB No	BN-34-23/24
						SHEET	07 A3





3.1 RELOCATED SECOND-HAND BUILDINGS

Directorate:	Development			
Statutory Environment:	<i>Planning and Development Act 1995</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Town Planning Scheme No. 4</i> <i>Building Act 2011</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023			

Objective:

The primary objectives of this policy are to:

1. To ensure compliance with the relevant provisions of Council's Local Planning Scheme in a manner which is realistic, and which ensures that the relocation of second-hand buildings is undertaken to an approved acceptable standard which pays regard to local amenity and aesthetics.
2. To provide clear standards as to what constitutes an acceptable type of relocated second-hand building to be used for residential purposes.
3. To ensure the style, construction and design of relocated buildings is in keeping with the character of the surrounding buildings and the locality in general.

Policy:

1. Preliminary

Should any part of this Policy be inconsistent with the Local Planning Scheme, the Scheme provisions shall prevail.

Further, this policy does not bind the Council in any respect of any application for Planning Approval, however Council should have due regard to the objectives and provisions of this Policy in determining an application for planning approval.

2. Application

This policy applies to all proposals for the relocation of second-hand buildings (including repurposed buildings) on land situated within the Shire of Brookton.

This policy does not apply to new prefabricated buildings or other new transportable buildings built and re-fitted within an industrial area that have not been previously installed on any other location.

3. Requirement for Planning Approval

3.1. Determination

- Applications for the relocation of second-hand buildings on property within the Shire of Brookton require Council Planning Approval prior to a Building Permit being issued and relocation taking place.
- All applications for the relocation of second-hand buildings will be assessed against this policy prior to a decision being made under the provisions of the Scheme.
- Repurposed Dwelling will not be supported on residential zoned land within the Brookton townsite unless the Council is completely satisfied the final design and presentation accords as a minimum to the existing housing standard and will not be detrimental to the visual amenity and or residential property values in the area.
- In determining the application, Council (or CEO under delegated authority) may approve the application with or without conditions. The Council may also refuse the application should the proposed development not accord with the objectives of this policy.
- Planning approval is valid for a period of two (2) years from the date of approval, during which time a Building Permit must be issued, and development substantially progressed or the approval will lapse.

3.2. Information

All applications for planning approval to relocate a second-hand building must be accompanied by the following prior to consideration:

- Signed and completed Application for Planning Approval Form;
- Photographs clearly showing the four elevations of the building;
- Site plan showing the proposed location of the building and distances from property boundaries, other buildings and any natural features on the property;
- Floor plans, elevations, cross sections, and specifications;
- Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection (where the building is a purpose-built transportable building, sufficient documentation proving this will suffice);
- Certification from a registered pest control company that the building is free from termites if of a timber frame construction;
- A statutory declaration that the building is free of hazardous material (including asbestos)
- A Bushfire Attack Level (BAL) assessment if the Building is to be located within a designed Bushfire Prone Area as illustrated on the Department of Fire and Emergency Services mapping website:
<https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>

3.3. Need for a Building Permit

Notwithstanding that Council may grant Planning Approval, a Building Permit is generally required to be sought and issued prior to relocation of the building commencing.

3.4. Advertising

An application for a relocated second-hand building within the Brookton townsite may need to be advertised in accordance with Clause 64 of the Planning and Development (Local Planning Scheme) Regulations 2015 where surrounding properties and/or residences may be affected by the relocation of the building taking place.

3.5. Building Inspection

A suitably qualified person (i.e. Structural Engineer or Building Surveyor) is required to inspect the building prior to its relocation in order to ascertain its suitability for relocation.

4. General Provisions

4.1. Minimum Dwelling Standard

If the relocated second-hand building is to be used for residential purposes, the following minimum dwelling standard is required to be provided:

- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge/dining area;
- A kitchen; and
- A separate toilet, bathroom & laundry facility.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the Building Code of Australia.

Buildings that are not designed for predominant use as a dwelling and do not meet the above criteria will not be approved for use as a primary residence.

Mobile park homes will only be considered if the above criteria for minimum dwelling standard is met and the mobile home is consistent with all other relevant requirements of this policy, particularly Section 5.3 relating to amenity.

Second-hand repurposed dwellings (ie dongas) will not be supported within the gazette Brookton townsite.

4.2. Non-Residential Building Standard

Relocated buildings to be used for non-residential purposes will be assessed based upon their suitability for the proposed use, the zone in which they are to be located and against all other relevant provisions of this policy relating to asbestos, amenity and design. If considered necessary, Council will prohibit the use of the building for residential purposes through a condition of approval.

If the relocated building is to be used as an outbuilding, the application will be assessed against the relevant provisions of Council's prevailing Outbuildings Policy.

4.3. Hazardous Materials

Second-hand dwellings must have all hazardous materials (ie asbestos) materials removed prior to relocation taking place. Council will require documentation demonstrating cement sheeting (walls and roof) is hazardous free where the age of the building indicates asbestos hazardous materials may have been utilised in construction.

4.4. Amenity

When giving consideration to an application for planning approval, Council may give consideration to:

- The building in its relocated position being rendered visually acceptable by the use of verandas, screening and / or landscaping;
- The design, scale and bulk of the proposed building being compatible with the type of buildings that exist in the locality in which it is to be located; and
- With respect to the relocation of second-hand buildings within the Brookton Town site, Council may not approve the relocation should the building not be in-keeping to the residential amenity premised on scale, design, materials or general condition.

4.5. Conditions

Council may place a condition(s) on the grant of planning approval if deemed appropriate to ensure the relocated second-hand building meets the objectives of this policy and preserves the amenity of the locality. These conditions may include the following if deemed appropriate by Council:

The exterior of the building being painted in a manner that is consistent with the colours and styles of the surrounding buildings.

- The construction of verandas and / or alterations to the roof pitch and / or materials to ensure the relocated building is consistent with the design of surrounding buildings.
- Other conditions to ensure an individual building meets all relevant Council requirements and policies.

Chris and Kylie Freeman
[REDACTED] Jose Street
BROOKTON WA 6306
[REDACTED]

18th July 2024

YOUR REF: A435
ENQUIRIES: Steve Thompson – Consultant Planner

Shire of Brookton
PO Box 42
BROOKTON WA 6360
Emailed to: mail@brookton.wa.gov.au

DEVELOPMENT APPLICATION FOR PROPOSED RE-PURPOSED SEA CONTAINERS – LOT 303, 115 JOSE STREET, BROOKTON - COMMENTS

In respect to the above Development Application, we would appreciate a response to the following:

- Will the power and water infrastructure be in place before building commences? The block is currently unserviced.
- Will a fire tank be required for the size of the block if above infrastructure is not in place?
- Are there noise restrictions in place if a generator is operating, as we do not want to be subject to noise 24/7 if they require a generator as a power source.
- What recourse, if any, if they do not complete the build within the specified time frame (18-24 months)? Is commencement date from the date you approve the application or when they commence building?
- They propose they will create two dams on the property? Is this permitted?

We would also like you to consider the following:

- If they are not connecting power to the block, where do they intend to place their solar panels?
- The style of the proposed building does not match or compliment other buildings in the same area.
- The proposed building site is on the natural water course of the property.
- Lack of privacy. Their proposed building orientation, will mean that we would be overlooking their front yard from our back verandah. We spend a significant amount of time outdoors and do not wish to be constantly subjected to our neighbours viewing us, nor us imposing on their privacy.
- There is no indication of where they intend to build a garage. Is this a requirement?
- The temporary ablution block (as per the plan), does that require a water and power source, and does that also indicate they are able to reside on the block during the building process?

Since the placement of the sea containers on the property, which are an unappealing sight, we have seen an increase in vermin such as rabbits and rats, which then come onto our property.

We have been concerned about the shipping containers being placed on the property and it remains a concern for us. If there are delays in the application process, can the containers be removed until such time a planning application is approved? If the application is unsuccessful, what time frame do the owner have to remove the containers from their property?

We thank you for the opportunity to comment on the application and will await your response in due course.

Thank you.

Chris and Kylie Freeman

67. Consideration of application by local government

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

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

- (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.
[Clause 67 amended: SL 2020/252 r. 74.]

13.08.24 COMMUNITY SERVICES REPORTS

Nil

14.08.24 CORPORATE SERVICES REPORTS

14.08.24.01 LIST OF PAYMENTS – JULY 2024

File No:	N/A
Date of Meeting:	15 August 2024
Location/Address:	14 White St, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Skye Fisher
Authorising Officer:	Charlotte Cooke – Acting Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	30 June 2024

Summary of Report:

The purpose of this report is to present the list of payments for the month of July 2024, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal:

To present to Council, the accounts paid under Delegation 1.1, Power to Make Payments, are included within Attachment 14.08.24.01A.

Contained within Attachment 14.08.24.01B is a detailed transaction listing of credit card expenditure paid for the period ended 31 July 2024.

Contained within Attachment 14.08.24.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 31 July 2024.

Background

In accordance with *Local Government (Financial Management) Regulations 1996 Clause 13 (1)* schedules of all payments made through Council's bank accounts are presented to Council for inspection.

Consultation: Nil

Statutory Environment

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* states:

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*

- (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*
 - (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
 - (3) *A list prepared under sub-regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*
- 13A. *Payments by employees via purchasing cards*
- (1) *If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*
 - (a) *the payee's name;*
 - (b) *the amount of the payment;*
 - (c) *the date of the payment;*
 - (d) *sufficient information to identify the payment.*
 - (2) *A list prepared under subregulation (1) must be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

Local Government (Administration) Regulations 1996

- 13. *Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))*
 - (1) *The CEO must publish on the local government's official website —*
 - (a) *the unconfirmed minutes of each council and committee meeting that is open to members of the public;*

Relevant Plans and Policy

The Chief Executive Officer, under relevant delegation, is authorised to arrange purchase of specific items in the budget, which do not require calling tenders, providing that it is within the approved and adopted budget.

Financial Implications

No financial implications have been identified at the time of preparing this report.

Risk Assessment

The risk in relation to this matter is assessed as 'Medium' on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements. Shire Officer's provide a full detailed listing of payments made in a timely manner.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

Comment:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds. In accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996, a list of accounts paid is to be provided to Council, where such delegation is made.

OFFICER'S RECOMMENDATION

That Council receive:

- the list of accounts, totalling \$571,753.28 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of July 2024, as contained within Attachment 14.08.24.01A; and*
- the list of credit card transactions, totalling \$2,196.41 paid in July 2024, as contained within Attachment 14.08.24.01B.*
- the list of fuel card transactions, totalling \$764.44 paid in July 2024, as contained within Attachment 14.08.24.01C.*

(Simple majority vote required)

Attachments

Attachment 14.08.24.01A - List of Payments for July 2024.

Attachment 14.08.24.01B - Credit Card Transactions for July 2024.

Attachment 14.08.24.01C - Fuel Card Transactions July 2024.

List of Payments for July 2024

Chq/EFT	Date	Name	Description	Amount
EFT15845	10/07/2024	3E ADVANTAGE PTY LTD	PRINT SERVICE CHARGES FOR ADMIN AND CRC, COLOUR AND B&W PRINTS. JUNE 2024.	\$2,905.02
EFT15846	10/07/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PG8 JOHN DEERE GRADER. INCLUDES REAR VIEW MIRROR AND FLOODLAMP X 2. JUNE 2024.	\$979.82
EFT15847	10/07/2024	AMPAC DEBT RECOVERY	DEBT COLLECTION FEES FOR A772, A137, A218, A2682. JUNE 2024.	\$1,800.16
EFT15848	10/07/2024	ANDROIT INFORMATION MANAGEMENT	ADMIN RECORDS MANAGEMENT PLAN. ARCHIVING FOR 21/06 X 3.5 HOURS AND 28/06 X 3.5 HOURS. JUNE 2024.	\$808.50
EFT15849	10/07/2024	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY CHARGES. CRC AND ADMIN JUNE 2024. PURCHASE OF PAPER & STATIONARY SUPPLIES.	\$353.95
EFT15850	10/07/2024	BEDFORD ARMS HOTEL	CATERING FOR 30/05/2024. CBF MEETING. 7 X COUNCILLOR MEALS & 4 X STAFF MEALS. COUNCIL MEETING 02/05/2024. 6 X COUNCILLOR MEALS & 4 X STAFF MEALS.	\$531.00
EFT15851	10/07/2024	BOC GASES	MONTHLY CHARGES JUNE 2024. DEPOT. SUPPLY CYLINDERS, OXYGEN G SIZE X 1, DISSOLVED ACETYLENE E SIZE X 1, ARGOSHIELD UNIVERSAL E2 SIZE X 1 AND OXYGEN MEDICAL C SIZE X 3.	\$54.43
EFT15852	10/07/2024	BROOKLANDS PARK PASTORAL	PURCHASE OF GRAVEL X 1276 CUBIC METERS. DANGIN MEARS ROAD.	\$7,018.00
EFT15853	10/07/2024	BROOKTON 24/7 TOWING	PF11 ANNUAL CLASS B SERVICE FULL DFES CHECKLIST. JUNE 2024. REPAIRS TO PT14 TIP TRUCK. JUNE 2024. REPAIRS TO PM10 MAY 2024.	\$6,338.20
EFT15854	10/07/2024	BROOKTON COMMUNITY GARDEN	SUNDOWNER EVENT 26.05.2024. NATIONAL VOLUNTEERS WEEK. CATERING FOR 60 X PEOPLE @ \$15 PER HEAD.	\$900.00
EFT15855	10/07/2024	BUILDING & ENERGY	BSL PAYMENT FOR THE MONTH OF JUNE 2024. 4 X LEVIES. A436 & A83. BSL PAYMENT FOR THE MONTH OF MAY 2024. 2 X LEVIES. A507 & A219.	\$1,294.65
EFT15856	10/07/2024	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	PT16. SUPPLY AND INSTALL PASSENGER SIDE WINDOW. JUNE 2024.	\$605.00
EFT15857	10/07/2024	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	CHARGES FOR THE MONTH OF MAY 24. BMO. PURCHASE OF VARIOUS TOOLS. CRC, COMMUNITY EVENTS SUPPLIES AND PURCHASE OF REPLACEMENT KETTLE.	\$747.54

Chq/EFT	Date	Name	Description	Amount
EFT15858	10/07/2024	DIANNE GOODCHILD-MCLEISH	REFUND FOR 1 X NIGHT BOOKING #12978097.	\$29.00
EFT15859	10/07/2024	EDGE PLANNING & PROPERTY	MONTHLY CHARGES JUNE 24. TOWN PLANNING SERVICES X 21.5 HOURS	\$3,299.17
EFT15860	10/07/2024	FLEET COMMERCIAL GYMNASIUMS	COMMUNITY GYM. PURCHASE X 4 INFORMATIONAL POSTERS. JUNE 24.	\$104.50
EFT15861	10/07/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY CHARGES JUNE 2024. MCC & CESM FUEL CARDS.	\$764.44
EFT15862	10/07/2024	GREAT SOUTHERN WASTE DISPOSAL	CHARGES FOR 25/04/2024 TO 30/05/2024. DOMESTIC RUBBISH SERVICE, RECYCLING SERVICE, LANDFILL LABOUR HOURS, LANDFILL MACHINE HOURS AND BULK WASTE/RECYCLING COLLECTIONS.	\$18,691.75
EFT15863	10/07/2024	H RUSHTON & CO	CHARGES FOR JUNE 2024. SUNDRY PLANT, DEPOT. HYDRAULIC OIL. CORRECTION PAYMENT - BUCKINGHAM R2R. CARTAGE FEE.	\$1,300.05
EFT15864	10/07/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ANNUAL AFFILIATE MEMBERSHIP FEE. MCC, 2024-2025. LG PROFESSIONALS WA. ANNUAL FEE, BRONZE LG SUBSCRIPTION. 2024-2025.	\$1,110.00
EFT15865	10/07/2024	NARROGIN CARPETS & CURTAINS	10 MARSH STREET. SUPPLY AND INSTALL DOUBLE ROLLER BLINDS AND TRAVEL. MAY 24.	\$831.60
EFT15866	10/07/2024	NOURISH BROOKTON	MONTHLY PURCHASES OF REFRESHMENTS AND CONSUMABLES. CARAVAN PARK 1 X 45KG GAS BOTTLE. STAFF BBQ BREAKFAST. ADMIN, CRC, DEPOT, TRAINING DAYS AND COUNCIL MEETINGS. JUNE 24.	\$754.49
EFT15867	10/07/2024	SHIRE OF BROOKTON	PRIVATE WORKS. FIRE MITIGATION 2023/24, SPRAY GLYPHOSATE 450 TO GOLF COURSE & TIP. INCLUDES LABOUR AND PLANT. JUNE 2024	\$4,662.00
EFT15868	10/07/2024	SIMS CIVIL	STREET DRAINAGE REPAIRS. INCLUDES REMOVAL AND REPLACEMENT OF EXISTING SECTION OF FOOTPATH, NEW SLUMP WITH LID. JUNE 2024	\$13,021.80
EFT15869	10/07/2024	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	INCLUDES COMPLETION OF CONSTRUCTION DOCUMENTATION, TENDER DRAWING & SPECIFICATION & QS ESTIMATE. JUNE 2024	\$17,600.00
EFT15870	10/07/2024	STUMPY'S GATEWAY ROADHOUSE	CATERING CHARGES FOR STAFF TRAINING 11 TH , 12 TH & 13 TH OF JUNE. 12 X WORKS CREW. STAFF CATERING 2 ND & 3 RD OF MAY X 8 PEOPLE @ 10.50 PER HEAD. FCO COURSE CATERING 26.04.2024. 15 X PEOPLE @ 10.50 PER HEAD.	\$1,071.55

Chq/EFT	Date	Name	Description	Amount
			CATERING FOR MEETING 06.06.2024. 10 X PEOPLE @ \$15.00 PER HEAD. MONTHLY PURCHASES JUNE 2024. DEPOT SMALL PLANT FUEL. INCLUDES ULP X 4.68L, 23.77 X ULP.	
EFT15871	10/07/2024	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES JUNE 24. DEPOT.	\$199.17
EFT15872	10/07/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES. 27/06/2024 X 3 HOURS.	\$313.50
EFT15873	10/07/2024	WA ELECTORAL COMMISSION	EXTRAORDINARY ELECTION MARCH 14TH 2024. INCLUDING R/O COSTS, ELECTION ENVELOPES, POSTAGE, WA ELECTORAL COMMISSION STAFF, ADMINISTRATION & OPERATIONAL COST.	\$15,825.43
EFT15874	10/07/2024	WALLIS COMPUTER SOLUTIONS	MONITOR DISPLAY ERROR, SUPPLY NEW HDMI CABLE FOR BMO COMPUTER. JUNE 24.	\$52.00
EFT15875	10/07/2024	WANDERING HVAC	SUPPLY AND INSTALL REPLACEMENT SMOKE ALARMS IN MAIN BUILDING AND KITCHEN. INSTALL POWER TO FRONT DESK X 4. CRC. JUNE 24.	\$2,326.34
EFT15876	19/07/2024	ARM SECURITY	ALARM MONITORING CHARGES FOR ADMIN AND CRC FROM 01/07/2024 TO 30/09/2024.	\$332.63
EFT15877	19/07/2024	AUSTRALIA POST	POSTAGE COSTS FOR ADMIN AND CRC. INCLUDES SMALL, LOCAL AND LARGE LETTER. JUNE 24.	\$151.51
EFT15878	19/07/2024	BCA CONSULTANTS	PROGRESS CLAIM FOR JUNE 2024. RAILWAY STATION. HYDRAULIC SERVICES DESIGN AND DOCUMENTATION STAGE 1. SITE VISIT AND STAGE 2 WORKS. ELECTRICAL WORKS. RAILWAY STATION. STAGE 1, SITE VISIT, ELECTRICAL SERVICES DESIGN AND DOCUMENTATION.	\$2,035.00
EFT15879	19/07/2024	BEDFORD ARMS HOTEL	CATERING FOR COUNCIL MEETING 04/07/24. 5 X COUNCILLOR & 3 X STAFF MEALS.	\$231.00
EFT15880	19/07/2024	BOB WADDELL & ASSOCIATES PTY LTD	PROFESSIONAL SERVICES JULY 24. ASSISTANCE FOR 24/25 ANNUAL BUDGET & MONTHLY FINANCIAL STATEMENTS.	\$176.00
EFT15881	19/07/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC OFFICE RENT. 01/07/2024 TO 31/07/2024. BOND TOP UP PAYMENT & WATER CHARGES. MAY 24 TO JUNE 24. AS PER LEASE AGREEMENT.	\$1,349.58
EFT15882	19/07/2024	BROOKTON TYRE SERVICE	MONTHLY CHARGES FOR JUNE 24. PG8 - PUNCTURE REPAIR.	\$363.00
EFT15883	19/07/2024	CENTRAL REGIONAL TAFE	CHARGES FOR 2024 CALENDAR YEAR. CRC & ADMIN SHARED COSTS TRAINEE CERT III IN BUSINESS.	\$1,686.88

Chq/EFT	Date	Name	Description	Amount
EFT15884	19/07/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15885	19/07/2024	CORSIGN WA PTY LTD	COLLARDS STREET & STRANGE ROAD. INCLUDES 1 X ROAD SIGN & NO THROUGH ROAD SIGNS. JUNE 24.	\$888.80
EFT15886	19/07/2024	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	PURCHASES IN JUNE 24 AS REQUIRED FOR REGULAR MAINTENANCE & SAFETY @ DEPOT, ADMIN, CRC, WHITE STREET UNITS, SMALL PLANT, TOWN PARKS AND GARDENS AND PAVILION. DEPOT STAFF WORK WEAR. 6 X PADLOCK BARS FOR MEMORIAL HALL. PLANTS FOR ROBINSON ROAD PT UPGRADE. DULUX CONCRETE PAINT & SEALER @ CRC. 5 X 20 LITRE DRUM OF GLYPHOSATE FOR P&G TOWN MAINTENANCE SPRAYING.	\$3,689.14
EFT15887	19/07/2024	FLASH AS TRANSPORT	YEO ROAD. SAND SUPPLY & CARTAGE FEES X 3.	\$1,148.40
EFT15888	19/07/2024	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION X 1800, RECYCLING COLLECTION X 670, LANDFILL LABOUR HOURS X 108, LANDFILL MACHINE HOURS X 12, BULK WASTE COLLECTION X 6 BINS, BULK WASTE STUMPS CARDBOARD X 7 BINS. JUNE 2024	\$14,041.50
EFT15889	19/07/2024	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	REMOTE ACCESS CHARGES. 01.07.2024 TO 31.12.2024. STANDPIPE, REMOTE PUMP, DEPOT STANDPIPE & HAPPY VALLEY IRRIGATION. ONGOING SUPPORT AND CLOUD SERVER ACCESS.	\$2,170.85
EFT15890	19/07/2024	INTEGRATED ICT	TELEPHONE, ADMINISTRATION BUILDING. SERVICE AND EQUIPMENT CHARGES X 23 USERS. JUNE 24	\$491.24
EFT15891	19/07/2024	LGRCEU	PAYROLL DEDUCTIONS	\$110.00
EFT15892	19/07/2024	MARKETFORCE	LG TENDER BROOKTON RAILWAY STATION REFURBISHMENT. INCLUDES 49 X 1 LINES 05/06/2024.	\$413.17
EFT15893	19/07/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING. FPO. 2024 WALGA TAX WEBINAR SERIES 2 - EMPLOYMENT TERMINATION PAYMENTS 26/07/2024.	\$291.50
EFT15894	19/07/2024	ONEMUSIC AUSTRALIA	ANNUAL LICENCE FEE, JULY 1 TO JUNE 30, 2024. COUNCILS MUSIC RURAL. MEMORIAL HALL - 33.3%. WB EVA PAVILION - 33.3%, POOL - 33.4%.	\$378.55
EFT15895	19/07/2024	RURAL TRAFFIC SERVICES PTY LTD	YORK-WILLIAMS ROAD. PREPARE TRAFFIC MANAGEMENT PLAN.	\$825.00
EFT15896	19/07/2024	SANDY BRUCE- SMITH	REFUND CHALET BOOKING NUMBER 12924249.	\$142.00
EFT15897	19/07/2024	SGS	ANNUAL CHARGES 24/25. WASTEWATER TREATMENT PLANT. FOR	\$518.10

Chq/EFT	Date	Name	Description	Amount
			ANNUAL REQUIRED TESTING. ADMIN FEE, DISPOSAL FEE AND AN7 FORMS OF NITROGEN.	
EFT15898	19/07/2024	SHANE BURNETT	REFUND FOR CARAVAN PARK BOOKING #13063848.	\$66.00
EFT15899	19/07/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$850.00
EFT15900	19/07/2024	TATE LUNN	REIMBURSEMENT WORKS STAFF. VACCINE REQUIRED FOR SEWERAGE WORKS.	\$80.25
EFT15901	19/07/2024	THINK PROJECT AUSTRALIA PTY LTD	ANNUAL SUPPORT & MAINTENANCE FEE FOR 01/07/2024 TO 30/06/2024. RAMM TRANSPORT ASSET & RENTAL OF POCKET RAMM SOFTWARE.	\$10,392.33
EFT15902	19/07/2024	WA TREASURY CORPORATION	GOVERNMENT GUARANTEE FEE JUNE 2024.	\$2,330.76
EFT15903	19/07/2024	WANDERING HVAC	AMIN OFFICE. REPLACE TIMER IN MAIN SWITCH BOARD. REPAIR/REPLACE LIGHTS IN FINANCE OFFICE X 4. UNIT 1/40 WHITE STREET. REPLACE LIGHT IN BATHROOM.	\$1,676.17
EFT15904	19/07/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	ARCHIVING PROGRAM. STORAGE PERIOD 26/05/2024 TO 25/06/2024. 214 X CARTONS @ \$0.22. JUNE 24.	\$52.16
EFT15905	23/07/2024	OLIVER RUSSELL	BOND REFUND PAYMENT - GYM KEY - OLIVER RUSSELL	\$70.00
EFT15906	25/07/2024	WHITTINGTON HOLDINGS (1981) PTY LTD	RATES REFUND FOR ASSESSMENT A803 BOWRING ROAD BROOKTON 6306	\$378.61
EFT15907	31/07/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL & INSTANT DRUG SCREEN. NEW EMPLOYEE OUTSIDE WORKS.	\$200.00
EFT15908	31/07/2024	BROOKTON 24/7 TOWING	REPAIRS TO PF11. CAB LIFT PUMP FAILURE. INCLUDES SUPPLY AND INSTALL LIFT PUMP, DELIVERY & PICK UP OF VEHICLE TO & FROM AV TRUCKS IN REDCLIFFE.	\$4,642.00
EFT15909	31/07/2024	BROOKTON PLUMBING	HIRE OF VACUUM TO CLEAN STREETS AFTER LIQUID SPILL ON 01/07/2024. UNBLOCK TOILETS AT ROBINSON ROAD PUBLIC TOILET. CLEAR BLOCKAGE AT ADMIN STAFF TOILETS WITH DRAIN MACHINE. UNBLOCK AND EMPTY SEPTIC TANK. UNIT 1 AND UNIT 3, 33 WHITTINGTON STREET. PUMP & EMPTY DUMP POINT. CARAVAN PARK.	\$5,284.00
EFT15910	31/07/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99

Chq/EFT	Date	Name	Description	Amount
EFT15911	31/07/2024	CITY OF ARMADALE	LSL PAYMENT FOR C WHITTINGTON PAID IN JUNE 24.	\$9,525.95
EFT15912	31/07/2024	FITZ GERALD STRATEGIES	ANNUAL SUBSCRIPTION FOR COMPREHENSIVE IR & HR SERVICES JULY 2024 TO JUNE 2025.	\$3,588.80
EFT15913	31/07/2024	FUEL DISTRIBUTORS OF WA	DEPOT FUEL STOCK. 7000 LITRES OF DIESEL @ \$1.80623/L. JUNE 24	\$12,643.61
EFT15914	31/07/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	PURCHASE OF CLEANING SUPPLIES FOR WB EVA PAVILION, MEMORIAL HALL, ADMIN BUILDING, CARAVAN PARK & CRC	\$1,173.05
EFT15915	31/07/2024	H RUSHTON & CO	PURCHASE OF OIL CARGO 15W/40 FOR USE ON VARIOUS PLANT. JULY 2024	\$1,526.05
EFT15916	31/07/2024	KILDARE ENTERPRISES T/A ALBERT FACEY MOTOR INN	ACCOMMODATION & MEALS X 4 NIGHTS FOR 1 X OUTSIDE STAFF MEMBER. WORK HEALTH AND SAFETY REP COURSE. 22/07/24 TO 25/07/24.	\$761.00
EFT15917	31/07/2024	LGIS INSURANCE	INSURANCE PREMIUMS JULY 24 TO JUNE 25. 50% PAYMENT. LGIS PROPERTY. PUBLIC LIABILITY. MANAGEMENT LIABILITY. LGIS CORPORATE TRAVEL. LGIS PERSONAL ACCIDENT VOLUNTEERS. CRIME AND CYBER LIABILITY PROTECTIONS. WORKERS CARE & JOURNEY INJURY. LGIS BUSHFIRE INJURY. MOTOR VEHICLE FLEET.	\$159,864.65
EFT15918	31/07/2024	LGIS INSURANCE BROKING	INSURANCE PREMIUMS - LGIS PROPERTY INSURANCE - JULY 2023 - JUNE 2024 - 50%	\$876.65
EFT15919	31/07/2024	LGRCEU	PAYROLL DEDUCTIONS	\$88.00
EFT15920	31/07/2024	PHOENIX SHEDS PTY LTD	REFUND FOR 1 X NIGHT SHEOAK CHALET.	\$211.00
EFT15921	31/07/2024	RESONLINE	ONLINE BOOKING SYSTEM CHARGES JUNE 24. CARAVAN PARK	\$242.00
EFT15922	31/07/2024	RSEA PTY LTD	PURCHASE OF 3 X AIR HORNS, ADMIN DEPOT & CRC. FIRE WARDEN.	\$53.17
EFT15923	31/07/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$850.00
EFT15924	31/07/2024	TEEDE'S AUTO ELECTRICS	SUPPLY & INSTALL TWO WAY TO PT16. REPAIRS TO PT17. REPLACE FAULTY VOLTAGE REDUCER, PART SUPPLIED BY WESTLEC. SUPPLY & INSTALL EXTERNAL ANTENNA TO PT18.	\$1,481.75
EFT15925	31/07/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES 3/7/24 X3 HOURS AND 12/7/24 X 3.25 HOURS.	\$721.87
EFT15926	31/07/2024	WA LOCAL GOVERNMENT ASSN	ANNUAL SUBSCRIPTION JULY 24 TO JUNE 25. ASSOCIATION SUBSCRIPTION, COUNCILCONNECT, PROCUREMENT SERVICES, TAX SERVICES, LOCAL LAWS SUBSCRIPTION AND LG COMPLETE GUIDE. INTRODUCTION TO MANAGING BUSINESS RECORDS IN LOCAL	\$30,158.05

Chq/EFT	Date	Name	Description	Amount
			GOVERNMENT. TRAINING FO-C&RO. AUG 24	
EFT15927	31/07/2024	WATER CORPORATION OF WA	WATER USAGE AND SERVICE CHARGES MAY TO JULY 2024. BCRC.	\$71.81
DD7669.1	14/07/2024	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CREDIT CARD CHARGES CEO. 06/06/2024. WB EVA PAVILION CCTV. STARLINK MONTHLY SUBSCRIPTION. 08/06/2024. EVERLINK SOFTWARE MONTHLY SUBSCRIPTION.	\$613.38
DD7669.2	14/07/2024	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY CREDIT CARD PURCHASES MCC. 07/06/2024 - ROAD SAFETY COMMUNITY EVENT. PURCHASE OF MULTIPLE ROAD SAFETY SIGNS & WORKING TRAFFIC LIGHT. 18/06/2024 - PURCHASE OF REPLACEMENT CROCKERY, DINNER SETS, CUTLERY, GLASSWARE FOR CHALETs.	\$728.64
DD7701.1	11/07/2024	BROOKLANDS PARK PASTORAL	REVERSAL - INCORRECT POSTINGS. DANGIN MEARS ROAD. PURCHASE OF GRAVEL X 1276 CUBIC METERS.	-\$7,018.00
DD7718.1	11/07/2024	BROOKLANDS PARK PASTORAL	CORRECTION FOR INCORRECT POSTINGS. BATCH 7701.DD77010.1	\$7,018.00
DD7738.1	05/07/2024	TELSTRA CORPORATION	SEWERAGE PUMP STATION ALARM. SERVICE CHARGES 16/06/24 TO 15/07/24. USAGE CHARGES 16/05/24 TO 15/06/24.	\$34.24
DD7741.1	04/07/2024	WATER CORPORATION OF WA	USAGE CHARGES 26/03/24 TO 20/05/24. CARAVAN PARK & WB EVA PAVILION. 50% EACH.	\$318.24
DD7748.1	09/07/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$7,289.69
DD7748.2	09/07/2024	ESSENTIAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$23.95
DD7748.3	09/07/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$298.18
DD7748.4	09/07/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$367.77
DD7748.5	09/07/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$1,212.07
DD7748.6	09/07/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$355.89
DD7748.7	09/07/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$691.45
DD7748.8	09/07/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$2,317.05
DD7748.9	09/07/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$559.02
DD7750.1	02/07/2024	SYNERGY	USAGE CHARGES 08.05.24 TO 11.06.24. CARVAN PARK - 50%, OVAL - 70% OF 50%, WB EVA PAVILION - 30% OF 50%.	\$2,276.90

Chq/EFT	Date	Name	Description	Amount
DD7756.1	15/07/2024	SYNERGY	SUPPLY & USAGE CHARGES. UNITS 1 - 8, 40 WHITE STREET. 05/04/24 TO 24/05/24.	\$897.33
DD7760.1	14/07/2024	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD STATEMENT 33. CESM. 01/06/24 TO 30/06/24. INCLUDES STATEMENT FEE ONLY.	\$4.00
DD7760.2	14/07/2024	SHIRE OF BROOKTON - MASTERCARD - CEO	CEO CREDIT CARD JUNE 24. CARD FEE, ANNUAL PAYMENT FOR RECONCILIATION DEVELOPMENT PLAN. INTERNATIONAL TRANSACTION FEE & EVERLINK ANNUAL PAYMENT.	\$842.12
DD7760.3	14/07/2024	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD JUNE 24. CARD FEE, SURCHARGE FOR PURCHASE MADE ON 6.6.24. MODERN TEACHING AIDS.	\$8.27
DD7767.1	17/07/2024	TELSTRA CORPORATION	USAGE & EQUIPMENT CHARGES JUNE 24. ADMIN & CRC. TIMS SMS SENT ON 03-05-24 - FIRE BAN LIFT.	\$567.93
DD7777.1	23/07/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$7,196.18
DD7777.2	23/07/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$298.71
DD7777.3	23/07/2024	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$466.89
DD7777.4	23/07/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$367.77
DD7777.5	23/07/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$1,058.23
DD7777.6	23/07/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.21
DD7777.7	23/07/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$705.30
DD7777.8	23/07/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$2,315.36
DD7777.9	23/07/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD7780.1	23/07/2024	SYNERGY	SUPPLY CHARGES 25/05/24 TO 24/06/24. STREETLIGHTS X 184	\$2,838.75
DD7781.1	22/07/2024	TELSTRA CORPORATION	MOBILE PHONE CHARGES JUNE 24. CEO, MCC, MIW, MP, WC, BMO, WLH, PGLH, CESM, CARAVAN CARETAKER AND ACS.	\$744.21
DD7787.1	26/07/2024	WATER CORPORATION OF WA	USAGE CHARGES 20/5/24 TO 20/6/24. CARVAN PARK AND WB EVA PAVILION. 50% EACH.	\$217.89
DD7793.1	30/07/2024	SYNERGY	SUPPLY CHARGES 12/06/24 TO 09/7/24. 50% TO CARAVAN PARK 50% SPLIT - OVAL - 70% AND WB EVA PAVILION 30%.	\$1,985.92

Chq/EFT	Date	Name	Description	Amount
DD7796.1	29/07/2024	WATER CORPORATION OF WA	USAGE FOR 08/05/24 TO 10/07/24 & SERVICE CHARGES 01/07/24 TO 31/08/24. 25 & 23 WHITTINGTON STREET. UNITS 1, 2, 3, 4 & 6 WILLIAMS STREET. UNIT 1 MATTHEW STREET. 10 MARSH AVE. SERVICE CHARGES ONLY 1/7/24 TO 31/8/24. MADISON SQUARE UNITS & UNIT 1/ 4 MATTHEW STREET.	\$2,075.63
1261.1	01/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.74
1261.1	03/07/2024	CBA MERCHANT - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$34.05
1261.1	05/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.93
1261.1	04/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.24
1261.1	01/07/2024	CBA MERCHANT - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$137.28
1261.1	02/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.09
1262.1	08/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.93
1262.1	09/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.41
1262.1	10/07/2024	CBA MERCHANT - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.50
1262.1	10/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.88
1263.1	11/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.48
1264.1	12/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$15.50
1265.1	15/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.88
1265.1	15/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	-\$29.58
1265.1	15/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$29.50

Chq/EFT	Date	Name	Description	Amount
1266.1	16/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1267.1	18/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$14.65
1268.1	19/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$35.15
1269.1	22/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1269.1	23/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1269.1	24/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.52
1269.1	25/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.80
1270.1	26/07/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.48
1272.1	30/07/2024	CBA MERCHANT - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$236.94
DD7748.10	09/07/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$647.34
DD7748.11	09/07/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$488.70
DD7777.10	23/07/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$647.34
DD7777.11	23/07/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$464.80
PAYJRUN* 1219	9/07/2024	SALARIES & WAGES	WEEK 02 - PPE 09/07/2024	\$70,276.88
PAYJRUN* 1221	23/07/2024	SALARIES & WAGES	WEEK 04 - PPE 23/06/2024	\$69,909.32
			Total	\$571,753.28

List of Credit Card Transactions Paid in July 2024

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
14/07/2024	14/07/2024	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$ 4.00

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
14/07/2024	6/06/2024	STARLINK AUSTRALIA	\$176.00
	8/06/2024	EVERLINK LTD	\$437.38
	8/06/2024	INTERNATIONAL TRANSACTION FEE	\$13.12
	11/06/2024	RECONCILIATION AUSTRALIA	\$825.00
	14/07/2024	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$1,455.50

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
14/07/2024	7/06/2024	MODERN TEACHING AIDS	\$430.91
	14/07/2024	TARGET AUSTRALIA	\$302.00
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$736.91

List of Fuel Card Transactions Paid in July 2024

Shire of Brookton – Fuel Card – CESM

STATEMENT	Date	Description	Amount
30/06/2024	8/06/2024	ULSD X 57.88L @ \$1.869	108.18
	11/06/2024	BP DIESEL X 51.98L @ \$1839	95.59
	20/06/2024	BP DIESEL X 52.40L @ 1.8191.	95.32
		TOTAL	\$299.09

Shire of Brookton – Fuel Card – MCC

STATEMENT	Date	Description	Amount
30/06/2024	1/06/2024	ULP X 42.93L @ \$2.15	92.30
	3/06/2024	ULP X 36.01L @ \$1.98	71.44
	9/06/2024	ULP X 35.41L @ \$1.99	70.47
	14/06/2024	ULP X 33.41 @ \$1.99	66.49
	20/06/2024	ULP X 40.38 @ \$1.97	79.55
	27/06/2024	ULP X 42.04 @ \$1.97	82.82
		CARD FEE X 6	2.28
		TOTAL	\$465.35

14.08.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2024

File No:	FIN007
Date of Meeting:	15 August 2024
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	18 July 2024

Summary of Item:

The Statement of Financial Activity for period ending 31 July 2024 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31 July 2024, as presented.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council. December and January's reports are presented in February as Council does not meet in January.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

Section 6.4 of the *Local Government Act 1995* requires a Local Government to prepare an annual financial statement for the preceding year and other financial reports as they prescribed.

Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996* as amended requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review in accordance with the *Local Government (Financial Management) Regulations 1996*, regulation 33A, council is required to carry out a review of its annual budget for that year by the last day of February.

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.08.24.02A.

Risk Assessment:

The risk in relation to this matter is assessed as 'Low' on the basis that if Council does not receive the Monthly Financial Reports for the month reported leading to the Shire not meeting legislative requirements on financial reporting. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

Comment

The Monthly Financial Reports has been prepared in accordance with statutory requirements.

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 July 2024, in as presented in Attachment 14.08.24.02A.

(Simple majority vote required)

Attachment

Attachment 14.08.24.02A - Monthly Statements of Financial Activity for the Period Ended 31 July 2024.



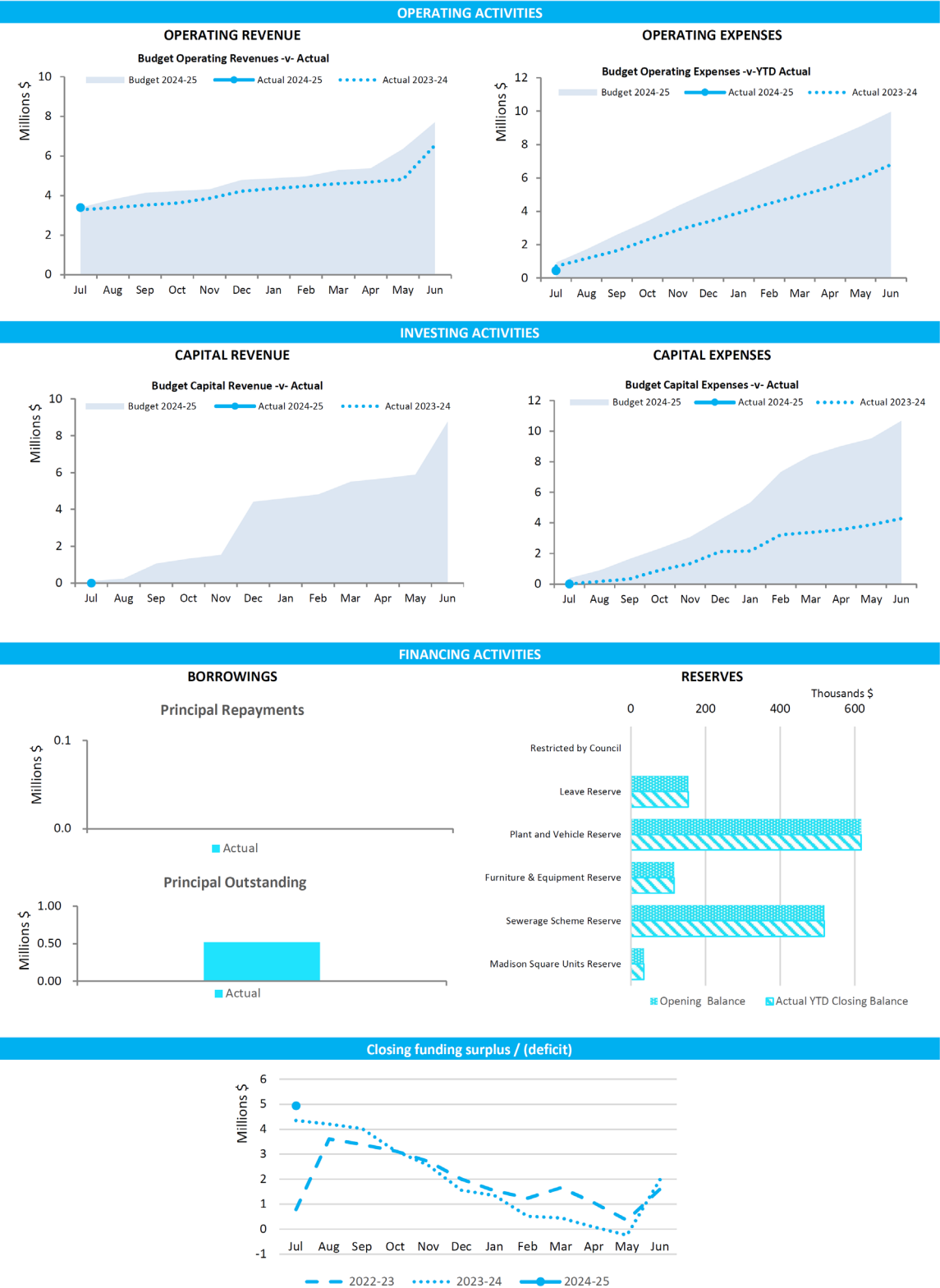
SHIRE OF BROOKTON

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 JULY 2024

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

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

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.99 M	\$0.18 M
Closing	\$0.00 M	\$4.20 M	\$4.94 M	\$0.73 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.36 M	% of total		\$0.19 M	% Outstanding		\$3.68 M	% Collected
Unrestricted Cash	\$2.48 M	17.3%	Trade Payables	\$0.01 M		Rates Receivable	\$3.54 M	-1.8%
Restricted Cash	\$11.88 M	82.7%	0 to 30 Days		100.0%	Trade Receivable	\$0.14 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		18.1%
			Over 90 Days		0%	Over 90 Days		0%

Refer to Note 2 - Cash and Financial Assets

Refer to Note 5 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.10 M	\$2.65 M	\$2.95 M	\$0.29 M

Refer to Statement of Financial Activity

Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
YTD Actual	\$2.83 M	% Variance	YTD Actual	\$0.02 M	% Variance	YTD Actual	\$0.52 M	% Variance
YTD Budget	\$2.83 M	(0.0%)	YTD Budget	\$0.03 M	(25.4%)	YTD Budget	\$0.52 M	1.8%

Refer to Statement of Financial Activity

Refer to Note 13 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.23 M)	(\$0.26 M)	\$0.00 M	\$0.26 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
YTD Actual	\$0.00 M	%	YTD Actual	\$0.00 M	% Spent	YTD Actual	\$0.00 M	% Received
Adopted Budget	\$0.26 M	(100.0%)	Adopted Budget	\$9.03 M	(100.0%)	Adopted Budget	\$3.38 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Refer to Note 8 - Capital Acquisitions

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.32 M	(\$0.00 M)	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	\$0.00 M		Reserves balance	\$11.88 M		Principal repayments	\$0.00 M	
Interest expense	(\$0.01 M)		Interest earned	\$0.00 M		Interest expense	\$0.00 M	
Principal due	\$0.52 M					Principal due	\$0.02 M	

Refer to Note 9 - Borrowings

Refer to Note 11 - Cash Reserves

Refer to Note 10 - Lease Liabilities

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

REVENUE

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges.

INTEREST REVENUE

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION

Depreciation expense raised on all classes of assets. Excluding Land.

FINANCE COSTS

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024**

BY NATURE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates		2,874,905	2,830,482	2,830,481	(1)	(0.00%)	
Grants, subsidies and contributions	13	1,513,445	32,626	24,340	(8,286)	(25.40%)	
Fees and charges		910,585	515,225	524,747	9,522	1.85%	
Interest revenue		347,470	1,834	779	(1,055)	(57.52%)	
Other revenue		2,049,227	9,545	4,846	(4,699)	(49.23%)	
Profit on disposal of assets	7	12,042	918	0	(918)	(100.00%)	
		7,707,674	3,390,630	3,385,193	(5,437)	(0.16%)	
Expenditure from operating activities							
Employee costs		(2,623,566)	(227,392)	(214,543)	12,849	5.65%	
Materials and contracts		(4,288,616)	(366,644)	(105,106)	261,538	71.33%	▲
Utility charges		(267,774)	(22,286)	(10,106)	12,180	54.65%	▲
Depreciation		(2,297,086)	(191,403)	0	191,403	100.00%	▲
Finance costs		(65,317)	0	6,298	6,298	0.00%	
Insurance expenses		(228,961)	(114,468)	(115,429)	(961)	(0.84%)	
Other expenditure		(125,302)	(6,328)	(659)	5,669	89.59%	
Loss on disposal of assets	7	(64,405)	(4,928)	0	4,928	100.00%	
		(9,961,027)	(933,449)	(439,545)	493,904	(52.91%)	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	195,413	0	(195,413)	(100.00%)	▼
Amount attributable to operating activities		96,096	2,652,594	2,945,648	293,054	11.05%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	3,508,256	116,058	0	(116,058)	(100.00%)	▼
Proceeds from disposal of assets	7	260,000	4,166	0	(4,166)	(100.00%)	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0	0.00%	
		3,798,223	120,224	0	(120,224)	(100.00%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(378,218)	0	378,218	100.00%	▲
		(9,027,010)	(378,218)	0	378,218	(100.00%)	▲
Amount attributable to investing activities		(5,228,787)	(257,994)	0	257,994	(100.00%)	▲
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	9	600,000	0	0	0	0.00%	
Transfer from reserves	11	4,377,069	0	0	0	0.00%	
		4,977,069	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	9	(210,570)	(4,061)	0	4,061	100.00%	
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0	0.00%	
Transfer to reserves	11	(1,446,331)	0	0	0	0.00%	
		(1,658,469)	(4,061)	0	4,061	(100.00%)	
Amount attributable to financing activities		3,318,600	(4,061)	0	4,061	(100.00%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,814,091	1,814,091	1,989,865	175,774	9.69%	
Amount attributable to operating activities		96,096	2,652,594	2,945,648	293,054	11.05%	
Amount attributable to investing activities		(5,228,787)	(257,994)	0	257,994	(100.00%)	▲
Amount attributable to financing activities		3,318,600	(4,061)	0	4,061	(100.00%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	4,204,630	4,935,513	730,883	(17.38%)	▲

KEY INFORMATION

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

Refer to Note 17 for an explanation of the reasons for the variance.

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

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
HOUSING Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
COMMUNITY AMENITIES Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well To establish and manage efficiently infrastructure and resources which will help the social well being of the community.	Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.
TRANSPORT Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.
OTHER PROPERTY AND SERVICES Private works and indirect cost allocation pools for plant operation and public works.	Private works operations, public works operation, plant operation costs, gross salaries and wages.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2024

BY PROGRAM

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		6,034	83	0	(83)	(100.00%)	▼	
General Purpose Funding - Rates	6	2,874,905	2,830,482	2,830,481	(1)	(0.00%)	▼	
General Purpose Funding - Other		964,796	3,584	1,274	(2,310)	(64.45%)	▼	
Law, Order and Public Safety		609,420	31,650	16,964	(14,686)	(46.40%)	▼	S
Health		300	25	200	175	700.00%	▲	
Education and Welfare		57,700	4,808	4,497	(311)	(6.46%)	▼	
Housing		98,687	8,223	6,958	(1,265)	(15.38%)	▼	
Community Amenities		501,902	482,384	484,496	2,112	0.44%	▲	
Recreation and Culture		34,133	1,987	1,314	(673)	(33.89%)	▼	
Transport		2,114,406	918	0	(918)	(100.00%)	▼	
Economic Services		414,791	24,396	29,985	5,589	22.91%	▲	
Other Property and Services		30,600	2,090	9,025	6,935	331.79%	▲	
		7,707,674	3,390,630	3,385,193	(5,437)	(0.16%)	▼	
Expenditure from operating activities								
Governance		(646,730)	(74,929)	(176,673)	(101,744)	(135.79%)	▼	S
General Purpose Funding		(432,578)	(35,351)	2,018	37,369	105.71%	▲	S
Law, Order and Public Safety		(980,658)	(88,083)	(28,137)	59,946	68.06%	▲	S
Health		(23,316)	(1,993)	(1,439)	554	27.81%	▲	
Education and Welfare		(112,939)	(11,164)	(7,308)	3,856	34.54%	▲	
Housing		(187,323)	(18,088)	(6,058)	12,030	66.51%	▲	S
Community Amenities		(708,559)	(56,936)	(10,253)	46,683	81.99%	▲	S
Recreation and Culture		(1,065,083)	(96,861)	(34,157)	62,704	64.74%	▲	S
Transport		(4,870,895)	(430,912)	(150,081)	280,832	65.17%	▲	S
Economic Services		(878,643)	(71,400)	(35,837)	35,563	49.81%	▲	S
Other Property and Services		(54,303)	(47,732)	8,380	56,112	117.56%	▲	S
		(9,961,027)	(933,449)	(439,545)	493,904	52.91%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	195,413	0	(195,413)	(100.00%)	▼	
Amount attributable to operating activities		96,096	2,652,594	2,945,648	293,054	11.05%		
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	116,058	0	(116,058)	(100.00%)	▼	S
Proceeds from Disposal of Assets	7	260,000	4,166	0	(4,166)	(100.00%)	▼	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0			
		3,798,223	120,224	0	(120,224)	(100.00%)	▼	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(378,218)	0	378,218	100.00%	▲	S
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		(9,027,010)	(378,218)	0	378,218	(100.00%)	▲	
Amount attributable to investing activities		(5,228,787)	(257,994)	0	257,994	(100.00%)	▲	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	9	600,000	0	0	0			
Transfer from Reserves	11	4,377,069	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		4,977,069	0	0	0			
Outflows from financing activities								
Repayment of borrowings	9	(210,570)	(4,061)	0	4,061	100.00%	▲	
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0			
Transfer to Reserves	11	(1,446,331)	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
		(1,658,469)	(4,061)	0	4,061	(100.00%)	▲	
Amount attributable to financing activities		3,318,600	(4,061)	0	4,061	(100.00%)	▲	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1	1,814,091	1,814,091	1,989,865	175,774	9.69%	▲	
Amount attributable to operating activities		96,096	2,652,594	2,945,648	293,054	11.05%		
Amount attributable to investing activities		(5,228,787)	(257,994)	0	257,994	(100.00%)	▲	
Amount attributable to financing activities		3,318,600	(4,061)	0	4,061	(100.00%)	▲	
Net current assets at end of financial year - surplus/(deficit)	1	0	4,204,630	4,935,513	730,883	(17.38%)	▲	

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023/24 year is \$10,000 and 10%.

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 inconsistent.

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 15 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 under the circumstances; the results of which form the basis of 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 31 July 2024

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(12,042)	(918)	0
Add: Loss on asset disposals	7	64,405	4,928	0
Add: Depreciation on assets		2,297,086	191,403	0
Total non-cash items excluded from operating activities		2,349,449	195,413	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 July 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(11,880,663)	(11,880,665)	(11,880,665)
Less: - Financial assets at amortised cost - self supporting loans	4	(29,967)	(29,967)	(29,967)
Add: Borrowings	9	210,570	161,834	161,834
Add: Lease liabilities	10	1,568	1,568	1,568
Total adjustments to net current assets		(11,698,492)	(11,747,230)	(11,747,230)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	14,503,939	14,728,692	14,362,307
Financial assets at amortised cost	4	29,967	0	0
Rates receivables	3	126,600	118,322	3,490,574
Receivables	3	109,370	160,262	143,215
Other current assets	4	32,367	55,511	56,465
Less: Current liabilities				
Payables	5	(388,358)	(204,721)	(186,119)
Borrowings	9	(151,836)	(161,834)	(161,834)
Contract liabilities	12	(549,668)	(603,813)	(666,542)
Lease liabilities	10	0	(1,568)	(1,568)
Provisions	12	(199,079)	(353,756)	(353,756)
Less: Total adjustments to net current assets	1(b)	(11,698,492)	(11,747,230)	(11,747,230)
Closing funding surplus / (deficit)		1,814,810	1,989,865	4,935,513

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

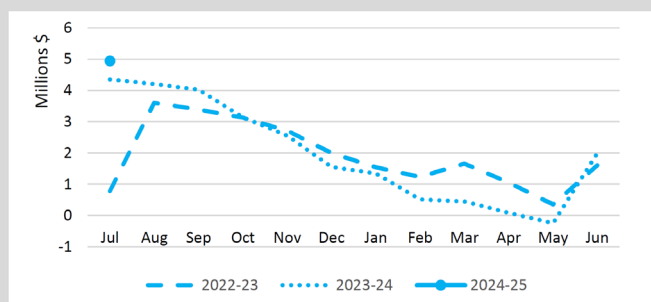
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/07/2023	Year to Date Actual 31/07/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,848,027	1,971,986	2,481,642
Cash Restricted - Reserves	2	11,880,665	12,754,601	11,880,665
Receivables - Rates	3	118,322	3,185,062	3,490,574
Receivables - Other	3	160,262	418,761	143,215
Other Financial Assets	4	29,967	27,988	29,967
Inventories	4	25,544	24,540	26,498
		15,062,786	18,382,939	18,052,562
Less: Current Liabilities				
Payables	5	(189,241)	(259,079)	(169,639)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(603,813)	(633,791)	(666,542)
Bonds & Deposits	5	(15,480)	(12,780)	(16,480)
Loan and Lease Liability	9	(163,402)	(126,603)	(163,402)
Provisions	12	(353,756)	(343,905)	(353,756)
		(1,325,692)	(1,376,159)	(1,369,819)
Less: Cash Reserves	11	(11,880,665)	(12,754,601)	(11,880,665)
Add Back: Loan and Lease Liability		163,402	126,603	163,402
Less : Loan Receivable - clubs/institutions		(29,967)	(27,988)	(29,967)
Less : Land Held For Resale		0	0	0
Net Current Funding Position		1,989,865	4,350,793	4,935,513

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$4.94 M

Last Year YTD

Surplus(Deficit)

\$4.35 M

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

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	223,432		223,432		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	25,428		25,428		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	215,953		215,953		WATC	4.30%	OCD
Municipal Term Deposit	Cash and cash equivalents	2,000,000		2,000,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	16,480		16,480		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		5,000,000	5,000,000		Bendigo	4.20%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents		4,792,172	4,792,172		WATC	4.56%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents		2,088,492	2,088,492		WATC	4.52%	20/12/2024
Total		2,481,642	11,880,665	14,362,307	0			
Comprising								
Cash and cash equivalents		2,481,642	11,880,665	14,362,307	0			
		2,481,642	11,880,665	14,362,307	0			

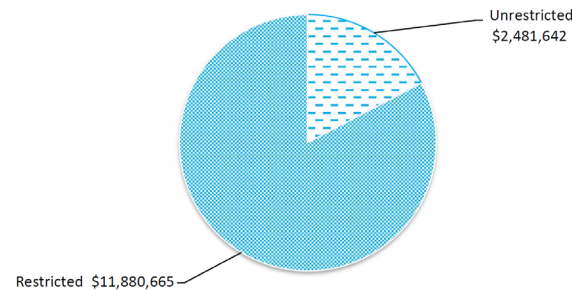
KEY INFORMATION

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

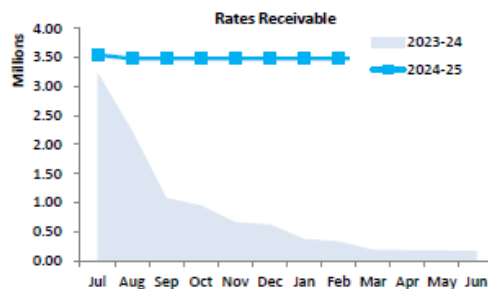
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Rates receivable	30 Jun 2024	31 Jul 2024
	\$	\$
Opening arrears previous years	155,777	167,905
Levied this year	3,140,401	3,311,092
Less - collections to date	(3,128,273)	61,159
Gross rates collectable	167,905	3,540,157
Net rates collectable	167,905	3,540,157
% Collected	94.9%	-1.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	45,754	8,958	1,200	4	55,866
Percentage	(0.1%)	81.9%	16%	2.1%	0%	
Balance per trial balance						
Sundry receivable						55,866
GST receivable						22,954
Other Receivables						10,623
Receivable - Employee Related Provisions - Current						53,772
Total receivables general outstanding						143,215

Amounts shown above include GST (where applicable)

KEY INFORMATION

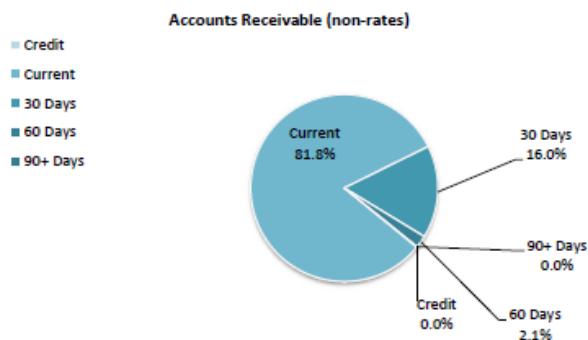
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 July 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	29,967	0	0	29,967
Inventory				
Fuel and materials (including gravel)	25,544	954	0	26,498
Total other current assets	55,511	954	0	56,465

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	8,513	0	0	0	8,513
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						8,513
Other creditors						77,398
ATO liabilities						7,182
Payroll creditors						37,392
Bonds and deposits held						16,480
Prepaid (Excess) Rates						39,154
Total payables general outstanding						186,119

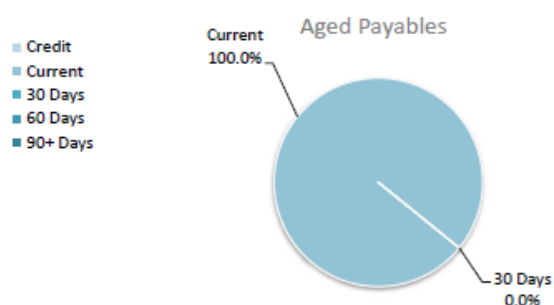
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



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

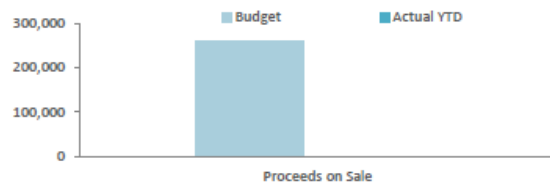
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.10550	250	2,986,366	315,062	0	0	315,062	315,062	0	0	315,062
Industrial	0.10550	5	78,870	8,321	0	0	8,321	8,321	0	0	8,321
Commercial	0.10550	19	641,536	67,682	0	0	67,682	67,682	0	0	67,682
GRV	0.10550	2	392,500	41,409	0	0	41,409	41,409	0	0	41,409
Unimproved value											
Unimproved	0.00604	201	337,966,003	2,042,667	0	0	2,042,667	2,042,667	0	0	2,042,667
Non Rateable											
Sub-Total		477	342,065,275	2,475,141	0	0	2,475,141	2,475,140	0	0	2,475,140
Minimum payment	Minimum \$										
Gross rental value											
Residential	939	66	184,411	61,974	0	0	61,974	61,974	0	0	61,974
Industrial	939	2	9,280	1,878	0	0	1,878	1,878	0	0	1,878
Commercial	939	11	60,396	10,329	0	0	10,329	10,329	0	0	10,329
GRV	939	2	7,825	1,878	0	0	1,878	1,878	0	0	1,878
Unimproved value											
Unimproved	1,569	178	24,594,994	279,282	0	0	279,282	279,282			279,282
Sub-total		259	24,856,906	355,341	0	0	355,341	355,341	0	0	355,341
		736	366,922,181	2,830,482	0	0	2,830,482	2,830,481	0	0	2,830,481
Discount							-1,300				0
Amount from general rates							2,829,182				2,830,481
Ex-gratia rates (CBH)	Tonnage	2		45,723	0	0	45,723	0	0	0	0
Total general rates							2,874,905				2,830,481
Total		736					2,874,905				2,830,481

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2024 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
PAV5	2021 Mazda Cx-30 G25 - 180	23,976	25,000	1,024	0	0	0	0	0
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	30,267	25,000	0	(5,267)	0	0	0	0
	Transport								
PU36	2020 MR MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	23,414	25,000	1,586	0	0	0	0	0
PU37	2014 FOTON TUNLAND UTE	5,590	5,000	0	(590)	0	0	0	0
	2020 MITSUBISHI MR4T40 TRITON								
PU34	DUAL CAB UTE	25,959	25,000	0	(959)	0	0	0	0
	2020 MR4W47 MITSUBISHI								
PU118	TRITON 4X4 GLX	25,929	25,000	0	(929)	0	0	0	0
	2012 CASE 581PCS BACKHOE -								
PBH4	BO5418	58,058	35,000	0	(23,058)	0	0	0	0
	2012 BOMAG BW25RH MULTI								
PR8	WHEEL ROLLER-1DUK617	48,429	50,000	1,571	0	0	0	0	0
PR10	E TYRE ROLLER ET002	21,801	5,000	0	(16,801)	0	0	0	0
PR11	E TYRE ROLLER ET003	21,801	5,000	0	(16,801)	0	0	0	0
	DEBRIS BILLY GOAT MOUNTED								
PMUL	MULCHER	8,679	15,000	6,321	0	0	0	0	0
PPT12	CHIPPER/MULCHER - HANSA C27	18,460	20,000	1,540	0	0	0	0	0
		312,363	260,000	12,042	(64,405)	0	0	0	0



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	4,252,494	4,252,494	310,005	0	(310,005)
Furniture and equipment	65,356	65,356	2,129	0	(2,129)
Plant and equipment	747,487	747,487	1,333	0	(1,333)
Infrastructure - roads	3,201,621	3,201,621	1,416	0	(1,416)
Infrastructure - parks and gardens	60,000	60,000	4,999	0	(4,999)
Infrastructure - sewerage	700,052	700,052	58,336	0	(58,336)
Payments for Capital Acquisitions	9,027,010	9,027,010	378,218	0	(378,218)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,376,876	3,376,876	110,547	0	(110,547)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	240,000	240,000	4,166	0	(4,166)
Plant and Vehicle Reserve	700,000	700,000	0	0	0
Furniture & Equipment Reserve	104,356	104,356	0	0	0
Sewerage Scheme Reserve	157,645	157,645	0	0	0
Brookton Community Resource Centre Reserve	10,000	10,000	0	0	0
Building and Facility Reserve	1,006,452	1,006,452	0	0	0
Infrastructure Reserve	355,916	355,916	0	0	0
Innovations & Development Reserve	2,042,700	2,042,700	0	0	0
Contribution - operations	433,065	433,065	(336,495)	0	336,495
Capital funding total	9,027,010	9,027,010	378,218	0	(378,218)

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.

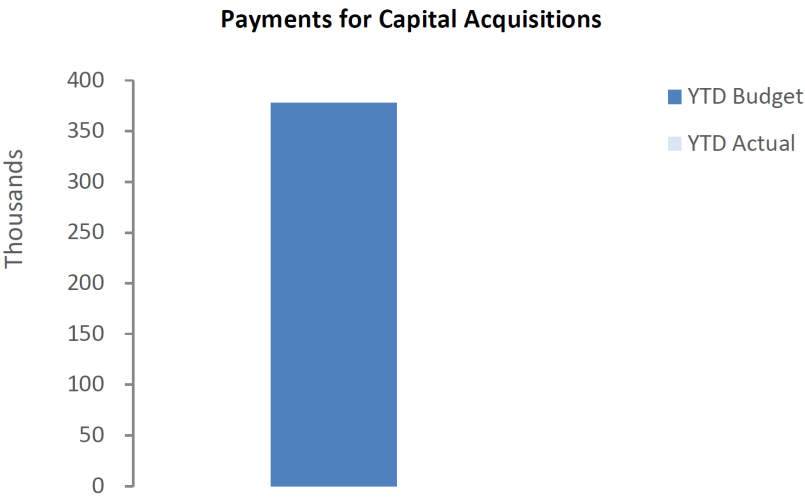
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

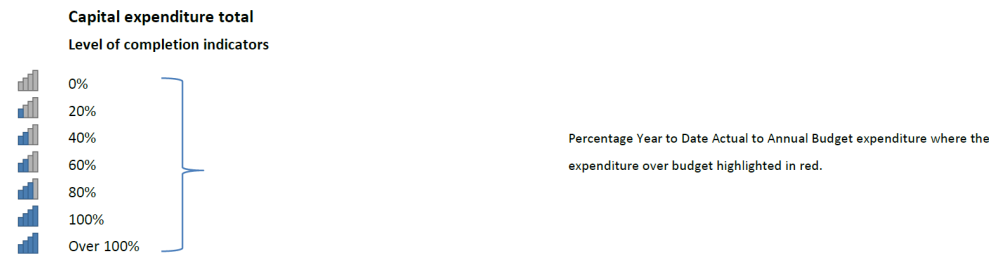
Initial recognition and measurement for assets held at cost

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.





Level of completion indicator, please see table at the end of this note for further detail.

				Adopted				Variance
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	YTD Budget	YTD Actual	Total Forecast	(Under)/Over
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(30,000)	(2,500)	0	(30,000)	2,500
Total - Governance				(30,000)	(2,500)	0	(30,000)	2,500
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(770,709)	(64,225)	0	(770,709)	(64,225)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AME	(239,932)	(19,994)	0	(239,932)	19,994
Total - Law, Order & Public Safety				(1,010,641)	(84,219)	0	(1,010,641)	(44,231)
Housing								
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(3,750)	0	(45,000)	3,750
Total - Housing				(45,000)	(3,750)	0	(45,000)	3,750
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(25,000)	(2,083)	0	(25,000)	(2,083)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(755,303)	(62,941)	0	(755,303)	(62,941)
E112510	POOLCAP	9230	POOL - CAPITAL	(5,000)	0	0	(5,000)	0
E112510	SHEDCAP	9230	BROOKTON AQUATIC CENTRE STORAGE SHED AND CONCRI	(27,400)	0	0	(27,400)	0
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,838,150)	(153,179)	0	(1,838,150)	153,179
Total - Recreation And Culture				(2,650,853)	(218,203)	0	(2,650,853)	88,155
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(6,000)	(500)	0	(6,000)	(500)
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(500,000)	0	0	(500,000)	0
E136510	CRCCAP	9230	BROOKTON CRC LAND & BUILDING CAPITAL	(10,000)	(833)	0	(10,000)	833
Total - Economic Services				(516,000)	(1,333)	0	(516,000)	333
				0	0	0	0	0
Total - Buildings				(4,252,494)	(310,005)	0	(4,252,494)	50,507
Plant & Equipment								
Governance								
E042532		9234	ADMIN PURCHASE DCEO VEHICLE	(50,000)	0	0	(50,000)	0
Total - Governance				(50,000)	0	0	(50,000)	0
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(93,487)	0	0	(93,487)	0
E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(9,000)	(750)	0	(9,000)	750
Total - Law, Order & Public Safety				(102,487)	(750)	0	(102,487)	750
Community Amenities								
Total - Community Amenities				0	0	0	0	0
Recreation & Culture								
E112530		9234	PURCHASE PLANT & EQUIPMENT	(28,000)	0	0	(28,000)	0
Total - Recreation & Culture				(28,000)	0	0	(28,000)	0
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	(7,000)	(583)	0	(7,000)	583
E143530	LIGHTV1	9234		(50,000)	0	0	(50,000)	0
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND PURCHASE P&E - REPLACEMENT 2020 MITSUBISHI	(30,000)	0	0	(30,000)	0
E143530	LIGHTV4	9234	MR4T40 TRITON DUAL CAB UTE PURCHASE P&E - REPLACEMENT 2020 MR4W47	(45,000)	0	0	(45,000)	0
E143530	LIGHTV5	9234	MITSUBISHI TRITON 4X4 GLX PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PC5 BACKHOE - BO5418	(45,000)	0	0	(45,000)	0
E143530	EP003	9234		(190,000)	0	0	(190,000)	0
E143530	EP004	9234	PURCHASE P&E - REPLACEMENT 2012 BOMAG BW25RH MULTI WHEEL ROLLER-1DUK617	(200,000)	0	0	(200,000)	0
Total - Other Property & Services				(567,000)	(583)	0	(567,000)	583
Total - Plant & Equipment				(747,487)	(1,333)	0	(747,487)	1,333
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(13,056)	(1,088)	0	(13,056)	(1,088)
E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS M/	(12,500)	(1,041)	0	(12,500)	1,041
Total - Governance				(25,556)	(2,129)	0	(25,556)	(47)
Recreation & Culture								
E111520		9232	PURCHASE FURNITURE & EQUIPMENT	(39,800)	0	0	(39,800)	0
Total - Recreation & Culture				(39,800)	0	0	(39,800)	0
Total - Furniture & Equipment				(65,356)	(2,129)	0	(65,356)	(47)
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(592,662)	0	0	(592,662)	0
E121560	DAVIR2R	9250	DAVIS ROAD R2R	(109,563)	0	0	(109,563)	0
E121560	MATTR2R	9250	MATTINGLY ROAD R2R	(109,563)	0	0	(109,563)	0
E121560	MATCR2R	9250	MATTINGLY ROAD CULVERT R2R	(60,024)	0	0	(60,024)	0
E121560	STKWR2R	9250	SOUTH KWEDA ROAD R2R	(105,635)	0	0	(105,635)	0
E121565	TILLSFC	9250	TILLER STREET - CAPITAL WORKS	(45,000)	0	0	(45,000)	0
E121565	BODESFC	9250	BODEY STREET - CAPITAL WORKS	(5,520)	(1,416)	0	(5,520)	(1,416)
E121565	WOODSFC	9250	WOODS LOOP ROAD CAPITAL WORKS	(110,349)	0	0	(110,349)	0
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	(37,000)	0	0	(37,000)	0
E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK	(187,316)	0	0	(187,316)	0
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	(1,102,939)	0	0	(1,102,939)	0
E121570	BRIDGE04	9250	BRIDGE 3146A BOYAGARRA ROAD	(77,500)	0	0	(77,500)	0
E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(49,200)	0	0	(49,200)	0
E121570	BRIDGE09	9250	BRIDGE 3158A MATTHEWS ROAD	(24,970)	0	0	(24,970)	0
E121570	BRIDGE10	9250	BRIDGE 4863 YORK-WILLIAMS ROAD	(23,380)	0	0	(23,380)	0
E121572		9250	BRIDGE CONSTRUCTION - MRWA & WALGGC	(561,000)	0	0	(561,000)	0
Total - Transport				(3,201,621)	(1,416)	0	(3,201,621)	(1,416)
Total - Infrastructure - Roads				(3,201,621)	(1,416)	0	(3,201,621)	(1,416)
Infrastructure - Sewerage								
Community Amenities								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(542,407)	(45,200)	0	(542,407)	(45,200)
E102540	SEWEFE	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - FENCE	(17,445)	(1,453)	0	(17,445)	1,453
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(140,200)	(11,683)	0	(140,200)	11,683
Total - Community Amenities				(700,052)	(58,336)	0	(700,052)	(32,064)
Total - Infrastructure - Sewerage				(700,052)	(58,336)	0	(700,052)	(32,064)
Infrastructure - Parks & Gardens								
Recreation And Culture								
E113531	BCOUCAP	9256	BASKETBALL COURT (HALF SIZE)	(20,000)	(1,666)	0	(20,000)	(1,666)
E113531	ELEBCAP	9256	ELECTRONIC SIGNAGE BOARD	(40,000)	(3,333)	0	(40,000)	3,333
Total - Recreation And Culture				(60,000)	(4,999)	0	(60,000)	1,667
Total - Infrastructure - Parks & Gardens				(60,000)	(4,999)	0	(60,000)	1,667
Grand Total				(9,027,010)	(378,218)	0	(9,027,010)	19,980

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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2024	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare										
Kalkarni Residency (20%)	80	23,593	0	0	0	(11,469)	23,593	12,124	551	(1,356)
Housing										
Staff Housing (33%)	80	38,929	0	0	0	(18,924)	38,929	20,005	909	(2,238)
Community amenities										
Sewerage (14%)	80	16,515	0	0	0	(8,029)	16,515	8,486	386	(949)
Effluent Loan	83	0	0	600,000	0	(48,736)	0	551,264	0	(28,933)
Recreation and culture										
Sport & Recreation	81	284,694		0	0	(74,520)	284,694	210,174	1,016	(20,674)
Other property and services										
Grader (33%)	80	38,929	0	0	0	(18,925)	38,929	20,004	909	(2,238)
		402,661	0	600,000	0	(180,603)	402,661	822,058	3,771	(56,388)
Self supporting loans										
General purpose funding										
Country Club	82	114,485		0	0	(29,967)	114,485	84,518	2,527	(8,315)
		114,485	0	0	0	(29,967)	114,485	84,518	2,527	(8,315)
Total		517,147	0	600,000	0	(210,570)	517,147	906,577	6,298	(64,703)
Current borrowings		161,834					161,834			
Non-current borrowings		355,313					355,313			
		517,147					517,147			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Term Years	Interest Rate	Amount (Used)
	Actual	Budget				Budget
	\$	\$			%	\$
Effluent Loan	0	600,000	WATC	10	3.81	(600,000)
	0	600,000				(600,000)

The Shire has no unspent debenture funds as at 30th June 2024, nor is it expected to have unspent funds as at 30th June 2025.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

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

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Lease No.	1 July 2024	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities										
Re-Use Water Dam	LE-03	19,037	0	0	0	(1,568)	19,037	17,469	0	(614)
Total		19,037	0	0	0	(1,568)	19,037	17,469	0	(614)
Current lease liabilities		1,568					1,568			
Non-current lease liabilities		17,469					17,469			
		19,037					19,037			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

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									
Leave Reserve	152,717	4,088	0	0	0	0	0	156,805	152,717
Plant and Vehicle Reserve	616,660	16,506	0	625,000	0	(700,000)	0	558,166	616,660
Furniture & Equipment Reserve	115,326	3,087	0	97,000	0	(104,356)	0	111,057	115,326
Sewerage Scheme Reserve	518,155	13,869	0	19,625	0	(157,645)	0	394,004	518,155
Madison Square Units Reserve	33,945	909	0	297	0	0	0	35,151	33,945
Brookton Community Resource Centre f	231,318	6,191	0	0	0	(10,000)	0	227,509	231,318
Building and Facility Reserve	5,371,134	143,765	0	329,945	0	(1,006,452)	0	4,838,392	5,371,134
Infrastructure Reserve	563,091	15,072	0	0	0	(355,916)	0	222,247	563,091
Waste Reserve	733,151	19,624	0	30,596	0	0	0	783,371	733,151
Aged Housing Reserve	417,078	11,164	0	25,866	0	0	0	454,108	417,078
Innovations & Development Reserve	3,128,088	83,727	0	0	0	(2,042,700)	0	1,169,115	3,128,088
	11,880,665	318,002	0	1,128,329	0	(4,377,069)	0	8,949,927	11,880,665

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Jul 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		5,511	0	0	0	5,511
- Capital grant/contribution liabilities		598,302	0	62,729	0	661,031
Total other liabilities		603,813	0	62,729	0	666,542
Employee Related Provisions						
Annual leave		152,915	0	0	0	152,915
Long service leave		167,392	0	0	0	167,392
Provision for long service leave oncosts - Current		12,851	0	0	0	12,851
Provision for annual leave oncosts - Current		20,599	0	0	0	20,599
Total Employee Related Provisions		353,756	0	0	0	353,756
Total other current assets		957,569	0	62,729	0	1,020,298

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

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

NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Adopted	YTD	Forecast
	1 July 2024	in Liability	Reduction (As revenue)	31 Jul 2024	Liability 31 Jul 2024	Budget Revenue	YTD Budget	Revenue Actual	30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	
General purpose funding									
Grants Commission - General (WALGGC)	0	0	0	0	0	147,382	0	0	(147,382)
Grants Commission - Roads (WALGGC)	0	0	0	0	0	74,074	0	0	(74,074)
Grants Commission - Bridges (WALGGC)	0	0	0	0	0	374,000	0	0	(374,000)
Law, order, public safety									
DFES Grant - Fire Mitigation Activity Fund 23/24	5,511	0	0	5,511	5,511	5,511	459	0	(5,052)
DFES Grant - Fire Mitigation Activity Fund 24/25	0	0	0	0	0	366,150	30,512	0	(335,638)
DFES Grant - ESL operating Grant	0	0	0	0	0	84,464	0	16,964	(67,500)
All West Australians Reducing Emergencies (AWARE)	0	0	0	0	0	7,500	625	0	(6,875)
Transport									
MRWA Direct Grant Funding	0	0	0	0	0	319,988	0	0	(319,988)
Economic services									
Seniors Week Event	0	0	0	0	0	1,000	0	0	(1,000)
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	0	(2,000)
Australia Day Celebrations Revenue	0	0	0	0	0	5,000	0	0	(5,000)
Youth Week Event Revenue	0	0	0	0	0	2,000	0	0	(2,000)
Grant Revenue - Stay On Your Feet	0	0	0	0	0	4,376	364	4,376	364
Grant Revenue - Dpird Crc Development Grant	0	0	0	0	0	3,000	250	3,000	250
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	416	0	(4,584)
CRC Operating Grant Revenue	0	0	0	0	0	112,000	0	0	(112,000)
	5,511	0	0	5,511	5,511	1,513,445	32,626	24,340	(1,456,479)

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

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue			
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2024	Current Liability 31 Jul 2024	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual	Forecast 30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies									
General purpose funding									
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	0	0	(4,114)
LRCI - Waterless Public Toilet Cemetery	0	0	0	0	0	36,751	0	0	(36,751)
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	0	0	0	0	52,954	0	0	(52,954)
LRCI 4 - Railway Station Building Refurbishment	156,752	42,729	0	199,481	199,481	170,522	0	0	(170,522)
LRCI 4 - Woods Loop Road	0	0	0	0	0	110,349	0	0	(110,349)
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	0	0	(37,000)
WBDC - Railway Station Building Refurbishment	0	20,000	0	20,000	20,000	40,000	3,333	0	(36,667)
Law, order, public safety									
DFES Capital Grant Income (West Brookton BFB Shed)	0	0	0	0	0	286,906	23,908	0	(262,998)
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	314,564	0	0	314,564	314,564	670,709	55,892	0	(614,817)
WSFN 1 - Dangin-Mears Road - Income - 2022/23	0	0	0	0	0	804,625	0	0	(804,625)
WSFN 2 - Dangin-Mears Road - Income - 2023/24	126,986	0	0	126,986	126,986	514,433	0	0	(514,433)
Davis Road - R2R Income	0	0	0	0	0	109,563	0	0	(109,563)
Mattingly Road - R2R Income	0	0	0	0	0	109,563	0	0	(109,563)
South Kweda Road - R2R Income	0	0	0	0	0	60,024	0	0	(60,024)
Mattingly Road Culvert - R2R Income	0	0	0	0	0	105,635	0	0	(105,635)
York Williams Road Rrg	0	0	0	0	0	395,108	32,925	0	(362,183)
TOTALS	598,302	62,729	0	661,031	661,031	3,508,256	116,058	0	(3,392,198)

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

**NOTE 15
BONDS & DEPOSITS AND TRUST FUNDS**

In previous years, bonds and deposits were held as trust monies. They are still reported in this Note but also included in Restricted Cash - Bonds and Deposits and as a current liability in the books of Council.

Trust funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 Jul 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	2,080	0	0	2,080
Facility Hire Bonds	6,830	1,000	0	7,830
Gym Bonds	6,570	70	(70)	6,570
Sub-Total	15,480	1,070	(70)	16,480
Trust Funds				
Public Open Space Contributions	0	0	0	0
Sub-Total	0	0	0	0
	15,480	1,070	(70)	16,480

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

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption			\$	\$	\$	\$
				0	0	0	0

KEY INFORMATION

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 \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Expenditure from operating activities						
Materials and contracts	261,538	71.33%	▲	Minium spending in July 24. Budget profiling is the reason for the variance. Will correct as work program commences		
Utility charges	12,180	54.65%	▲	Budget profiling is the reason for this variance. Will self correct over the coming months		
Depreciation	191,403	100.00%	▲	Depreciation is not run for FY 24/25 until after the 23/24 Annual Report is complete		
Non-cash amounts excluded from operating activities	(195,413)	(100.00%)	▼			Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation not being run YTD
Investing activities						
Proceeds from capital grants, subsidies and contributions	(116,058)	(100.00%)	▼			Due to Accounting Standard AASB1058 recognition of revenue
Payments for inventories, property, plant and equipment and infrastructure	378,218	100.00%	▲	The variance relates to Capital projects which have not yet commenced in FY24/25. Infrastructure - Brookton Railway station, Memorial Hall - Stage 2 , Basketball Court (Half Size), Sewerage Works, Rural Road & Bridge works		

14.08.24.03 SUNDRY DEBTOR WRITE OFF – INCORRECTLY CREATED DEBTORS INVOICE

File No:	PRO012
Date of Meeting:	14 August 2024
Location/Address:	Groser Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider writing off a sundry debtor that has been incorrectly charged.

Description of Proposal:

On 3rd July 2024 the Shire raised an annual debtor invoice to charge the Brookton Historical Society for recoverable costs for the Brookton Museum.

Staff incorrectly raised an added to this invoice an upgrade to the main switchboard at the Brookton Museum. This upgrade is not in line with the requirement for the Brookton Historical Society to meet the costs of repairs & maintenance outlined in their existing lease agreement. The nature of the charge was overlooked when the invoice was raised.

Background

Council's process of writing off incorrectly created invoices is a standard process that seeks to minimise risks associated with fraudulent behaviour that can be associated with amending Council's financial records. Council's has permitted an upper limit of \$500 in the delegated authority of the CEO to complete write offs.

The Shire of Brookton has a lease agreement with the Brookton Historical Society. This agreement requires that the Brookton Historical Society are financially responsible for repairs & maintenance at the Brookton Museum.

On the same invoice the Shire has invoiced:

- Inspect & repair fault at museum (AC electrics) - August 2023 \$192.50
- Invoice test & tag museum - RCD and fire maintenance March 2024 \$108.90

The Brookton Historical Society has paid these charges.

Consultation:

Brookton Historical Society

Statutory Environment:

Council's Delegation Register provides limited delegated authority for the Chief Executive Officer. Delegation 1.51 *Write Off of Rates and Sundry Debts* provides the authority to the CEO to write off debts in the following manner:

1. Where a Sundry Debtor invoice has:
 - a. a value of less than \$500;
 - b. has been outstanding for at least 90 days; and
 - c. in the Chief Executive Officer's opinion, will not be economically practical to

pursue debt recovery of that invoice.

2. Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off.
3. Where a Rates Debtor account has a balance of less than \$10 the Chief Executive Officer may authorise that that amount be written off.
4. Where a Rates Debtor charge of an amount of less than \$500 was raised in error, the Chief Executive Officer may approve that that charge be written off.

Relevant Plans and Policy: Nil

Financial Implications:

The Officer's Recommendation recommends writing off income of \$1,528.12. Council was not entitled to raise this income, so there is no financial impact arising from the write off.

Risk Assessment:

The likelihood of the Shire requiring to write off incorrectly created invoices is Likely with the financial consequence being Insignificant on most occasions.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council, because the charge was raised in error, write off being an amount of \$1,528.12 (GST Inclusive) charged on invoice 10872 for Debtor 80123.

(Simple majority vote required)

15.08.24.01 AMENDED POLICY - EMPLOYEE LEAVE

File No:	GOV031A
Date of Meeting:	15 August 2024
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider a review of the Council's policy 2.31 *Employee Leave* and specifically the provision for extended leave for employees who contract COVID

Description of Proposal:

Staff have identified changes to policy 2.31 *Employee Leave* that make these adjustments. In Attachment 15.08.24.01A, the amended policy includes additions to the policy in a bold, blue font are additions to the policy and deletions included in red, strikethrough font.

As the Shire transitions away from COVID being an extraordinary pandemic to COVID being somewhat a more normal illness, the requirement for additional, extraordinary leave is no longer relevant and should be removed.

Other changes include:

- changes to reflect the Shire now has employees on multiple industrial awards;
- more clearly stating the requirements for sick leave and compassionate leave; and
- that paid Community Service Leave being available to employees volunteering for an emergency service organisation based in the Shire of Brookton

Background:

Council's policy 2.31 *Employee Leave* has provision for extended leave for employees who contract COVID.

This change was likely made early in the onset of COVID in 2020 to ensure that staff were suitably protected. Similar provisions were adopted by many local governments.

Consultation: Nil

Statutory Environment:

Various employment legislation applies to matters concerning employees leave.

Relevant Plans and Policy:

Any amendments will be included in Council's Policy Manual.

Financial Implications:

There are no specific financial implications in regard to this matter.

Risk Assessment:

Council's expenditure on leave has risks at a Minor level. The likelihood of issues arising with employees' leave is possible.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopts the amended Council Policy 2.31 Employee Leave, as included in Attachment 15.08.24.01A.

(Simple majority vote required)

Attachments

Attachment 15.08.24.01A – Policy 2.31 - Employee Leave

2.31 EMPLOYEE LEAVE

Directorate:	Corporate			
Statutory Environment:	Local Government Industry Award 2020 National Employment Standards Fair Work Act 2009			
Council Adoption:	Date:	Nov 2017	Resolution #:	13.11.17.01
Last Amended:	Date:	Dec 2020	Resolution #:	OCM 12.20-15
Review Date:	June 2023			

Objective:

The objective of this policy is to afford structure and clarity around the taking of personal leave, particularly sick leave, by individual employees to ensure that equity, accountability and consistency in approach and procedure is achieved, and afford some additional benefit to the taking of other forms of leave.

Definitions:

- **Employee** means an employee of the Shire of Brookton currently that is on the payroll on a full-time and part-time basis.
- **Immediate Family Member** means an employee's spouse or de facto partner and their child, parent, grandparent, grandchild, sibling.
- **Personal leave** means sick leave, Carer's leave, but no compassionate leave, annual leave or long service leave.
- **Annual Leave** means the amount of hours or days an employee of the organization is permitted to be away from their employment position on full pay for the purpose taking a break or holiday.
- **Compassionate Leave** means leave taken when an employee's immediate family member dies or contracts/develops a life-threatening illness or injury that may result in imminent death or permanent disability.
- **Long Service Leave** means leave granted after having continuously worked 10 years for the Shire.
- **Leave without Pay** means an approved temporary absence from the employee's position in a no-pay status as requested by the employee and agreed by the employer.
- **Community Service Leave** means the absence of an employee from work while engaging in certain service activities such as a voluntary emergency management activity or jury duty.
- ~~**COVID-19 Leave** means leave granted to an employee who has contracted COVID-19, or needs to care for another person who has COVID-19 or is required to self-isolate, or cannot access school or other care arrangements because of COVID-19 or are otherwise prevented from working because of COVID-19.~~

Policy:

1.0 Personal Leave

1.1 The Shire acknowledges:

- a) Personal and compassionate leave entitlements will be paid to an employee in accordance with the **relevant industrial award** ~~Local Government Award 2020~~ and the related procedure.
- b) An employee's anniversary of appointment is the basis point for accrual of personal leave.
- c) An employee can take personal/carer's leave if he/she or an immediate family member is sick, injured or has an emergency.

1.2 An employee seeking approval for personal (sick) leave **for absences of 2 days or greater will be required to submit a medical certificate or other documentation that supports the employee being unable to attend work because of injury or personal illness. Failure to comply with such a requirement may result in the employee not receiving payment for the period of absence.** ~~is to submit a medical certificate, or statutory declaration or other supporting evidence of illness:~~

- ~~a) For absences greater than 2 days; and~~
- ~~b) Where the staff member has exceeded 2 periods of sick leave (minimum 1 day) in any one year from the date of the staff member's anniversary of appointment.~~

1.3 An employee seeking approval for personal leave (**sick**) may ~~also~~ be required to submit a medical certificate, statutory declaration, or other supporting evidence of illness:

- a) for a single day of leave on a Monday or Friday **or** immediately before or after a public holiday or rostered day off; **or**
- b) if the manager/supervisor considers that the staff member is taking a series of single day's personal leave to a pattern, or on a regular or frequent basis.

1.4 An employee that does not accord with statement 1.2 or a request under statement 1.3, may be subject to review of conducted and potential disciplinary action in accordance with the applicable legislation.

1.5 An employee taking compassionate leave, ~~must~~ **may, upon request from the CEO, be required to** produce documented ~~medical~~ evidence ~~or relevant certificates on request from the CEO or MCC~~ of the circumstance (ie death, critical illness or injury) for which this leave is being **requested** ~~taken~~.

An employee who has used all of their personal and annual leave entitlements will be placed on leave without pay for up to 4 weeks, with the matter to be re-assessed by the CEO beyond this period.

2.0 Annual Leave

An employee's anniversary of appointment is the basis point for the accrual of annual leave.

2.1 The Chief Executive Officer may exercise discretion and:

- a) Decline an employee's request to take annual leave where there is an immediate or projected operational need.
- b) Direct an employee where an employee's entitled annual leave entitlement is assessed as a financial liability for the organisation to:
 - i. Take annual leave; or
 - ii. Prepare an "annual leave clearance plan"; or
 - iii. Consider a partial pay-out of the employee's annual leave (see statement 2.2 below).

2.2 An employee may request in writing a 'pay out' of annual leave entitlement where:

- a) The employee has completed 3 years of full-time employment with the Shire.
- b) The employee's annual leave entitlement exceeds 190 hours.
- c) The 'pay out' amount does not exceed 50% of the employee's total annual leave entitlement (ie 4 weeks) and does not contravene the provisions of ~~an~~ **the** Award.
- d) The employee acknowledges through execution of a deed that the Shire is not responsible for any taxation implications that may arise for the employee as a result of the 'pay out' of annual leave.
- e) The 'pay out' of annual leave by the Shire is to be:
 - i. formally applied for and approved by the employee's line Manager and endorsed by the CEO at least 1 month prior to the employee's employment anniversary date.
 - ii. transacted upon a written agreement (deed of payment) being duly executed by both the employee and the Chief Executive Officer.

2.3 An employee may purchase through a written request an additional annual leave entitlement from the Shire under the following conditions:

- a) The purchase of additional annual leave by the employee is at the employee's 'standard' hourly rate up to a maximum of 5 working days per year (leave loading does not apply).
- b) The payment of additional annual leave by the employee:
 - i. Must be completed prior to the leave being taken.
 - ii. may be deducted (subject to written consent) from the employee's fortnightly pay over a period of no greater than 12 months, and for a period as agreed with the CEO.
- c) The taking of additional annual leave:
 - i. is to be formally applied for and approved by the Chief Executive Officer at least 1 month prior to the leave being taken; and
 - ii. must be taken within a 12 month period.

2.4 An employee may request an increase in their annual leave allocation by an additional one week (pro-rata) based on a full waiver of their current 17.5% leave loading entitlement, subject to the following conditions:

- a) The request must be presented to the CEO through a written application.
- b) A deed of acceptance must be executed between the employee and CEO acknowledging the agreed amendment will constitute a change in employment conditions that is binding on both parties.

3. Leave Without Pay or Accrued Leave at ½ Pay

3.1 An employee may request to take 'leave without pay' or 'entitled leave' at ½ pay (typically this would apply to an extended illness period or the like), subject to:

- a) The employee having completed 3 years of full-time employment with the organisation.
- b) The request for un-paid or at ½ pay leave not exceeding 6 months.
- c) In the case of an application for leave without pay, the employee's applicable leave entitlements (accrued annual leave and entitled long service leave) having been exhausted prior.

- d) The department or section of the organisation is not likely to be compromised in its performance (ie can back fill the position) during the period upon which the leave period is requested.
- e) The employee providing a written assurance that a minimum 2 month notice period will be given should the employee decide not to return from leave.

3.2 The exception to 3.1 is:

- a) The grant of unpaid leave in accordance with 4.1 below.
- b) Where an employee has recently commenced employment and has previously arranged or requires urgent leave. In this instance such leave may be granted at the discretion of the CEO.
- c) Where the CEO holds the view there is exceptional or mitigating circumstances for 'leave without Pay' to be granted on merit.

4.0 Time in Lieu/Rostered Days Off/Flexi Time

4.1 All full-time depot-based employees are entitled to one rostered day off every two weeks structured on working 76 hours each pay period, with the nominated day determined by the Chief Executive Officer.

Should a depot-based employee not have accrued 7.6 hours over 9 days of work the short fall of hours for their rostered day off shall be taken as unpaid leave.

4.2 All full-time administration office employees, other than Chief Executive Officer and Manager Corporate and Community Services, are entitled to one rostered day off every four weeks structured on working 80 hours each pay period.

Accrual of time in lieu hours must not exceed 30.4 hours (ie 4 days) in total, unless prior written approval has been obtained from the CEO.

4.3 An employee may be able to vary their standard starting and finishing times at the discretion of their direct line manager and depending on their responsibilities and duties so long as the employee commences and finishes between the hours of 6.00 am to 6.00 pm.

5. Long Service Leave

5.1 An employee must, prior to three (3) months out for Long Service Leave being due, make application to:

- a) Take all or part of their long service leave entitlement using the required leave form for consideration and endorsement of management; or
- b) Defer their long service leave entitlement for consideration by Council, but in doing so needs to detail their reasons for this request and provide a time frame for when this leave will be taken.
- c) Have all or part of their long service leave paid out. Such payment shall be transacted upon a written agreement (deed of payment) being duly executed by both the employee and the Chief Executive Officer.

5.2 Any acceptance to 5.1 b) and 5.1c) will only be accepted at the hourly rate of pay when the long service pay falls due.

6. Additional Leave

All employees are granted 2 additional Local Government Recreation (LGR) leave days per annum on a pro-rata basis that must be taken during the Council approved Shire closure period between Christmas and New Year each year. Or as otherwise approved by the CEO.

7. Community Service Leave

An employee registered as a volunteer with an emergency service organisation **based in or the Shire of Brookton** and actively called upon to assist with an emergency situation is entitled to be paid for the hours absent from work for up to five (5) days annually.

~~8. COVID-19 Leave~~

~~A one-off payment of up to 20 days of COVID-19 leave to employees who:~~

- ~~a) Have contracted COVID-19; or~~
- ~~b) Need to care for another person who:~~
 - ~~i. Has COVID-19 or is required to self-isolate; or~~
 - ~~ii. Cannot access school or other care arrangements because of COVID-19; or~~
- ~~c) Are otherwise prevented from working because of COVID-19.~~

15.08.24.02 WA CONTRACT RANGER SERVICES – CONTRACTUAL ARRANGEMENT

File No:	REG050A
Date of Meeting:	20 July 2024
Location/Address:	23 Whittington Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider a contractual arrangement for the provision of ranger services by Council's current service provide WA Contract Ranger Services.

Description of Proposal:

Council's service agreement with ranger services provider WA Contract Ranger Services (WACRS) has now expired. This service is a unique service and WACRS currently provide services to a significant portion of the wheatbelt with their locally based ranger personnel.

The Shire administration are not aware of a similar service provider that can competitively provide services into Brookton. All alternative suppliers to WACRS require significant amounts of travelling to provide a relatively small amount of service in Brookton. WACRS can provide services to the Shire of Brookton in conjunction with their services to neighbouring/nearby Councils. This ability to provide a shared service reduces the travelling cost in providing services.

Staff have negotiated a draft contract with WACRS that is included at Confidential Attachment 15.08.24.02A. This draft contract is outside Council's purchasing policy in that no competitive quotations have been obtained.

The draft contract, included at Confidential Attachment 15.08.24.02A, has the following clauses:

- Start Date - 1st July 2024
- End Date - 30 June 2027
- Provide a professional Local Government Ranger service of 1 visit per week, or more often if requested by the Shire of Brookton, in addition to an emergency on-call service.
- Ranger Services may include (but are not limited to):
 - o Dog and cat management;
 - o Bushfire hazard reduction;
 - o Off road vehicle management;
 - o Litter and illegal dumping management;
 - o Abandoned vehicle management;
 - o Animal control including reptile handling;
 - o Caravan and camping control;
 - o any other areas of State legislation pertaining to a Local Government Ranger service;
 - o other management of local laws; and

- o other law enforcement within the Shire of Brookton
- an on-call component is a full 24/7 Ranger service. Emergency call-outs will be given priority over rostered days at other Local Governments. Similarly emergency call-outs to other local governments will be given priority over the Shire of Brookton's regular service. The Shire of Brookton will pay for the services received.
- Provide the Shire with a staff monthly roster at the start of each month.
- Provide the Shire with File notes after each visit.
- Provision of reports of services provided each month.
- Remuneration for services provided:
 - o Routine work hours (Monday to Friday between 9 am and 5 pm)
\$105 per hour (GST Exclusive)
 - o Non routine work / emergency call out at all other times as approved (time charged from point of departure to Brookton and return)
\$105 per hour (GST Exclusive)
 - o Travel (per trip to the Shire of Brookton for Routine Work Hours only)
\$105 per trip (GST Exclusive)
- At the conclusion of each twelve (12) month period of the contract an inflationary adjustment figure using the Consumer Price Index (CPI) for Perth for the previous 12 months as provided by the Australian Bureau of Statistics may be applied to the contract price upon the Contractor's application.
- the right to terminate this Agreement with immediate effect by giving four months notice in writing to the other party.

The terms outlined above are very similar to previous agreements with WACRS.

Background:

The provision of ranger services is a specialised area and requires appropriately trained personnel to provide the service. The employment of such an appropriately trained person is not financially viable for the Shire of Brookton.

The Shire's previous 2 year Ranger Services Agreement with WACRS expired on 31 December 2020. This agreement extended by resolution of Council for an additional year to 31 December 2021. The Shire of Brookton has purchased ranger services under the terms of the expired agreement since January 2022.

The services provided to the Shire of Brookton by WACRS have always been professional and timely.

Consultation:

Mr. Matt Sharpe, WA Contact Ranger Services.

Statutory Environment:

Section 9.10 of the *Local Government Act 1995* authorises the CEO to appoint authorised persons, including employees of WACRS to enforce specific local laws.

9.10. Appointment of authorised persons

- (2) The CEO may, in writing, appoint persons or classes of persons to be authorised persons for the purposes of 1 or more specified laws or specified provisions of 1 or more specified laws.

Relevant Plans and Policy:

There are no existing plans or policies that apply to this matter.

Financial Implications:

Council has included a provision in their 2024/25 Budget that will meet the costs of the provisions of ranger services at the service levels included in the draft contract with WACRS. This cost and service level is similar to the service received in previous years.

Risk Assessment:

In the enforcement of Council's local laws has potential for consequences relating to service delivery and public reputation. These consequences, for example relating to a prompt Shire response to a dog attack in the community, have a moderate impact. The likelihood of requiring this response is likely.

The provision of ranger services is assessed as high risk for Council.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

This report relates to delivery of core business and services detailed in the Shire of Brookton.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council agree to enter into the contract, included at Confidential Attachment 15.08.24.02A, with WA Contract Ranger Services for the provision of ranger services.

(Simple majority vote required)

Attachments

Confidential Attachment 15.08.24.02A – Contract for Provision of Ranger Services

15.08.24.03 ADOPTION OF POLICIES - COUNCIL OWNED RESIDENCES

File No:	GOV031A; GOV031B
Date of Meeting:	15 August 2024
Location/Address:	Various properties in Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer this policy has a direct financial interest in that he has a residential tenancy agreement with Council
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider adopting new policies to guide the leasing of Shire owned and managed residential properties to employees and for community housing purposes.

Description of Proposal:

The Shire owns residential properties for leasing:

- To employees; and
- For community housing purposes;
- To local businesses.

Council has a single, existing policy to guide the leasing of these residential properties, although their purposes are different.

Council's current housing policy addresses both employee and community housing. For simplicity, it is recommended that these two subjects be separated into two policies.

A draft policy, included Attachment 15.08.24.03A, to guide lease agreements with employees and this draft policy includes that:

- That employees who will receive a subsidised rental will do so as part of their written employment contract;
- The requirement for a tenancy agreement under the Residential Tenancy Act, 1987 (the Act) to be agreed with employees leasing residential accommodation;
- That employees will be offered a periodic (monthly) tenancy. This allows that the monthly termination notice period under the act can be provided to the employee at the end of their employment;
- The requirement for a security bond under the Act equivalent to four weeks rent;
- The employee tenant be responsible for payment of connection and supply of utilities including electricity, gas, internet and telephone unless otherwise separately agreed as part of an employment package. Most current employment contracts require the tenant to meet these costs and recover the subsidy from Council after payment of the cost;
- Council will pay reasonable water consumption costs at a residence leased to an employee if the tenant maintains the garden of that residence as part of their tenancy.

These conditions, with the exception of requiring a bond, reflect current practices.

A draft policy, included Attachment 15.08.24.03B, to guide tenancy agreements for community housing and this draft policy includes that:

The draft policy includes:

- Criteria for senior and low income tenants to access housing;
- Requires are the creation and maintenance of a Housing Register for applicants;
- Allocates housing from the top of the Housing Register, but does allow discretion for local residents;
- The requirement for a tenancy agreement under the Act to be agreed with tenants leasing residential accommodation;
- That tenants will be offered a maximum 12 month tenancy;
- The requirement for a security bond under the Act of four weeks rent;
- The tenant shall be responsible for payment of connection and supply of all utilities;

These policy conditions are unchanged from the previous amalgamated policy.

Both policies include new references to the keeping of pets resulting from recent changes to the Act. Now, in most cases, tenants are permitted to keep pets, however tenants must seek permission and complete a standard application form. The Shire, as landlord, may refuse a request if:

- a law specifically prevents the pet; or
- they can prove a 'good reason' to the Commissioner for Consumer Protection. A 'good reason' could be if the property is not fully fenced.

A landlord can place a 'reasonable conditions' on having a pet. An example of a 'reasonable condition' is that a bird must remain in a cage or the carpets must be professionally cleaned at the end of the tenancy. A landlord or agent can use the pet bond in addition to the regular bond to clean mess and fix damage that a pet has caused.

Background:

The Shire owns residential properties for renting:

- to employees; and
- for community housing purposes.

Council's existing policy 2.33 EMPLOYEE AND COMMUNITY HOUSING provided guidance on this activity. This policy can be reviewed in Council's current policy manual.

While all employees residing in Council owned residence have tenancy agreements with Council, no current agreement includes the requirement to collect a bond. While most tenancy agreements with employees end amicably, Council was recently unable to recover costs at the end of a tenancy agreement for an employee in Council owned housing.

Some senior employees have their rental included as part of their salary package, and although identified as a nominal amount in the employment contract, no rent is paid. Other employees whose skills/qualifications are generally not available locally and who require accommodation to work for the Shire of Brookton have tenancy agreements where the rent is subsidised. Other employees have tenancy agreements where they pay a market rental for their residence.

Consultation:

Some initial consultation has occurred with employees, but with adoption of new policy consultation will occur with each impacted employee over their specific circumstances.

Statutory Environment:

The *Residential Tenancies Act 1987* applies to all Council's tenancy agreements.

Relevant Plans and Policy:

Any new policies will be included in Council's Policy Manual and the superseded policy removed.

Financial Implications:

The financial risk associated with minor costs of leasing residential properties to employees will be reduced with the requirement to have all employee tenancies include a rental bond.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated with residential properties dealt with in these draft policies is Insignificant. The like likelihood of these consequences occurring are possible.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

- remove existing policy 2.33 EMPLOYEE AND COMMUNITY HOUSING;***
- adopt policy 2.55 EMPLOYEE HOUSING included at Attachment 15.08.24.03A; and***
- adopt policy 2.56 COMMUNITY HOUSING included at Attachment 15.08.24.03B.***

Attachments

Attachment 15.08.24.03A – Draft Policy 2.55 Employee Housing.

Attachment 15.08.24.03B – Draft Policy 2.56 Community Housing.

2.55 EMPLOYEE HOUSING

Directorate:	Corporate			
Statutory Environment:	<i>Residential Tenancies Act 1987</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

1.0 Introduction

This policy applies to Shire owned and managed residential properties leased to employees.

2.0 Objectives

- 2.1 To meet employee needs for suitable housing within the scope of the Shire's capacity to do so.
- 2.2 To establish processes and guidelines for the use of Shire owned and managed housing.
- 2.4 To ensure that all employees have an understanding of minimum housing standards for Shire facilities.

3.0 Allocation of Employee Housing

- 3.1 Pursuant to 'Delegation 1.17 – Staff Housing' the CEO is empowered to make all arrangements in regard to allocation and maintenance of all Shire staff accommodation provided by Council.
- 3.2 The Shire does not routinely provide housing to employees. The provision of housing is at the Shire's discretion and is not an entitlement under any Employment Award.
- 3.3 To meet contractual requirements, the Shire may provide specified employees housing at a subsidised rental determined by Council.
- 3.4 Council has determined to subsidise the rental of the housing provided to the following positions at a subsidised rental included in the Officer's employment contracts:
 - a. Chief Executive Officer (CEO)
 - b. Manager Corporate and Community Services (MCC)
 - c. Manager Infrastructure and Works (MIW)
 - d. Manager Projects (MP)
 - e. Aquatic Centre Manager
- 3.5 The allocation of the individual residential properties to all employees, subsidised and otherwise, will be completed by the CEO.
- 3.6 The Shire may offer residential tenancy to other employees at a market rental. The CEO will determine the market rental of the Shire residential properties.

4.0 Residential Tenancy Agreements

- 4.1 Prior to being granted occupancy of Council residential accommodation, employees will enter into a residential tenancy agreement under the *Residential Tenancy Act, 1987*
- 4.2 The Shire will include in the Residential Tenancy agreement offered to staff for the lease of a Shire owned or managed residence that includes:
 - a. That the tenancy agreement will be a periodic (monthly) tenancy as per the conditions of the *Residential Tenancy Act, 1987*; and
 - b. the requirement for a security bond of four weeks rent.
- 4.3 Prior to commence the tenancy the employee will:
 - a. provide all rent and bond monies in accordance with the provisions of the *Residential Tenancy Act, 1987*;
 - b. participate in an initial condition inspection of the rental accommodation and execute a condition report prepared by the Shire that will form part of the tenancy agreement.
- 4.4 The residential tenancy agreement will be tied to the continuing employment of the employee. With the termination of employment, the Shire will move to terminate the tenancy agreement under the provisions of the *Residential Tenancy Act, 1987*.
- 4.3 The tenant shall be responsible for payment of connection and supply of all utilities including electricity, gas, internet and telephone unless otherwise separately agreed as part of an employment package.
- 4.4 The Shire will pay for reasonable water consumption costs at a Shire owned residential property leased to an employee if the tenant maintains the garden of that rental property as part of their tenancy.

5.0 Keeping of Pets

- 5.1 The keeping of pets will be considered under the provisions of the Residential Tenancy Act, 1987 and consent may be granted subject to:
 - a. an additional pet bond payment; and/or
 - b. conditions relating to the keeping of the pet.

6.0 Smoking

Smoking is prohibited in all Shire residential rental properties.

7.0 Property Inspections

- 7.1 All leased residential accommodation is to be subject to a 'landlord' quarterly inspection in year 1 and thereafter every 6 months for continued longer term tenancies. This excludes routine or urgent maintenance and repairs to be performed by the Shire.

8.0 Property Maintenance and Up-keep

- 8.1 The tenant is responsible for the general condition and appearance of the premises. This includes but is not limited to general cleaning and upkeep of the interior, exterior and landscape, reasonable wear and tear excepted.
- 8.2 The Shire will perform all necessary maintenance and utility meter readings within the scope and responsibility as a 'landlord' defined under the *Residential Tenancy Act, 1987*.
- 8.3 The Shire is responsible for all major maintenance and repairs including but not limited to roofs, foundations, exterior wall structures and coverings. The CEO is to ensure all maintenance works to Shire residential property is performed in accordance its Asset Management Plan.

2.56 COMMUNITY HOUSING

Directorate:	Corporate			
Statutory Environment:	<i>Residential Tenancies Act 1987</i>			
Council Adoption:	Date:		Resolution #:	
Last Amended:	Date:		Resolution #:	
Review Date:				

1.0 Introduction

This policy applies to Shire owned and managed community housing dwellings.

2.0 Objectives

- 2.1 To detail the eligibility criteria and confirm the priority allocation for Shire owner/managed housing available to the community.
- 2.2 To establish processes and guidelines for the use of Shire owned and managed residential properties, including community housing dwellings and permanent caravan park sites that are owned and/or controlled by Council.
- 2.3 To ensure that all individuals have an understanding of minimum housing standards for Shire facilities.

3.0 Allocation of Housing

3.1 Eligibility Criteria – Senior Housing

To be eligible to occupy a Senior Citizen Community Housing Unit, an applicant must satisfy the following criteria:

- Be listed on the Shire's *Housing Requests Register*. If there is no waiting list a community housing unit will be allocated on a 'first come/first serve' basis.
- Be an Australian citizen or permanent resident, with proof of identity (ie passport, driver's license or similar).
- Be 55 years of age or above.
- Currently residing within Western Australia
- Be able to live 'independently' as assessed by a qualified medical practitioner or similar qualified person.

Subject to suitability, preference may be given to local/ex-local residents of the Shire of Brookton.

3.2 Eligibility Criteria – Low Income Community Housing

To be eligible to occupy a Low-Income Community Housing Unit, an applicant must also meet the following:

- Be listed on the Shire's *Housing Requests Register*. If there is no waiting list a community housing unit will be allocated on a 'first come/first serve' basis.
- Be an Australian citizen or permanent resident, with proof of identity (ie passport, driver's license or similar).
- Be 55 years of age or above.
- Be Currently residing within Western Australia
- Be able to live 'independently' as assessed by a qualified medical practitioner or similar qualified person.
- Be registered with the Department of Communities – Housing (Housing Authority) and satisfy all other criteria as set by the Department.
- Be eligible at the time of application, while on the waiting list and before an offer of housing is made.

Subject to suitability, preference may be given to local/ex-local residents of the Shire of Brookton.

3.3 Housing Requests Register

The Officer responsible for the management of Shire housing will maintain a *Housing Requests Register*.

To be listed on this register an applicant must complete and submit to the Shire a housing application form, as amended from time to time, that includes at least:

- Applicant's name
- Applicant's contact details
- Date of application
- House/unit type requested
- Stated annual income at the time of registering interest
- Satisfaction completion of the required eligibility criteria evidence
- References of previous rentals

3.4 Allocation Process

When a residence or caravan site becomes vacant, the Officer responsible will:

- a. confirm with selected applicant(s) listed at the top of the Register their continued interest in a nominated house, unit, or caravan site;
- b. seek input/assessment from the WA Housing Authority and any other statutory or advisory bodies as required;
- c. review references relating to previous rental history; and
- d. prepare a report to the Council for a decision.
- e. refer the matter to the Council for review of the applications and determination of the allocation of housing based on assessment against applicable eligibility criteria, as detailed in this policy, and input from points b) and c) above.

3.4 Efficient Allocation of Housing

- a. Council reserves the right to terminate or to not re-new a tenancy under the terms Residential Tenancy Act 1987 (the ACT) to make best use of Shire housing.

For example, where a single tenant occupies a multiple bedroom residence, Council or may seek to move this tenant to a newly vacant single bedroom unit to allow the multiple bedroom dwelling to be offered to an eligible family tenant.

- b. Should there be no immediate demand for Senior Citizen Housing, the Council may exercise discretion in allocating a residential unit to:
 - a person not assessed as a Senior Citizen under Section 4.1 of this policy;
 - a corporate entity with a business presence in the Shire of Brookton; or
 - some other tenant suitable to Council;providing any such arrangement under this provision is to be based on:
 - the balance of this policy being satisfied; and
 - the rental arrangement structured on a periodic tenancy agreement and market rental rates.

3.5 Setting and Review of Rent

The Council, as part of its annual budget process, will review the rental charges for all premises (excluding low income community housing), and may adjust the weekly rent to accord with market trends and average rental charges for the same or similar forms of accommodation in the market place.

This policy recognises Low Income Community Housing rental charges are assessed on 25% of the tenant's income and reviewed annually. The Community Housing applicants that are eligible to receive the Commonwealth Rent Assistance (CRA) and will be charged 100% of the entitled CRA in addition to the 25% of their income.

4.0 Residential Tenancy Agreements

4.1 Prior to being granted occupancy all selected tenants will:

- a. Sign a residential tenancy agreement and pay the required rent and bond monies in accordance with the provisions of the *Residential Tenancy Act, 1987*.
- b. Participate in an initial condition inspection of the rental accommodation and execute a condition report prepared by the Shire that will form part of the tenancy agreement.

4.2 The maximum term for a tenancy shall be 12 months for all community housing tenancy agreement.

The CEO may exercise discretion to set a lesser tenancy term than the prescribed maximum, depending on individual circumstance and terminate a tenancy agreement by negotiation.

4.3 The tenant shall be responsible for payment of connection and supply of all utilities, unless:

- a. the tenancy is for a designated, permanent caravan site that includes all utility costs; or
- b. there is an inability for the utility provider or the Shire to determine individual consumption/usage.

5.0 Keeping of Pets

5.1 The keeping of pets will be considered under the provisions of the Residential Tenancy Act, 1987 and consent may be granted subject to:

- a. an additional pet bond payment; and/or
- b. conditions relating to the keeping of the pet.

6.0 Smoking

Smoking is prohibited in all Shire residential rental properties.

7.0 Property Inspections

- 7.1 All Shire housing is to be subject to a 'landlord' quarterly inspection in year 1 and thereafter every 6 months for continued longer term tenancies. This excludes routine or urgent maintenance and repairs to be performed by the Shire.
- 7.2 The Shire is also responsible for inspecting the condition of the residences on a regular basis for maintenance, safety, building and health code compliance issues.

8.0 Property Maintenance and Up-keep

- 8.1 The tenant is responsible for the general condition and appearance of the premises. This includes but is not limited to general cleaning and upkeep of the interior, exterior and landscape, reasonable wear and tear excepted.
- 8.2 The Shire will perform all necessary maintenance and utility meter readings within the scope and responsibility as a 'landlord' defined under the *Residential Tenancy Act, 1987*.
- 8.3 The Shire is responsible for all major maintenance and repairs including but not limited to roofs, foundations, exterior wall structures and coverings. The CEO is to ensure all maintenance works to Shire residential property is performed in accordance its Asset Management Plan.

15.08.24.04 WHEATBELT SECONDARY FREIGHT NETWORK – REVIEW OF GOVERNANCE PLAN
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File No:	ROA006
Date of Meeting:	15 August 2024
Location/Address:	Wheatbelt South and Wheatbelt North Regional Road Groups
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider providing comment to the Wheatbelt Secondary Freight Network (WSFN) and others on the proposed changes to the WSFN Governance Plan

Description of Proposal:

Staff have included at Attachment 15.08.24.04A a summary document of the existing WSFN Governance Plan to show the deletions and amendments. In this document the amendments are included in bold black strikethrough font for deletions and bold red font for additions. This document has been prepared by staff to highlight the impact of changes and the formatting of the document is to the same standard as the original Governance Plan.

A summary of staff comments on the proposed revised WSFN Governance Plan are included at Attachment 15.08.24.04B. Most of the changes are appropriate amendments to update the WSFN Governance Plan. Such appropriate changes have the comment Noted.

The review also includes amendments that staff believe duplicate existing clauses, reduce clarity in the Governance Plan and water down clauses specifically included to reduce the potential for conflicts of interest. The amendments include:

1. The proposed changes at clause 11.2.3 Voting and Decision Making allows for TC members who are consultants/contractors. The ability of TC members who are consultants/contractors were deliberately not included in the WSFN Governance Plan because of a perceived conflict of interest concerns from the consultants/contractors reviewing matters. Examples of these perceptions are members of the technical committee providing reviewing engineering solutions for projects that they
2. Replacing the entirety of the existing clause under the title 10.2.10 Delegated Representatives with the wording from 10.2.1 Membership. In addition to creating an unnecessary duplication, the clauses requiring that a Sub Regional Road Group's (SRRG) Proxy Member is elected by that SRRG and removes the ability for a non-voting member to provide a Proxy Delegate. Steering Committee members (SC) Proxy members are now not defined in the amended Governance Plan and when they attend meetings and how and when they vote is no longer clear;
3. The proposed changes at clause 11.2.3 Voting and Decision Making also removes all the rules on Technical Committee voting. Without rules around voting, there may be

confusion over how the TC recommendations and decisions are reported. The replacement wording is repeated in the first paragraphs under the title of Clause 11. This is an unnecessary duplication.

4. Replacing the entirety of the existing clause under the title 11.2.8 Delegated Representatives with the wording that from 11.2.2 Membership. The existing clause wording provided for each TC members to have a proxy attend and vote in their absence. Without this wording the powers/role of proxy delegates is now undefined. The ability for proxy delegates to vote is unclear and the link with proxy members to the SRRG has been removed. In addition the replacement creates an unnecessary duplication.

Some of the proposed changes are ill advised in that they add additional administrative procedures into a document that requires amendment to be approved by a votes of 2 regional road groups. There are already a number of administrative processes included in the WSFN Governance Plan that could have been removed in this review. A proposed addition is to add the administrative form for declaring interests by committee members. If adopted, and administrative change to this form will require a vote of 2 regional road groups.

Background:

The WSFN is an organisation set up to obtain funds for secondary freight roads through the Wheatbelt from the federal government. As an organisation the WSFN has no legal standing and operates under the agreement of the two Regional Road Groups.

The WSFN was established with contributions from wheatbelt local governments. The WSFN successfully sourced \$187.5 Million for the first stages of the WSFN project. It has always hoped to source additional funds in the future.

The current management structure of the WSFN includes:

- A Steering Committee. This committee includes delegates each from Sub Regional Road Group in the Wheatbelt North and Wheatbelt South regions. Main Roads WA, Wheatbelt RDA and WALGA are non-voting members of the committee. The role of the Steering Committee is to oversight the whole WSFN project;
- A Technical Committee. This committee includes delegates each from Sub Regional Road Group in the Wheatbelt North and Wheatbelt South regions. The membership was expected to be local government staff with some contractors also permitted as non-voting members. The role of this group is to make recommendations on technical matters to the Steering Committee.

The organisation is made up of 3 paid positions, including:

- Project Director leading the project;
- Program Manager providing technical knowledge and experience; and
- Executive Officer providing administration support.

These staff are all employed by the Shire of Kellerberrin, who provide the administration support and a legal identify for the project.

The WSFN has advised of a proposed change in the WSFN Governance Plan. The original governance plan was adopted by WSFN 14 September 2022.

The WSN Governance Plan is essentially the constitution of the WSN, outlining how the WSN operates and the roles and responsibilities of local government representatives and WSN employees. Amendments to the WSN Governance Plan require the approval of both the Wheatbelt North and Wheatbelt South Regional Road Groups.

An excerpt of the documents provided to explain the changes provided by the WSN are included at Attachment 15.08.24.04C. This document lists the changes and identifies the changes in a yellow outline in a copy of the draft revised WSN Governance Plan.

Consultation:

Council has been invited to comment on the

Statutory Environment:

The WSN Governance Plan is the guiding governance document for the participation of Wheatbelt Council's in the WSN organisation.

Relevant Plans and Policy: Nil

Financial Implications:

There are no direct financial implications in Council reviewing the WSN Governance Plan. The WSN program has and will provide Council with significant road funding.

Risk Assessment:

Governance of the WSN has reputation risks for the Shire of Brookton and other WSN members. Governance of the WSN has been a matter of dispute for local governments in the past. Reputational damage of a Moderate consequence could occur with a likelihood of Possible.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives:

Road management systems are part of the Shire of Brookton's Built Form goal in the Shire of Brookton Strategic Plan.

Comment

While it is appropriate for the Shire of Brookton to share concerns over the proposed changes to the WSNF Governance Plan, changes proposed by the Shire of Brookton in the past have not been taken up. This is likely to occur again.

OFFICER'S RECOMMENDATION

That Council:

- 1. support the comments made on the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan included at Attachment 15.08.24.04B;***
- 2. provide the comments made on the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan included at Attachment 15.08.24.04B to Hotham Dale Sub Regional Road Group members; and***
- 3. not support the proposed changes to the Wheatbelt Secondary Freight Network Governance Plan, as included at Attachment 15.08.24.04C, because of concern for the potential for perceived conflict of interest in consultants/contractors having voting rights on the Wheatbelt Secondary Freight Network Technical Committee.***

(Simple majority vote required)

Attachments

Attachment 15.08.24.04A – Review of WSNF Governance Plan Changes.

Attachment 15.08.24.04B – Summary of Comment on WSNF Governance Plan Changes.

Attachment 15.08.24.04C – Draft WSNF Governance Plan with proposed amendments.

1. BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20 respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2. PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with in the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program;
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level;
3. Ensures that the project maintains on-going funding support;
4. Provides oversight and guidance; and
5. Fosters accountability and transparency.

3. SCOPE

The funding for the WSNF is for the improvement of Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSNF Steering Committee and its member organisations, with input from a WSNF Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance
 - Overall program and budget management
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be prioritised.

All 42 Local Governments have formalised their commitment to WSNF Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSNF program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Commonwealth and State governments are the overall funding approving authorities for the WSFN. The determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of the release of committed funding for the program.

Local Governments provide representation on the RRG's, the SC and/or the TC. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the SC and monitor the implementation of the projects from the program within their own region.

The SC comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Project Proposal Report (PPR).
- Provide funding to the Program via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for the approval of the release on committed funding and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR is in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amended from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program.

They have provided necessary data to be utilised as part of the MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WSRRG & WNRRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of WNRRG and WSRRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds within the approved program to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- ~~Monitoring project delivery, including budget acquittal~~ **Monitoring the delivery and acquittal of funded projects**
- Recommending any variations / changes to the approved program to the WNRRG and WSRRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the WNRRG and WSRRG's for approval.
- Monitoring the delivery and acquittal of funded projects.
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- Set and be responsible for ~~these~~ procedures covering the administration and functioning of the WSFN.
- Responding with appropriate strategies when funding changes are made by funding providers under the WSFN.
- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct annual performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Manager.
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Review of Program risks and risk management strategies as developed, reviewed and documented by the PMT.
- Review of recommendations made by the TC that are disputed by LGA's.

Subject to the endorsement of the WSRRG and WNRRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- **8 Proxy Members**
- 5 non-voting members
 - WSNF Program Director;
 - delegate from WA Local Government Association (WALGA);
 - delegate from Regional Development Australia – Wheatbelt (RDA-W);
 - delegate from Main Roads Western Australia (MRWA); and
 - delegate from Wheatbelt Development Commission (WDC).

The SSRG elected members are elected to the Steering Committee for a two year term at the first RRG meeting following the LG elections.

The name of the nominated SSRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SSRG voting members at the first WSNF Steering Committee meeting following the LGA elections. If the Chairperson resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Chairperson).

If when the votes cast in the election of the Chairperson are counted there is an equality of votes between 2 or more candidates, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days. Any nominations for position of Chairperson may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the members are to vote again on the position of Chairperson. Should the Steering Committee still be unable elect a Chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SSRG members at the first WSNF Steering Committee meeting following the LGA elections. If the Deputy Chairman resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson. If the Deputy Chairperson is unable to undertake the duties of the Chairperson in the absence of the Chairperson, the SC shall elect a member to complete the duties for a defined period.

Should the SC be unable to agree on a nominated Deputy Chairperson the appointment will be held over to the next SC meeting. If at the next SC meeting, the SC are unable to agree on a nominated Deputy Chairperson then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.4 Administration

The WSNF Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

The Chairperson may invite to SC meetings other personnel who would assist with matters under SC consideration.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the vote shall be suspended, with the SC to reconvene after 7 days to reconsider the matter and revote. If after re-voting there is still no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSN matters have obligations to act honestly and responsibly in carrying out their functions.

Those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to declare personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and Operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of the Guidelines is provided in Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial or proximity interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members at least 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft SC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

10.2.10 Delegated Representatives

~~Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.~~

~~A nominated person is entitled to attend and otherwise represent the member at SC meetings, but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.~~

The SC membership shall be made up of the following:

- **8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.**
- **8 Proxy members**
- **5 non-voting members**
- o **WSFN Program Director.**
- o **delegate from WA Local Government Association (WALGA).**
- o **delegate from Regional Development Australia – Wheatbelt (RDA-W).**
- o **delegate from Main Roads Western Australia (MRWA); and**
- o **delegate from Wheatbelt Development Commission (WDC).**

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.3 Discretionary Powers

The SC has the authority to adjust budgeted project funding, as appropriate, between projects within the approved WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (AFYEs).

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. **These may be LGA employees or Consultants/Contractors.**

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program

The responsibilities of the TC include:

- Recommend the Multi-Criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Review the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Review the Indigenous Participation Plan for submission to the Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical advice to the WSFN PMT.
- Review recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Review of risks and risk mitigation strategies
- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director. In the absence of the PD, the PM will assume the Chairperson of the Technical Committee.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- **8 Proxy members**
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a **two one** year term at the first RRG meeting **following the LG elections of the calendar year.**

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

~~An SRRG may nominate Consultants or Contractors as their member, but a Consultant or Contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members. Each voting member has one vote and decisions shall be by simple majority.~~

~~If there is no majority, then the matter shall be referred to the SC for consideration.~~

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines are at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision or determination on the matter.

An employee or person providing advice or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest;
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Recommendation Review

If a LGA does not agree with a recommendation made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them at a meeting of the SC to review the disputed recommendation.

At the meeting, an LGA representative will present a reasoning for their disagreement with the recommendation, which includes endorsement by their SRRG member. Following this submission, the SC will then review the recommendation.

11.2.7 Meetings

The PMT, will develop an annual meeting timetable relating to the timetable of the TC.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of TC meetings and forward a copy to each TC member, each RRG and each LGA. The draft TC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

11.2.8 Delegated Representatives

~~Each Technical Committee member may delegate authority to a nominated person, to attend and otherwise represent the member. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.~~

The TC membership shall be made up of the following:

- **8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).**
- **8 Proxy members**
- **WSFN Program Director.**
- **WSFN Program Manager.**
- **Delegate from Main Roads Western Australia.**

The SRRG members are nominated to the Technical Committee for a one year term at the first RRG meeting of the calendar year.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the overview of the delivery and budget of the WSFN program, as delegated by the SC.
- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Providing assistance to LGA's as required for the development of detailed investigation

and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.

- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct annual performance and development reviews of the Program Manager’s and other staff performance of their role in the WSFN.

The SC will, in conjunction with the Program Host, approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of priority projects with relevant LGs.

12.3 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager and any other staff.

Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget.

12.4 Individual LGA’s Project Development and Delivery

The following table provides an overview of the key roles required by individual LGA’s with the development and delivery of on-ground works. It outlines how the PMT and LGA’s will work together towards successful project delivery.

Stage	Details
1. Program Delivery Plan	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope and year of delivery. ▪ Identification of Funds required for a 4 year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process.

		<ul style="list-style-type: none"> Projects will be scoped and a detailed budget developed by individual LGA's in-conjunction with PMT. Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. PMT will make recommendations to the SC for endorsement. The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Design and Development	Scoping, Budget	<ul style="list-style-type: none"> LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. Provide final detail budgets and scope to PMT. LGA's are to include projects in their annual budget for the proposed year. LGA's to be responsible for all relevant approvals. PMT to work with LGA's to verify budgets.
4. Delivery		<ul style="list-style-type: none"> LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. LGA's to ensure indigenous engagement targets set within the Program IPP are incorporated within each individual project. PMT to work with LGA's to provide technical assistance and advice during delivery. Incorporate into annual capital works program. Works already funded from other sources are not eligible for funding under this program. Cannot use existing funding sources, other than own sources funds, as co-contribution (ie not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSNF program.

13.1 Funding Sources

The WSNF has been jointly funded between the Commonwealth, State and Local Governments. The **current** funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSNF. MRWA will review the processes undertaken by RRGs, WSNF and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSNF Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSNF SC. If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSNF for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall. **The process for an application is documented on the WSNF website.**

A Local Government may apply to the WSNF SC to cover a funding shortfall in exceptional circumstances.

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (refer also section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSNF shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSNF priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year, of circumstances in which WSNF project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSNF, shall report to the Commonwealth on WSNF budget compared with actual expenditures. This report shall be at the project level and provide reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSNF to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSNF sign design.

14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSNF program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LG's to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any likely carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LG's to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next years budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PTM to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a
guide)

Executive Support

The WSNF PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available and records of Minutes maintained).
- Annual and Five Year Works Program including amendments.
- Summary of Payments of WSNF Funds to Local Governments.
- Certificates of Completion for WSNF Projects.
- An up to date Plans and Procedures.
- An up to date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC. Consider holding meetings at locations equitable for all participants.

These meetings will usually be held at the WSNF Office, Unit 37/5 Keane Street, Midland.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The Agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS **GUIDELINES**

WRITTEN DECLARATION OF INTEREST IN A MATTER BEFORE WSFN TECHNICAL OR STEERING COMMITTEE

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, ⁽¹⁾ _____ wish to declare an
interest in the following item to be considered by WSFN Steering Committee at its meeting to be held
on ⁽²⁾ _____

Agenda Item ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- ☐ Financial
- ☐ Proximity
- ☐ Indirect Financial
- ☐ Impartiality

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the minutes of the meeting and recorded
by the WSFN Project Director (Technical Committee) or the WSFN Chairperson (Steering Committee)
in the existing Declaration of Interest Register.

Name and Signature

____/____/____
Date

1. Insert your name.
2. Insert the date of the Committee Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

Clause	Description	Original GP - Changes made	Shire of Brookton Comment
	Amendments	Added Revision Date 14 March 2024	Noted
10.1	Roles and Responsibilities	Replace: Monitoring project delivery, including budget acquittal with Monitoring the delivery and acquittal of funded projects	Noted
10.1	Roles and Responsibilities	Deleted: these	Noted
10.1	Roles and Responsibilities	Changed: PD	<p>This appears to be an error in listing the proposed change. The identified dot point in the amended Governance Plan is the same as the original Plan.</p> <p>The dot point at 10.1 referring to the appointment of the PM:</p> <p>Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has final approval of the engagement.</p> <p>has been amended in the distributed amendments to the governance plan by changing PD with PM. This clause is now</p> <p>Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PM will be undertaken by the Program Host and as such has final approval of the engagement.</p>
10.1	Roles and Responsibilities	Added: Program Director	Not Required. This addition duplicates an existing dot point in 10.1

Clause	Description	Original GP - Changes made	Shire of Brookton Comment
			There is already a separate dot point role of <i>Approval of delegation of authority and assignment of responsibilities of Program Director</i>
10.2.1	Membership	Added: 8 Proxy Members	Not Required. This change now repeats the Clause 10.2.10 Membership Are proxy delegates voting members?
10.2.10	Delegated Representatives	<p>Replace: Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.</p> <p>A nominated person is entitled to attend and otherwise represent the member at SC meetings but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present.</p> <p>The nominated person must be from the SRRG or organization that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG</p> <p>With</p> <p>The SC membership shall be made up of the following:</p> <ul style="list-style-type: none"> • 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region. • 8 Proxy members • 5 non-voting members <ul style="list-style-type: none"> o WSFN Program Director. o delegate from WA Local Government Association (WALGA). 	<p>This change now repeats Clause 10.2.1 Membership. This is an unneeded and confusing duplication.</p> <p>This existing clause wording provided for each SC members to have a proxy attend and vote in their absence.</p> <p>Without this wording the powers/role of proxy delegates is now undefined. Can proxy delegates vote? Can proxy delegates act as Chair or deputy Chair?</p> <p>A better change would be to replace the terms <i>delegated representative/nominated person</i> with Proxy Delegate in the exiting clause.</p> <p>Proxy Members can be invited to meetings under clause 10.2.5 Observers if this is seen to have value.</p>

Clause	Description	Original GP - Changes made	Shire of Brookton Comment
		<ul style="list-style-type: none"> o delegate from Regional Development Australia – Wheatbelt (RDA-W). o delegate from Main Roads Western Australia (MRWA); and o delegate from Wheatbelt Development Commission (WDC). <p>The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p>	
11	WSFN Technical Committee	Added: These may be LGA employees and/or Consultants/Contractors	Not required. This change is repeated in Clause 11.2.2.
11.2.2	Membership	Added: 8 Proxy Members	Noted. Clause 11.2.8 was set up to handle this issue. Are proxy delegates voting members?
11.2.2	Membership	Replace: two-year term with one-year term	Noted.
11.2.2	Membership	Replace: following the LG elections with of the calendar year	Noted
11.2.3	Voting and Decision Making	<p>Replace: An SRRG may nominate Consultants or Contractors as their member, but a consultant or contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members.</p> <p>Each voting member has one vote, and decisions shall be by simple majority.</p> <p>If there is no majority, then the matter shall be referred to the SC for consideration.</p> <p>With</p>	<p>This change removes rules on voting and raises questions on how the TC meetings will be recorded and the TC decisions referred to the SC.</p> <p>By removing the voting clauses, how will the TC make recommendations to the SC? By agreement? How will the SC know that a recommendation is disputed and to what degree?</p> <p>The requirement for LGA employees to be the only voting delegates was a deliberate choice in preparing the original Governance Plan due to a perceived conflict of interest in contractors being</p>

Clause	Description	Original GP - Changes made	Shire of Brookton Comment
		<p>The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.</p> <p>The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.</p> <p>These Terms of Reference shall apply to the role and responsibilities of the TC.</p>	<p>associated with funding decisions. This change removes this distinction.</p> <p>The replacement wording is repeated in the first paragraphs under the title of Clause 11. This is an unnecessary duplication.</p>
11.2.7	Meetings	Added: where possible	<p>Noted, but less than 2 weeks would be difficult to include the TC decisions into timely agenda information to the SC to allow consideration prior to their SC Meeting</p>
11.2.8	Delegated Representatives	<p>Replace Each Technical Committee member may delegate authority to a nominated person, to attend and otherwise represent the member. The nominated person must be from the SRRG or organisation that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG.</p> <p>With The TC membership shall be made up of the following:</p> <ul style="list-style-type: none"> • 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG). • 8 Proxy members • WSFN Program Director. • WSFN Program Manager. • Delegate from Main Roads Western Australia. 	<p>Not required.</p> <p>This change now repeats Clause 11.2.2 membership. This is an unneeded duplication.</p> <p>This existing clause wording provided for each TC members to have a proxy attend and vote in their absence. Without this wording the powers/role of proxy delegates is now undefined. The ability for proxy delegates to vote is unclear and the link with proxy members to the SRRG has been removed.</p> <p>A better change would be to replace the terms <i>delegated representative/nominated person</i> with Proxy Delegate in the exiting clause.</p>

Clause	Description	Original GP - Changes made	Shire of Brookton Comment
		<p>The SRRG members are nominated to the Technical Committee for a one year term at the first RRG meeting of the calendar year.</p> <p>The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.</p>	
13.1	Funding Sources	Added: current	The whole clause is not needed. The funding is an administrative process that can change outside of the control of the WSFN.
13.4.2	Over expenditure	Add: The process for an application is documented on the WSFN website	Why is an administrative process being included in a governance plan? This is not needed.
Attachment 2	Meetings – Timing and Venue	Add: The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.	Why is an administrative process being included in a governance plan? This is not needed.
Attachment 3	Disclosure of Interests Guidelines	Delete: Guidelines	Noted. Why is an administrative process being included in a governance plan?
Attachment 3	Disclosure of Interests Guidelines	Add: Disclosure of Interest Form	<p>Why is an administrative process being included in a governance plan? This is not needed.</p> <p>Changing the form will require a vote of two Regional Road Groups.</p>

GOVERNANCE PLAN (GP) - SUMMARY OF CHANGES

Item No.	Description	Original GP - Changes made	Revised GP – To be read as
	Amendments	Added: Revision Date 14 March 2024	14 March 2024 – Two Year Review from 14/09/2024
10.1	Roles and Responsibilities	Deleted: Monitoring project delivery, including budget acquittal	Monitoring the delivery and acquittal of funded projects
10.1	Roles and Responsibilities	Deleted: these	Set and be responsible for procedures covering the administration and functioning of the WSFN
10.1	Roles and Responsibilities	Changed: PD	Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PD will be undertaken by the Program Host and as such has the final approval of the engagement.
10.1	Roles and Responsibilities	Added: Program Director	Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.
10.2.1	Membership	Added: 8 Proxy Members	8 Proxy Members
10.2.10	Delegated Representatives	<p>Revised: Each Steering Committee member, including the Chairperson, may delegate authority to a nominated person, to attend and otherwise represent the member at SC meetings. These nominations must be presented to the SC.</p> <p>A nominated person is entitled to attend and otherwise represent the member at SC meetings but will not assume the roles of Chairperson or Deputy Chairperson held by the member who is not present. The nominated person must be from the SRRG or organization that the member represents. Delegates for an SRRG elected committee member must also be elected by that SRRG</p>	<p>The members of the Steering Committee are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Road Group (SRRG). All 16 members are invited to attend the SC meetings, however, only one (1) vote is counted when resolving a resolution.</p> <p>The Chairperson and the Deputy Chairperson of the WSFN Steering Committee are also elected from among the SRRG members for a period of two years. In the absence of the Chairperson during an SC meeting, the Deputy Chair will conduct the meeting proceedings.</p>
11	WSFN Technical Committee	Added: These may be LGA employees and/or Consultants/Contractors	The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WS SRRGs, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees and/or Consultants/Contractors.

11.2.2	Membership	Added: 8 Proxy members Changed: two-year term Deleted: following the LG elections The SRRG members are nominated to the Technical Committee for a two-year term at the first SRRG meeting of the calendar year following the LG elections. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.	8 Proxy members The SRRG members are nominated to the Technical Committee for a one-year term at the first SRRG meeting of the calendar year. The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.										
11.2.3	Voting and Decision Making	Deleted: An SRRG may nominate Consultants or Contractors as their member, but a consultant or contractor cannot be a voting member. Only SRRG nominated members that are LGA employees will be voting members. Each voting member has one vote, and decisions shall be by simple majority. If there is no majority, then the matter shall be referred to the SC for consideration.	The members of the Technical Committee (TC) are made up of eight (8) voting members and eight (8) proxies from each of the Sub Regional Group (SRRG). These members are also LGA employees and/or Consultants/Contractors of the LGA. All 16 members are invited to attend the TC meetings, however, only one (1) vote is counted when resolving a resolution. The Chairperson of the Technical Committee is the WSFN Program Director. In the absence of the Chairperson, the WSFN Program Manager conducts the meeting proceedings.										
11.2.7	Meetings	Added: where possible	The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule where possible in the following months:										
11.2.8	Delegated Representatives	Added: 8 Proxy Members	8 Proxy Members										
13.1	Funding Sources	Added: current	The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The current funding split is noted in the table below: <table><tr><td>Funding Source</td><td>Funding Ration</td></tr><tr><td>Commonwealth</td><td>80.0%</td></tr><tr><td>State</td><td>13.3%</td></tr><tr><td>LGA</td><td>6.7%</td></tr><tr><td>Total</td><td>100%</td></tr></table>	Funding Source	Funding Ration	Commonwealth	80.0%	State	13.3%	LGA	6.7%	Total	100%
Funding Source	Funding Ration												
Commonwealth	80.0%												
State	13.3%												
LGA	6.7%												
Total	100%												

13.4.2	Over expenditure	Added: The process for an application is documented on the WSFN website	Where a project is completed for more than the budget allocation, the respective local government shall fund the shortfall. A local government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. The process for an application is documented on the WSFN website.
Attachment 2	Meetings – Timing and Venue	Added: The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.	An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRGs, SC and TC. The meetings will usually be held at the WSFN Office at Unit 37/5 Keane Street, Midland.
Attachment 3	Disclosure of Interests	Deleted: Guidelines	Provide Disclosure of Interest form.



WSFN

WHEATBELT SECONDARY
FREIGHT NETWORK

REVISED

GOVERNANCE PLAN

Doc No. WSFN-GOV2024-001
Date: MARCH 2024

Document Control

Owner	<p>This manual is owned and authorised by Chairperson of Wheatbelt Secondary Network Steering Committee.</p> <p>Authorisation</p> <p>As Chairperson of the Steering Committee, I authorise the issue and use of this Governance Plan for Wheatbelt Secondary Freight Network.</p>
Custodian	<p>The Wheatbelt Secondary Freight Network Program Director is the delegated custodian.</p> <p>All comments and requests for revision should be submitted to the Program Director in accordance with the document control procedures.</p>
Document Number	<p>WSFN-GOV2023-001</p> <p>Printed copies are uncontrolled unless marked otherwise.</p>
Issue Date	14/09/2022
Review Frequency	2 years maximum

Amendments

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
1	8-Jun-22	Initial draft	all
2	16-Jun-22	Draft following SC review and comment	all
3	18-Aug-22	Final draft following LGA feedback	all
4	14 Mar-24	Two-Year Review from 14/09/2022	all

Operational Definitions of Key Terms

Term	Definition
EO	Executive Officer
IPP	Indigenous Participation Plan
LGA	Local Government Authority
MRWA	Main Roads Western Australia
PD	Program Director
PM	Program Manager
PMT	Program Management Team
RDA-W	Regional Development Australia - Wheatbelt
RRG	Regional Road Group
SRRG	Sub-Regional Road Group
SC	Wheatbelt Secondary Freight Network Steering Committee
TC	Wheatbelt Secondary Freight Network Technical Committee
WALGA	Western Australian Local Government Association
WDC	Wheatbelt Development Commission
WSFN	Wheatbelt Secondary Freight Network
GP	Governance Plan
PPR	Project Proposal Report
WNRRG	Wheatbelt North Regional Road Group
WSRRG	Wheatbelt South Regional Road Group
MCA	Multi-Criteria Analysis



References and Related Documents

Procedures outlined in this plan are to be read in conjunction with the following documents:

Description
Multi Criteria Analysis Methodology
Basis of Design
Indigenous Participation Plan
Program Delivery Plan
Program Management Host Memorandum of Understanding
Budget Development & Request for Variation

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1 BACKGROUND

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads Western Australia Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be improved if the productivity of this sector is to be supported.

The 42 Local Governments in the Wheatbelt region have worked collaboratively to identify the secondary freight network routes on Local Government roads in the Wheatbelt.

The Commonwealth and State Governments have committed funding to develop and deliver the WSFN improvements. The funding split is 80/20, respectively. Two thirds of the 20% State matching funding is provided by the State Government and one third from the Wheatbelt Local Governments whose assets are being upgraded.

2 PURPOSE

The purpose of this Governance Plan (GP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The GP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The GP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The GP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this GP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with the GP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

This Governance Plan:

1. Provides for strategic leadership and direction for the WSFN program.
2. Ensures that timely, fully informed decisions concerning the implementation of work are made at the most appropriate level.
3. Ensures that the project maintains on-going funding support.
4. Provides oversight and guidance.
5. Fosters accountability and transparency.

3 SCOPE

The funding for the WSFN is for the improvement of Local Government assets within the Wheatbelt Region and, as such, it is appropriate that the Local Governments determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

This document proposed to outline how Local Government responsibilities for this program will be managed under the guidance of WSFN Steering Committee and its member organisations, with input from a WSFN Technical Committee, coordination via the Program Management Team and project delivery by the 42 Local Governments.

Specific delivery responsibilities for these groups are broadly considered across three areas:

- Governance
 - Provide sound governance.
 - Overall program and budget management.
- Management
 - Project Development including design, and scoping and detailed budgets of projects.
 - Delivery of individual identified projects.
- Administration
 - Funding breakdown.
 - Funding acquittal.
 - Program agreements.

Formal Agreement

This GP should be read in conjunction with the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be prioritised.

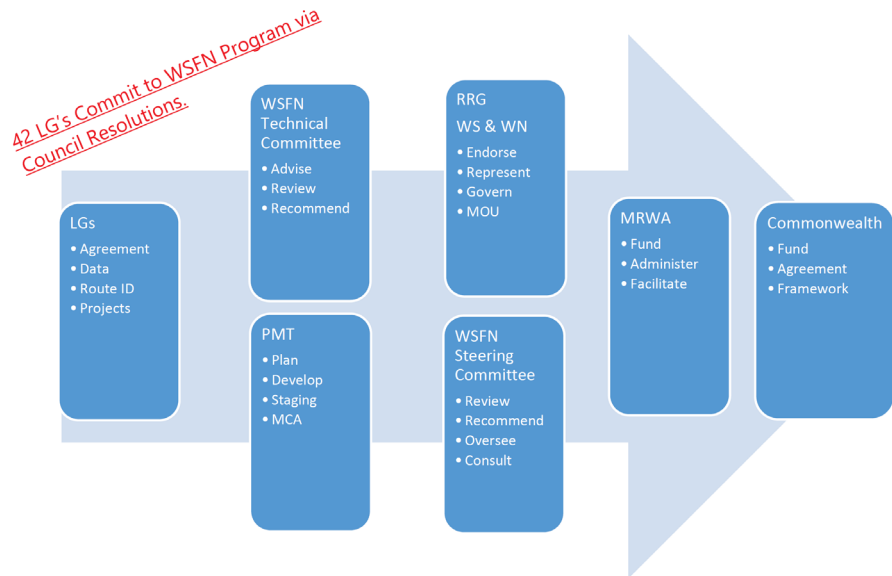
All 42 Local Governments have formalised their commitment to WSFN Program, to be eligible for funding and project consideration, via a formal resolution of Council, which entailed the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology

The 42 Council resolutions have been collated as addendums to a formal agreement in the form of a Memorandum of Understanding that the Regional Road Group will sign with the Commonwealth and State Governments on behalf of all 42 LGs associated with the WSFN program. This formalises the ongoing commitment to the program.

4 GOVERNANCE STRUCTURE

The figure shows the governance structure for the Wheatbelt Secondary Freight Network.



The Commonwealth and State governments are the overall funding approving authorities for the WSFN. The determination of projects and distribution of funding to those projects within the program will be determined by the WSFN. The practice for the approval of projects and distribution of funds within is maintained through the workings of the SC.

MRWA makes recommendations to the Minister of Transport for the approval of the release of committed funding for the program.

Local Governments provide representation on the RRG's, the SC and/or the TC. Local Governments provide submissions for funding under the WSFN and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the SC and monitor the implementation of the projects from the program within their own region.

The SC comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG). The SC oversees and monitors the distribution of funds as provided for under the Wheatbelt Secondary Freight Network and the delivery of the program.

5 DELEGATIONS AND APPROVALS

The following table provides an overview of the delegations and approval authorities for each relevant stakeholder group associated with WSFN program governance and delivery.

Document	Individual LGs	WSFN Program Management Team	WSFN Technical Committee	WSFN Steering Committee	RRG	42 LGs
Formal Agreement	Commit			Endorse	Approve	Commit
Governance Plan	Commit	Prepare		Endorse	Approve	Receive
Program Delivery Plan	Receive	Prepare		Endorse	Approve	Receive
MCA	Provide Information	Prepare	Recommend	Endorse	Approve	Receive
Technical Documents		Prepare	Recommend	Approve	Receive	Receive
Annual Report	Provide Information	Prepare	Recommend	Endorse	Receive	Receive
Staging Plan	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Annual Program Budget	Develop / Commit	Collate / Submit	Recommend	Approve	Receive	Receive
Specific Projects	Develop / Construct	Review / Submit	Recommend	Approve	Receive	Receive

6 COMMONWEALTH GOVERNMENT

The Commonwealth Government has committed to providing funding for the development and delivery of the WSFN program.

The Commonwealth Government will:

- Provide guidance regarding program delivery and funding arrangements for the WSFN program in-line with Commonwealth requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Approve annual program plan through the Project Proposal Report (PPR).
- Provide funding to the Program via Main Roads Western Australia in alignment with agreed milestones.

7 STATE GOVERNMENT

Main Roads Western Australia (MRWA) will represent the State Government in financial arrangements with the Commonwealth Government and provide the link between the Commonwealth Government and the WSFN. MRWA will review the Project Proposal Reports submitted by WSFN prior to submission to the Commonwealth for the approval of the release on committed funding and will provide a reporting link between the Commonwealth and WSFN for monthly progress of the Program.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer Commonwealth and State Government funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

To enable the release of Commonwealth government funds, a Project Proposal Report (PPR) must be submitted to the Commonwealth Government for approval. The PPR is of similar nature to a business case of the project. In submitting the PPR to the Commonwealth, which will enable approval for the release of Commonwealth funding and payments, MRWA will confirm that the PPR is in accordance with Commonwealth requirements and that the projects have been delivered in accordance with the PPR as amended from time to time.

A key aspect of the approval process of the PPR is for the Program to have an Indigenous Participation Plan (IPP), which is submitted with the PPR for approval. The IPP sets out the indigenous employment and indigenous business expenditure targets for the Program, which flow down to each project within the Program.

8 42 WHEATBELT REGION LOCAL GOVERNMENTS

The 42 Local Governments of the Wheatbelt Region have formalised their commitment to WSFN Program.

They have provided necessary data to be utilised as part of the MCA process and Delivery Plan development by identifying routes and assessing deliverability within the timeframes and parameters of the WSFN Program.

9 WHEATBELT NORTH AND WHEATBELT SOUTH REGIONAL ROAD GROUPS

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and Wheatbelt South (WS) Regional Road Groups (RRG).

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the GP.

Their specific roles and responsibilities will entail:

- WSRRG & WNRRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive SC decisions.
- Approve the WSFN Governance Plan.
- Approve Multi Criteria Assessment as recommended by the SC.
- Receive the Annual Report as presented by the SC.
- Approve the Program Delivery Plan.
- Receive the Annual Program Budget

When approving or endorsing items above, if the RRG's cannot come to an agreed position it will be referred to a mediation group comprising of RDA-W, WALGA and MRWA.

10 WHEATBELT SECONDARY FREIGHT NETWORK STEERING COMMITTEE

The Steering Committee (SC) consist of WNRRG and WSRRG representatives and has oversight of the development and delivery of the Wheatbelt Secondary Freight Network.

The Terms of Reference listed below apply to the role and activities of the SC. The SC oversees and monitors the distribution of funds as provided for under the WSFN and the delivery of the WSFN program. The SC also monitors the expenditure of the overall program and where appropriate, may redistribute funds within the approved program to ensure the timely and best use of available resources.

10.1 Role and Responsibilities

The role of the Steering Committee is to provide strategic advice and direction to the WSFN program and ensure alignment with government and stakeholder requirements.

The SC shall be responsible for:

- Recommending the WSFN program (prioritisation of the nominated routes for the WSFN via MCA process) to the WNRRG and WSRRG for approval.
- On an annual basis, approve delivery projects and allocate project funding against an agreed scope and budget with individual LGA's, based on the approved program.
- Recommending any variations / changes to the approved program to the WNRRG and WSRRG's for approval.
- Review and recommend the multi-criteria analysis process and basis of design to the WNRRG and WSRRG's for approval.
- **Monitoring the delivery and acquittal of funded projects.**
- Redistributing funds between projects in the approved program to suit delivery progress/schedules.
- Reviewing individual WSFN procedures.
- **Set and be responsible for procedures covering the administration and functioning of the WSFN.**

Responding with appropriate strategies when funding changes are made by funding providers under the WSFN.

- Providing political representation with Commonwealth and State governments as well as the Wheatbelt LGA's.
- Approval of engagement of Program Director, in conjunction with the Program Host. Engagement of the **PD** will be undertaken by the Program Host and as such has final approval of the engagement.
- Approval of delegation of authority and assignment of responsibilities of Program Director.
- Conduct annual performance and development reviews of the Program Director's performance of their role in the WSFN.
- Approval of engagement of Program Manager, in conjunction with the Program Host. Engagement of the PM will be undertaken by the Program Host and as such has final approval of the engagement.
- **Approval of delegation of authority and assignment of responsibilities of Program Director and Program Manager.**
- Endorse the PPR and IPP for the Program for submission to the Commonwealth (via MRWA).
- Develop and execute a Memorandum of Understanding with the Program Host organisation for the engagement of the Program Management Team (PMT).
- Review of Program risks and risk management strategies as developed, reviewed, and documented by the PMT.

- Review of recommendations made by the TC that are disputed by LGA's.

Subject to the endorsement of the WSRRG and WNRRG's and MRWA, the overall program is submitted to the Commonwealth Minister for Transport for approval.

10.2 Management and Administration

10.2.1 Membership

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSFN Program Director
 - delegate from WA Local Government Association (WALGA)
 - delegate from Regional Development Australia – Wheatbelt (RDA-W)
 - delegate from Main Roads Western Australia (MRWA) and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.2.2 Chairperson

The Chairperson shall be the elected from the nominated SRRG voting members at the first WSFN Steering Committee meeting following the LGA elections. If the Chairperson resigns, a new Chairperson shall be elected at the next SC meeting following the resignation. The Chairperson will be elected for a two-year term (or remainder there-of if the elected following resignation of previous Chairperson).

If when the votes cast in the election of the Chairperson are counted there is an equality of votes between 2 or more candidates, the count is to be discontinued and the meeting is to be adjourned for not more than 7 days. Any nominations for position of Chairperson may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the members are to vote again on the position of Chairperson. Should the Steering Committee still be unable elect a chairperson, then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.3 Deputy Chairperson

The Deputy Chairperson shall be the elected from the nominated SRRG members at the first WSFN Steering Committee meeting following the LGA elections. If the Deputy Chairperson resigns, a new Deputy Chairperson shall be elected at the next SC meeting following the resignation.

The Deputy Chairperson will be elected for a two-year term (or remainder there-of if the elected following resignation of previous Deputy Chairperson).

The Deputy Chairperson shall undertake the duties of the Chairperson in the absence of the Chairperson. If the Deputy Chairperson is unable to undertake the duties of the Chairperson in the absence of the Chairperson, the SC shall elect a member to complete the duties for a defined period.

Should the SC be unable to agree on a nominated Deputy Chairperson the appointment will be held over to the next SC meeting. If at the next SC meeting, the SC are unable to agree on a nominated Deputy Chairperson then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WDA, WALGA and MRWA.

10.2.4 Administration

The WSFN Program Management Team (PMT) will provide administrative support to the SC.

10.2.5 Observers

The Chairperson may invite to SC meetings other personnel who would assist with matters under SC consideration.

10.2.6 Voting and Decision Making

All voting members are entitled to one vote. Decisions shall be by simple majority. If there is no majority, then the vote shall be suspended, with the SC to reconvene after 7 days to reconsider the matter and revote. If after re-voting there is still no majority, then the Chairperson shall cast an additional vote.

10.2.7 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the SC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Those obligations include the disclosure of financial interests at SC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to declare personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and Operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of the Guidelines is provided in Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the SC before the SC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial or proximity interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

10.2.8 Dispute Resolution

If there is a dispute between members of the SC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting then it will be referred to a mediation group comprising of senior officers appointed by RDA-W, WALGA and MRWA.

10.2.9 Meetings

The Chairperson, through the PMT, will develop an annual meeting timetable. A minimum of four meetings are to be held per year.

Meetings can be attended via electronic means by any or all participants. A quorum will be at least 50% of the number of voting members from each of the WS and WN RRG's.

The PMT will provide the agenda for meetings to the members at least 5 working days prior to the meeting.

The PMT shall record minutes of its meetings and forward a copy to each Committee member, each RRG and each LGA. The draft SC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

10.2.10 Delegated Representatives

The SC membership shall be made up of the following:

- 8 voting members. 1 elected member from each of the 8 Sub-Regional Road Groups (SSRG's) within the Wheatbelt Region.
- 8 Proxy members
- 5 non-voting members
 - WSFN Program Director.
 - delegate from WA Local Government Association (WALGA).
 - delegate from Regional Development Australia – Wheatbelt (RDA-W).
 - delegate from Main Roads Western Australia (MRWA); and
 - delegate from Wheatbelt Development Commission (WDC).

The SRRG elected members are elected to the Steering Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

10.3 Discretionary Powers

The SC has the authority to adjust budgeted project funding, as appropriate, between projects within the approved WSFN program.

Any decision will be conveyed to the appropriate LGA and Regional Road Group secretariat for dissemination as appropriate.

10.4 Financial Monitoring

At each SC meeting, a financial report is tabled that includes funds expended to date and forecasts - end of financial year expenditures (EFYEs)

11 WHEATBELT SECONDARY FREIGHT NETWORK TECHNICAL COMMITTEE

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. **These may be LGA employees or Consultants/Contractors.**

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.1 Role and Responsibilities

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

The responsibilities of the TC include:

- Recommend the multi-criteria assessment process to the SC.
- Review and recommend the Basis of Design to the SC.
- Recommend the prioritisation of the Program routes in accordance with the agreed Multi Criteria Assessment.
- Review 5-year Delivery Plan and recommend to WSFN SC.
- Review the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Review the Indigenous Participation Plan for submission to the Commonwealth for approval.
- Review the project scope, design, and budgets.
- Review and recommend Annual Project Budgets to WSFN SC for endorsement.
- Review and recommend project updates to WSFN SC as per the meeting schedule.
- Provide technical advice to the WSFN PMT.
- Review recommendations of any formal requests received from individual Local Governments to WSFN SC.
- Review of risks and risk mitigation strategies

- Review the Governance documents of the WSFN Project as relevant to the WSFN TC and recommend any changes to the WSFN SC for endorsement.

11.2 Management and Administration

11.2.1 Chairperson

The Chairperson of the Technical Committee will be the WSFN Program Director. In the absence of the PD, the PM will assume the Chairperson of the Technical Committee.

11.2.2 Membership

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two-year term at the first SRRG meeting of the calendar year following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.3 Voting and Decision Making

The Technical Committee (TC) is a technical working group consisting of nominated LGA representatives from both the WS and WN SRRG's, as well as the Program Management Team (PMT) and MRWA. These may be LGA employees or Consultants/Contractors.

The role of the Technical Committee is to provide technical support, input, and advice to key delivery components of the program.

These Terms of Reference shall apply to the role and responsibilities of the TC.

11.2.4 Conflict of Interest

Members making decisions on, or Local Government employees and other persons giving advice to the TC on, WSFN matters have obligations to act honestly and responsibly in carrying out their functions.

Generally, those obligations include the disclosure of financial interests at TC meetings.

Members, Local Government employees and other persons giving advice must also be mindful of their obligation to deal with personal interests not considered as financial interests.

Reference should be made to the Government of Western Australia Department of Local Government Operational Guideline 20 – Disclosure of Financial Interest at Meetings and operational Guideline 1 – Disclosure of Interests Affecting Impartiality for guidance on definitions and disclosure of interests. A copy of these Guidelines is at Attachment 3.

Members, Local Government employees and other persons giving advice must declare any actual or perceived conflict of interest in any action, decision or determination being made by the TC before the TC makes an action, decision, or determination on the matter.

An employee or person providing advice, or a report should ensure that their interests are disclosed at the time they are asked to commence any work toward providing advice or a report, rather than after they have completed work on preparing the advice or report.

If a member discloses a financial interest in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.
- The member with the interest must not discuss or vote on the action, decision or determination and must leave the meeting while the matter is being considered.

If a member discloses an interest affecting impartiality in a matter being considered, then:

- The disclosure must be recorded in the minutes of the meeting and include the nature and extent of the interest.

The member may then stay in the room and participate in the debate and votes. Following disclosure of an interest affecting impartiality, the members involvement in the meeting continues as if no interest existed.

11.2.5 Dispute Resolution

If there is a dispute between members of the TC, the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

If the parties are unable to resolve the dispute at the meeting, then the issue shall be brought to the attention of the SC by the TC for resolution.

11.2.6 LG Technical Committee Recommendation Review

If a LGA does not agree with a recommendation made by the TC, the LGA shall engage the TC member from their SRRG to assist representing them at a meeting of the SC to review the disputed recommendation.

At the meeting, an LGA representative will present a reasoning for their disagreement with the recommendation, which includes endorsement by their SRRG member. Following this submission, the SC will then review the recommendation.

11.2.7 Meetings

The PMT, will develop an annual meeting timetable relating to the timetable of the TC.

The TC meetings are to be held at least 2 weeks in advance of the WSFN SC meeting schedule **where possible** in the following months:

- February – Budget Review
- May – Annual Program Completion Report
- August – Annual and Forward Program Commencement Review
- December – Annual Program Delivery Review

The PMT will provide the agenda for meetings to the members within 5 working days prior to the meeting.

Meetings can be attended via electronic means by any or all participants.

The PMT shall record minutes of TC meetings and forward a copy to each TC member, each RRG and each LGA. The draft TC meeting minutes will be forwarded to members each RRG and each LGA within 7 working days after the meeting.

11.2.8 Delegate Representatives

The TC membership shall be made up of the following:

- 8 members nominated from the SRRG's within the Wheatbelt Region (1 from each SRRG).
- 8 Proxy members
- WSFN Program Director.
- WSFN Program Manager.
- Delegate from Main Roads Western Australia.

The SRRG members are nominated to the Technical Committee for a two-year term at the first RRG meeting following the LG elections.

The name of the nominated SRRG members must be provided to the PMT as soon as practicable after nominations are determined.

11.2.9 Reporting Structure

The TC shall record minutes of its meeting and provide a copy to each member, the SC and each RRG.

The TC shall make recommendations as required to the SC.

11.2.10 Administration

PMT shall provide administrative support to the TC. The PMT will provide the primary contact for the TC.

12 PROGRAM MANAGEMENT TEAM

The Program Management Team (PMT) is a team consisting of the Program Director (PD), Program Manager (PM) and Executive Officer (EO) as well as other staff as required to undertake the delivery of the WSFN program.

The PMT may also engage specific technical resources as and when is required, within the approved Delegation of Authority.

Key responsibilities for the PMT are as follows:

- Work with individual LGs to:
 - Prepare work programs for future years.
 - Prepare scope for future works to ensure consistency along identified routes.
 - Allocate budgets against agreed scopes.
- Engage consultants as required to deliver the program outcomes.
- Prepare reports on program progress for presentation to the SC (including current year progress, annual progress from previous year and overall progress of program).
- Update prioritisation of the identified routes in accordance with the agreed Multi Criteria Assessment process, and present to the TC for review and recommendation.
- Report on program progress (including financial) and decisions required to the SC.
- Responsibility for the overview of the delivery and budget of the WSFN program, as delegated by the SC.

- Prepare the Project Proposal Report (PPR) for the Program for submission to the Commonwealth to enable release of committed funding.
- Prepare and submit Indigenous Participation Plan to Commonwealth for approval.
- Presentation of progress reports to SC.
- Report on progress of the program to Main Roads on a monthly basis.
- Presentation of recommendations to the SC for endorsement.
- Refine design criteria and develop preliminary standards and designs.
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints.
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network.
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop and maintain a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.
- Site visits including visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Providing assistance to LGA's as required for the development of detailed investigation and survey of priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of "approved" and funded shovel ready projects.
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

12.1 Program Director

The Program Director (PD) shall lead the Program Management Team, with both the PM and the Executive Officer directly reporting to the PD.

Apart from the Program Manager, the PD is, within their delegation of authority as set out by the SC, responsible for the appointment of any other PMT personnel. The Program Director will oversee the work of the external technical consultants and will be the main contact for communication between the PMT and external consultants.

The Program Director reports directly and primarily to the SC.

The PD will conduct annual performance and development reviews of the Program Manager's and other staff performance of their role in the WSFN.

The SC will, in conjunction with the Program Host, approve the appointment of the Program Director.

12.2 Program Manager

The Program Manager (PM) is part of the Program Management Team.

The PM undertakes planning and coordination of activities associated with finalising the assessment, prioritisation, and delivery of priority projects with relevant LGs.



12.3 Program Management Host

The Program Management Host will be engaged by the SC. It is recommended that the Host engages or employs the Program Director, Program Manager, and any other staff. Specifics regarding the Host contract are to be determined via negotiation between the Host and the SC with a formal Memorandum of Understanding in place. The Host will be paid the costs of hosting from the program budget.

12.4 Individual LGA’s Project Development and Delivery

The following table provides an overview of the key roles required by individual LGA’s with the development and delivery of on-ground works. It outlines how the PMT and LGA’s will work together towards successful project delivery.

Stage	Details
1. Program Delivery Plan	<ul style="list-style-type: none"> ▪ PMT will develop a staging plan for program delivery, based on approved program. ▪ Relevant LGAs will be informed of their proposed project and indicative budget, scope, and year of delivery. ▪ Identification of Funds required for a 4-year program set in advance by project priority lists. ▪ Funding to be limited according to individual LGA ability to deliver works.
2. Project Scoping and Approval	<ul style="list-style-type: none"> ▪ Priority projects will be determined via the MCA process. ▪ Projects will be scoped, and a detailed budget developed by individual LGA's in-conjunction with PMT. ▪ Projects prioritisation will be undertaken via an MCA process by the PMT with input from relevant consultants as required and recommended by TC. ▪ PMT will make recommendations to the SC for endorsement. ▪ The SC will then forward endorsed recommendations through to the relevant WN or WS RRG.
3. Detailed Scoping, Design and Budget Development	<ul style="list-style-type: none"> ▪ LGA's will refine detailed budgets and designs (if necessary) for Priority projects in line with the Basis of Design. ▪ Provide final detail budgets and scope to PMT. ▪ LGA's are to include projects in their annual budget for the proposed year. ▪ LGA's to be responsible for all relevant approvals. ▪ PMT to work with LGA's to verify budgets.
4. Delivery	<ul style="list-style-type: none"> ▪ LGA's will be responsible for tendering, project management and delivery of each project in the proposed year. ▪ LGA's to ensure Indigenous engagement targets set within the Program IPP are incorporated within each individual project. ▪ PMT to work with LGA's to provide technical assistance and advice during delivery. ▪ Incorporate into annual capital works program. ▪ Works already funded from other sources are not eligible for funding under this program. ▪ Cannot use existing funding sources, other than own sources funds, as co-contribution (i.e not RRG or Roads to Recovery or Blackspot or Commodity Route funding sources)

13 FUNDING AND FUNDING ALLOCATION

Both Funding and Funding Allocations will be as per the approved Commonwealth and State funding for the Wheatbelt Secondary Freight Network and the approved WSFN program.

13.1 Funding Sources

The WSFN has been jointly funded between the Commonwealth, State and Local Governments. The **current** funding split is noted in the table below:

Funding Source	Funding Ratio
Commonwealth	80%
State	13.3%
LGA	6.7%
Total	100%

13.2 Funding Allocations

The revenue determined in section 13.1 above is distributed on the basis of program management costs, project development costs and project delivery costs.

13.3 Funding Acquittal

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Commonwealth Government and the WSFN. MRWA will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these processes have been complied with.

Commonwealth and State Government funding will be managed through MRWA. MRWA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.
- Acquittal and review process for Certificates of Completion and Progress Payments is.
 - Progress Payment Certificate - First 40% (once project is approved).
 - Progress Payment Certificate - Second 40% (once project is commenced).
 - Completion Certificate - Final 20% (once project is completed).

13.4 Under or Over Expenditure

13.4.1 Under Expenditure

If the final cost of a project is less than the approved budget allocation, the Local Government will be paid the actual expenditure (less the one-third contribution) incurred subject to certification of satisfactory completion of the project.

The balance of the approved budget allocation is to be reallocated by the WSFN SC.

If the occasion arises where a Local Government has claimed payments in excess of the final project cost (less the 6.7% contribution) the total unexpended amount must be returned to the WSFN for redistribution.

13.4.2 Over Expenditure

Where a project is completed for more than the budget allocation the respective Local Government shall fund the shortfall.

A Local Government may apply to the WSFN SC to cover a funding shortfall in exceptional circumstances. [The process for a full application is documented in the WSFN website.](#)

13.5 Certificate of Completion (Attachment 4b)

On completion of the project and with the final claim for payment (also refer section 13.9.3), the Local Government shall provide a Certificate of Completion (refer Attachment 4b) to MRWA together with a Project Completion Report supported with photographic evidence. This must include an accurate final cost, including expenditure detail as included in the original funding request. The Chief Executive Officer and the Works Supervisor/Engineer must co-sign this certificate prior to the balance of the funds being released to the Local Government.

13.6 Delays in Program

The WSFN shall monitor expenditure on approved roads projects with Local Governments to ensure funds will be expended and recouped within the financial year in accordance with the budget.

Where a Local Government cannot demonstrate acceptable progress on an approved project before December 31, the SC shall review and consider reallocating funds to the next highest priority project on the WSFN priority list. If the project is delayed and funding is reallocated in the current year, then the project will be placed in the forward program as the next priority project.

Every endeavour must be made to fully deliver the project scope and acquit the funds in the year of allocation. Under exceptional circumstances, extension of time may be considered by the Steering Committee.

A Local Government is to notify the PMT by no later than 30 November of any financial year of circumstances in which WSFN project funding allocations are likely to remain unspent at the expiration of that financial year. These matters shall be referred to the TC for consideration and determination on the re-allocation of unspent funds for recommendation to the SC.

13.7 Reporting

MRWA, on behalf of WSFN, shall report to the Commonwealth on WSFN budget compared with actual expenditures. This report shall be at the project level and provide reasons for any variations between the approved budget and actual expenditure incurred.

Project status information reports shall be prepared by the relevant LGA and forwarded to the Program Manager who is responsible for co-ordinating all reporting associated with the WSFN to MRWA.

Completion reports are to be certified by the Works Supervisor/Engineer and the Chief Executive Officer of the Local Government and forwarded to the Program Manager.

13.8 Local Government Project Signage Requirements

All projects shall have signs installed as per the approved WSFN sign design.



14 SUMMARY OF KEY DATES

Attachment 1 summarises the timing of procedures undertaken by the RRG's, SC and TC in relation to delivery of the WSFN program.

The RRG's, SC and TC should develop a timetable for meetings to align with the requirements of the procedures shown in Attachment 1.

ATTACHMENT 1 – TIMETABLE

The following timetable sets out a summary of dates relating to these procedures. This timetable allows sufficient time to complete budgetary processes and meeting Treasury requirements.

PROCESS STEP		END DATE
1	LGs to advise PMT of IPP stats and project status during construction and until Certificate of Completion has been submitted	Monthly ⁽²⁾
2	WSFN Steering Committee meeting Review progress and potential under-expenditure determine actions	December ⁽²⁾
3	PMT notify SC of any carry over.	April ⁽²⁾
4	Local Governments expend all distributions and provide PMT with Certificate of Completion.	July ⁽³⁾
5	PMT provide annual summary of project expenditure to the SC.	July ⁽³⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

Dates Related to the Budget Process

PROCESS SEQUENCE		MONTH
1	LGs to review project scope and budget then submit to PM End of Month PMT to review and update delivery plan/next year's budget	September ⁽¹⁾
2	WSFN Technical Committee meeting. Review proposed amendments and make recommendations to SC	December ⁽¹⁾
3	WSFN Steering Committee meeting Review recommendations and direct PMT to make adjustments	December ⁽¹⁾
4	WSFN Steering Committee meeting Review final Draft PPR and submit to RRG for notation	February ⁽¹⁾
5	PMT to submit PPR to Main Roads	February ⁽¹⁾
6	PMT to advise LGA's of approved project allocations so that the LG's can incorporate into their own budgets	February ⁽¹⁾
7	State Budget submitted to the Minister for Transport.	February ⁽¹⁾
8	State Budget approved by Parliament.	March ⁽¹⁾
9	WSFN Steering Committee meeting.	May ⁽¹⁾
10	Updated PPR with approved annual projects submitted to Minister for Transport's for approval.	April ⁽¹⁾
11	WSFN Steering Committee meeting.	August ⁽¹⁾

Notes: (1) for Next Financial Year; (2) for Current Financial Year; (3) for Prior Financial Year

ATTACHMENT 2 – WHEATBELT SECONDARY FREIGHT NETWORK ADMINISTRATIVE PROCEDURES

(to be used as a guide)

Executive Support

The WSFN PMT will provide the executive support and all other administrative, technical support to the SC and TC. The following is an outline of the support to be provided:

- Provide information to RRG's, SC, TC and Local Governments on annual program of works, indicative funding, and other financial matters.
- Provide the necessary support to assist Local Governments in programming and prioritising projects.
- Provide minute takers for meetings, distribute the minutes to the RRG members and SC members.
- Provide the necessary administrative duties involved in the follow up of meeting action.

Records

The following will be maintained by the PMT to support the RRG's, SC and TC:

- Correspondence File (which provides background information required to support action of the RRG).
- Meeting and agenda files (to ensure that ready access is available, and records of Minutes maintained).
- Annual and Five-Year Works Program including amendments.
- Summary of Payments of WSFN Funds to Local Governments.
- Certificates of Completion for WSFN Projects.
- An up-to-date Plans and Procedures.
- An up-to-date list of SC and TC membership.

Meetings

Timing and Venue

An annual timetable will be established, and meetings should be conducted on a regular basis. The date and venue of meetings to be determined by the RRG's, SC and TC.

These meetings will usually be held at the WSFN Office, Unit 37/5 Keane Street, Midland.

Attachment 2 continued

Meeting Agenda

PMT staff to prepare the agenda in consultation with Chairperson of the SC or TC.

Format:

- Chairperson to open meeting, welcome members and observers and call for apologies.
- Confirmation of Minutes of previous meeting.
- Business arising from previous minutes.
- Presentation of Advisory Committee Minutes since last SC/TC meeting.
- Inwards and Outwards Correspondence
- Reports:
 - Chairperson
 - Submissions from Local Governments
 - Recommendations to SC
 - Summary of payments made to Local Governments (recoups, audit forms).
 - Amendments to Program of Works.
- General Business.
- Future meeting dates.
- Meeting close.

The agenda provided to each SC/TC member is to include the following:

- Minutes of the previous meeting.
- Summary of financial status and completion of projects.
- Copies of inward and outward correspondence.
- Any other relevant papers, maps etc. to assist the Group.

Correspondence:

In general, correspondence is to be dealt with in the following manner:

- SC/TC correspondence is addressed to the Chairperson.
- All correspondence dealing with WSFN Funding and SC/TC involvement is treated as inwards correspondence at the SC/TC Meetings.
- Urgent matters are referred by email (or facsimile) direct to the Chairperson, or otherwise presented at the SC/TC meeting.

ATTACHMENT 3 – DISCLOSURE OF INTERESTS

WRITTEN DECLARATION OF INTEREST IN A MATTER BEFORE WSFN TECHNICAL OR STEERING COMMITTEE

NOTE : USE ONE FORM PER DECLARATION OF INTEREST

I, ⁽¹⁾ _____ wish to declare an
interest in the following item to be considered by WSFN Steering Committee at its meeting to be held
on ⁽²⁾ _____

Agenda Item ⁽³⁾ _____

The type of interest I wish to declare is: ⁽⁴⁾

- ☐ Financial
- ☐ Proximity
- ☐ Indirect Financial
- ☐ Impartiality

The nature of my interest is ⁽⁵⁾

The extent of my interest is ⁽⁶⁾

I understand that the above information will be recorded in the minutes of the meeting and recorded
by the WSFN Project Director (Technical Committee) or the WSFN Chairperson (Steering Committee)
in the existing Declaration of Interest Register.

 Name and Signature

____/____/____
 Date

1. Insert your name.
2. Insert the date of the Committee Meeting at which the item is to be considered.
3. Insert the Agenda Item Number and Title.
4. Tick box to indicate type of interest.
5. Describe the nature of your interest.
6. Describe the extent of your interest (if seeking to participate in the matter under S. 5.68 of the Act).

15.08.24.05 AMENDED POLICY – LIGHT VEHICLES

File No:	GOV031A
Date of Meeting:	15 August 2024
Location/Address:	Shire of Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer has a Direct Financial Impact in that his employment contract is directly impacted by Policy 2.30 Light Vehicles.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider amend Policy 2.30 Light Vehicles to guide the purchase and management of light vehicles.

Description of Proposal:

The current Policy 2.30 Light Vehicles requires amending. A copy of the amended policy 2.30 Light Vehicles is detailed in Attachment 15.0824.05A with amendments highlighted in red.

The proposed changes include:

1. Clarifying the purchase of fuel using either a Council provided fuel card or credit card. This allows staff with a credit card to purchase fuel where it most benefits Council. The Council provided fuel card or credit card have similar purchasing impact to Council and are now reported similarly;
2. Clarifies the policy around malicious damage caused by a Shire vehicle;
3. Updates the values of vehicles in Clause 8. These values are now out of date and will not permit the replacement of current vehicles to a similar standard;
4. Clarifies at Clause 8 Private Use that Group C vehicles will be vehicles purchased to a standard required for work requirements and not to a specific price; and
5. Clarifies that any private use permitted will be documented.

Background:

The Shire of Brookton owns 10 Light vehicles used for purposes including administration, works, building and fire.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Any new policies will be included in Council's Policy Manual and the superseded policy removed.

Financial Implications:

The cost of management of Council's light vehicles is included in Council's annual budget and strategic finance documents. This policy will not significantly impact financially.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the reputational risk associated with light vehicle ownership in this draft policy is Moderate. The like likelihood of these consequences occurring are Possible.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopts the amended Council Policy 2.30 Light Vehicles, as included in Attachment 15.08.24.05A.

(Simple majority vote required)

Attachments

Attachment 15.8.24.05A – Draft Amended Policy 2.30 Light Vehicles

2.30 LIGHT VEHICLES

Directorate:	Corporate			
Statutory Environment:	<i>Fair Work Act 2009</i>			
Council Adoption:	Date:	May 2017	Resolution #:	
Last Amended:	Date:	Dec 2023	Resolution #:	OCM 12.23-08
Review Date:	December 2024			

Objective:

This policy seeks to:

- Ensure Shire light vehicles are managed in a cost-effective manner providing maximum benefit to employees and the organization.
- Provide framework for the allocation, operation, management and change-over of light vehicles.
- Outline the assigned level of private use of a Shire motor vehicle to a Shire employee.
- Ensure the organisation's Fringe Benefits Tax obligations are met.

Definitions:

- **Allowance** means an annual vehicle allowance (as per light motor vehicle table) paid to an employee in lieu of private use of a Shire vehicle.
- **Assigned Employee** means an employee of the Shire, their partner and others as authorized by the CEO in accordance with this Policy.
- **CEO** means the Chief Executive officer of the Shire of Brookton.
- **Change Over** means the disposal and acquired replacement of a Shire vehicle.
- **CU** means commuter use to and from an employee's residence only, immediate before and after attending work, based on the most efficient and effective route.
- **Drivers Licence** means a Western Australia Class "C" driver's license issued the Department of Transport.
- **RU** means restricted private use within 500km radius of the Brookton Post Office or as determined by Contract and to a total of 40,000 kilometres per annum, based on 65% being private use. Vehicle use greater than 40,000 kilometres in a financial year the employee is to pay a weekly fee of \$153.00 towards the running costs of the vehicle until the end of that financial year.
- **Tool of Trade Vehicle** means a vehicle purchased by Council to meet a particular business need, including pool vehicles.
- **UWA** means unlimited use within Western Australia and includes periods of leave, excluding Long Service Leave.

Policy Statement/s:**1. General – Drivers**

- 1.1. Drivers of Shire vehicles must hold a valid Western Australian driver's license with their current residential address recorded through the Department of Transport as indicated on the license.
- 1.2. Employees must advise their line supervisor as soon as possible, if their driver's license has expired or been cancelled for any reason.

- 1.3. Operating a Shire motor vehicle whilst disqualified from driving may subject the employee to serious disciplinary action that may include termination of employment.
- 1.4. The driving of the vehicle provided under this policy shall be limited to employees and elected members in performing Local Government business, unless the designated usage is UWA or RU which allows for the driving of the vehicle by the assigned employee and their spouse/ partner. Details of the spouse or partner must be provided to Council's insurer to enable coverage to be arranged.
- 1.5. Council's employee is to be preferred driver of all Council vehicles. However, due to tiredness or some other reason that may impair the judgment of the employee when driving, another eligible driver may complete a journey with Council's employee as a passenger in the vehicle.
- 1.6. The driving of a motor vehicle by a person on 'learner (L) plates' or 'Probation (P) plates' in relation to private use is not permitted.
- 1.7. Smoking is prohibited in all Shire vehicles.

2. General – Vehicle Use

- 2.1 All employees allocated a vehicle are held responsible for ensuring that the vehicle is maintained in a clean and roadworthy condition at all times, safeguarding the security and value of the Council asset and for minimising unnecessary insurance claims and repair costs.
- 2.2 Specifically, the employee allocated a vehicle is responsible for:
 - a. Ensuring that the vehicle is washed and cleaned internally and externally and kept clean and tidy at all times.
 - b. Checking tyre pressure on a regular basis in accordance with tyre pressure recommendations.
 - c. Checking engine oil, radiator coolant and battery levels on a regular basis.
 - d. Arranging servicing of the vehicle through the Shire's dedicated Fleet Management Officer.
 - e. Ensuring the vehicle is only driven by authorised drivers in accordance with this policy.
 - f. Payment of all fines relating to traffic offences committed by the respective driver.
 - g. Monitoring usage and recording of logbook details.
 - h. Ensuring any financial costs incurred due to the unlawful operation of the motor vehicle during business hours or private use is paid by the offending employee.
 - i. Ensuring under no circumstances that the vehicle is used for any business of a competitive nature for which the employee derives an income (or not), or operates in contradiction of the employee's contract of employment.
 - j. Ensuring when using their vehicle so as not to cause any poor public relations for the Shire.
 - k. Ensuring the vehicle is garaged off the road at the employee's residence.
 - l. Ensuring the vehicle is to be available for the use of other staff during working hours when not in use by the assigned employee.

3. General – Authority

- 3.1 The Chief Executive Officer is authorised to manage this policy on behalf of Council, including the oversight of purchasing and assignment of motor vehicles in the interest of fit for purpose and operational effectiveness.
- 3.2 Vehicle extras/options (i.e. floor mats, seat covers etc.) can be approved at the discretion of the Chief Executive Officer, subject to budgetary constraints and

reasonable justification.

4. Fringe Benefits Tax (FBT)

- 4.1 All employees assigned a work vehicle are required to complete vehicle travel logbooks as directed to assist in the correct calculation of Fringe Benefits Tax (FBT).
- 4.2 An employee or elected member using a Shire vehicle is to ensure the details of usage is provided to the assigned officer to ensure the logbook accurately reflects the vehicle usage.

5. Fuel

- 5.1 ~~A fuel card may be allocated for the vehicle owned by Council with private use privileges. Fuel for the vehicle is to be only purchased using this fuel card or a Council credit card if one is provided to the employee. All employees who drive a vehicle are required to use Council's current appointed distributor(s).~~
- 5.2 The employee is required to provide all details of fuel purchases, including receipts and tax invoices, as required by Council's purchasing procedures and policy.
- 5.3 Current odometer readings must be supplied when refuelling, where required.
- 5.4 The filling of portable fuel containers ~~using a vehicles fuel card or credit card~~ is not permitted. ~~unless prior authorisation has been obtained from the CEO, or the vehicle is out of fuel and cannot practically be refuelled from a fuel station bowser.~~

6. Insurance

- 6.1 In the event of an accident the Shire will meet the 'excess' payment of any claim, unless the employee's accident record becomes excessive or the circumstances warrant a payment in full or part by the employee due to poor driving/neglectful action.
- 6.2 In the event an officer's behaviour (traffic offence, e.g., drink-driving) invalidates the Shire's insurance, then the employee will become liable for the total damage claim to both the Council vehicle and other property involved.
- 6.3 ~~The same will apply to~~ ~~In the event an officer completing~~ any form of malicious damage caused or performed by the employee ~~then the employee will become liable for the total damage claim to both the Council vehicle and other property involved.~~
- 6.4 The employee contribution in accordance with Statements 6.1 ~~and 6.2 and 6.3 (above)~~ shall be at Chief Executive Officer's discretion and will be subject to the provision of a police report if so required.

7. Vehicle Change Over

- 7.1 All motor vehicles are to be changed over at least every five (5) years or prior to an odometer reading between 90,000 kms and 99,000kms, whichever comes first.
- 7.2 The CEO may obtain quotes for change-over of a light vehicle at an earlier period (ie 15,000 km intervals) with the view to presenting this information to Council for consideration of changing a vehicle at minimal cost to the Shire or increased operational need.
- 7.3 When changing over a vehicle consideration shall be given to:
 - a. 'fit for purpose' to accord with operational need;
 - b. Time of purchase accounting for new model release and manufacture date of the vehicle to minimise vehicle depreciation;
 - c. FBT liability and payments having to be made by the Shire.

8. Private Use

- 8.1 All Shire vehicles are deemed to be 'pool vehicles' during normal business hours and are not 'exclusive' in use to an assigned employee or Department.
- 8.2 The following light vehicle use applies under this policy:
- a. Group A Vehicle: Chief Executive Officer
Maximum value of vehicle - \$60,000 (GST Exclusive)
~~Max. value of vehicle - \$50k (excl. GST)~~
~~In accordance with individual employee Contract of Employment and/or Letter of Offer.~~
 - b. Group B Vehicle: Authorised Managers/Supervisors
Maximum value of vehicle - \$55,000 (GST Exclusive)
~~Max. value of vehicle - \$45k (excl. GST)~~
~~In accordance with individual employee Contract of Employment and/or Letter of Offer.~~
 - c. Group C Vehicle: Authorised Officers
~~Max. value of vehicle - \$40k (excl. GST) Usage - CU~~
Vehicles provided will be the vehicle purchased to a specification/value required for the Shire of Brookton's work requirements. Private use is incidental to any purchasing decision.
- 8.3 **Details of the permitted private use of a Council vehicle will be documented in the employment contract/Letter of appointment of the employee provided the benefit.**
- 8.4 Employees are not permitted to use a Shire vehicle for any purpose relating to the earning of income outside of Shire employment or for any purpose which could be perceived as detrimental to the Shire's corporate image.
- ~~8.5 Shire fuel cards are to be used for the purchase of fuel and oils only.~~
- 8.6 The Chief Executive Officer may amend or withdraw an employee's private use should this policy be intentionally breached in the CEO's opinion.

9. Commuter Use

Commuter Use vehicles are defined as any business travel in the course of employment duties and private travel to and from work only. Employees who have commuting use of a shire vehicle would ordinarily reside within the boundaries of the Shire of Brookton or would require written approval by the Chief Executive Officer. To ensure the vehicle provided is exempt from FBT the following conditions apply:

- 9.1 Travel between home and work to be immediately before and after attending work and by the most direct practical route.
- 9.2 Incidental travel is permitted for:
- a. minor, infrequent and irregular travel – for example stop off at supermarket before or after work. The stops are to be for brief periods only and for no more than 30 minutes.
 - b. stops that are on the employee's direct route to or from work or their home and requires a minor deviation which adds no more than two kilometres to the ordinary length of the trip.
- 9.3 Any other private use outside incidental travel outlined above requires written approval of the Chief executive Officer.
- 9.4 Employees assigned a commuter use vehicle may be required to complete a vehicle travel logbook if directed.
- 9.5 The vehicle is not available for use during periods of an employee's leave: including long

service leave, annual leave, parental leave and sick/carers leave. The vehicle must be returned to the Shire of Brookton unless otherwise approved.

10. Surrender of Entitlement

- 10.1 Upon termination of employment, an employee allocated a motor vehicle shall surrender all entitlements of vehicle use effective the day of separation from the Shire.
- 10.2 The employee must return the vehicle in a clean and tidy condition.

11. Assignment to Others

- 11.1 The CEO is authorised to temporarily assign the use of a Shire vehicle to a Councillor or Contractor to assist in performing a task/works on behalf of the Shire.
- 11.2 All care shall be taken by Councillor or Contractor in using a Shire vehicle, with written acknowledgement to the CEO of their review and understanding of this policy before access is provided to the vehicle.

16.08.24	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil.

17.08.24	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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Nil at this time.

18.08.24	CONFIDENTIAL REPORTS
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Nil at this time.

19.08.24	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 19th September 2024 commencing at 6.00 pm.