



## ORDINARY MEETING OF COUNCIL

### REVISED AGENDA

**15 JUNE 2023**

**Late Items:**

- |                    |   |
|--------------------|---|
| <b>17.06.23.02</b> | <b>RFT 02/2023 Brookton Memorial Hall Re-Roof.<br/>Confidential Attachment 17.06.23.02A – RFT 02/2023 Assessment.</b> |
| <b>17.06.23.03</b> | <b>Registration of Dogs and Cats – Spay it Forward.</b>   |



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## NOTICE OF MEETING

**15 June 2023**

**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 15<sup>th</sup> June 2023 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<sup>th</sup> June 2023

### 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.

## TABLE OF CONTENTS

<b>1.06.23</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>5</b>
<b>2.06.23</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....</b>	<b>5</b>
<b>3.06.23</b>	<b>USE OF COMMON SEAL – MAY 2023 .....</b>	<b>5</b>
<b>4.06.23</b>	<b>DELEGATED AUTHORITY – ACTIONS PERFORMED.....</b>	<b>6</b>
<b>5.06.23</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>8</b>
<b>6.06.23</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>8</b>
<b>7.06.23</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>8</b>
<b>8.06.23</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>8</b>
<b>9.06.23</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....</b>	<b>8</b>
9.06.23.01	ORDINARY MEETING OF COUNCIL – 18 MAY 2023.....	8
<b>10.06.23</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>8</b>
<b>11.06.23</b>	<b>DISCLOSURE OF INTERESTS .....</b>	<b>8</b>
<b>12.06.23</b>	<b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORTS.....</b>	<b>9</b>
12.06.23.01	DEVELOPMENT APPLICATION – OUTBUILDING AND SINGLE HOUSE .....	9
12.06.23.02	DEVELOPMENT APPLICATION – STUDENT AND VOLUNTEER WORKER ACCOMMODATION .....	19
12.06.23.03	2023/24 PLANT REPLACEMENT PROGRAM .....	32
12.06.23.04	BROOKTON RAILWAY STATION STAGED IMPROVEMENTS.....	39
<b>13.06.23</b>	<b>COMMUNITY SERVICES REPORTS.....</b>	<b>42</b>
<b>13.06.23.01</b>	<b>PROPOSAL TO LEASE: UNIT 6/28 WILLIAMS STREET, BROOKTON – BALCO AUSTRALIA PTY LTD.....</b>	<b>42</b>
<b>14.06.23</b>	<b>CORPORATE SERVICES REPORTS .....</b>	<b>44</b>
14.06.23.01	REVIEW OF POLICY 2.15 SIGNIFICANT ACCOUNTING POLICIES.....	44
14.06.23.02	REPLACEMENT PROGRAMS.....	53
14.06.23.03	SHIRE OF BROOKTON DRAFT 2023/24 FEES AND CHARGES.....	64
14.06.23.04	WRITE OFF SMALL BALANCES – END OF YEAR RATES .....	82
14.06.23.05	LIST OF PAYMENTS – MAY 2023 .....	87
14.06.23.06	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2023 .....	104
<b>15.06.23</b>	<b>GOVERNANCE REPORTS.....</b>	<b>136</b>
<b>15.06.23.01</b>	<b>APPOINTMENT OF FIRE CONTROL OFFICERS – 2023/24.....</b>	<b>136</b>
15.06.23.02	SHIRE OF BROOKTON DELEGATION REGISTER – ANNUAL REVIEW 2022/2023 .....	139

<b>16.06.23</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ...</b>	
	.....	<b>196</b>
<b>17.06.23</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>	
	.....	<b>196</b>
17.06.23.01	URGENT BUSINESS .....	196
17.06.23.02	RFT 2/2023 - BROOKTON MEMORIAL HALL ROOF .....	198
17.06.23.03	REGISTRATION OF DOGS & CATS - SPAY IT FORWARD .....	205
<b>18.06.23</b>	<b>CONFIDENTIAL REPORTS.....</b>	<b>208</b>
<b>19.06.23</b>	<b>NEXT MEETING &amp; CLOSURE.....</b>	<b>208</b>



### **1.06.23 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

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.

### **2.06.23 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

#### Elected Members (Voting)

Cr NC Walker (Deputy Shire President)  
Cr HA Bell  
Cr CE Hartl  
Cr C Hayden  
Cr TD Lilly  
Cr MG Macnab

#### Staff (Non-Voting)

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

#### Apologies

Nil at this time

#### Leave of absence

Cr KL Crute (Shire President)

#### Members of the Public

Nil at this time

### **3.06.23 USE OF COMMON SEAL – MAY 2023**

The Table below details the Use of Common Seal under delegated authority for the month of May 2023.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted

**4.06.23 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

<b>BUILDING</b>			
<b>Permit No.</b>	<b>Lot &amp; Street</b>	<b>Type of Building Work</b>	<b>Date Granted</b>
2.22-23	72 Yeo Road, Brookton	Dwelling, 2x Shed & Carport	10/08/2022
1.22-23	3183 Aldersyde- Pingelly Road, Aldersyde	Inground Swimming Pool	01/07/2022
4.22/23	801 Richardson Street, Brookton	Workshop & Storage Buildings	12/10/2022
5.22/23	7685 Brookton Highway, Brookton	Window and Door installation-alteration/addition to an existing building	02/11/2022
8.22/23	801 Corberding Road, Brookton	Shed and retaining Wall	02/11/2022
23.21-22	521 Woods Loop, Brookton	Farm Shed	07/12/2022
10.22/23	380 Corberding Road, Brookton	3x Patio Awnings and 1x Carport	14/12/2022
11.22/23	7685 Brookton Highway, Brookton	Veranda	04/01/2023
9-22/23	24 Williams Street, Brookton	Hotel Reroof	04/01/2023
7.22/23	9043 Brookton Highway, Jelcobine	Farm Shed	16/11/2022
13.22/23	91 Copping Road, Brookton	Farm Buildings	22/02/2023
16-22/23	522 Corberding Road, Brookton	Dwelling	08/03/2023
14-22/23	4156 Moorumbine Road, Brookton	Enclosed Shed-Garage/Carport	01/03/2023
15.22/23	4156 Moorumbine Road, Brookton	Dwelling	01/03/2023
19-22/23	5 Koornnong Drive, Brookton	Patio	29/03/2023
18-22/23	91 Copping Road, Brookton	Proposed lean to and roller door additions to existing building	15/03/2023
17-22/23	10 Avonbank Close, Brookton	Dwelling	29/03/2023
20-22/23	31 Gaynor Street, Brookton	2x 34,000L plastic water tanks	05/04/2023
12-22/23	31 Gaynor Street, Brookton	Shed	05/04/2023
6-22/23	40 Corberding Road, Brookton	Garage/Carport	18/04/2023
21-22/23	40 Corberding Road, Brookton	Proposed Patio Replacement	18/04/2023
2-22/23	24 Lennard Street, Brookton	Dwelling & Garage	18/04/2023

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
23-22/23	121 Brookton Highway, Brookton	2x Steel Portable sheds	17/05/2023
24-22/23	738 South Dale Road, Jelcobine	New Steel Framed Shed Modular Dwelling	17/05/2023

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
A109	P2022/005	9043 Brookton Highway, Jelcobine- Local Town Planning Scheme NO. 4	Machinery Storage Shed	17/08/2022
A2891	P2022/006	Lot 801 Richardson Road, Brookton- Local Town Planning Scheme NO. 4	2 Industrial Sheds, roof only structure for machinery wash, office, toilet block, car- parking, and landscaping	16/09/2022
A2588	P2022/007	Lot 801 Corberding Road, Brookton- Local Town Planning Scheme NO. 4	Storage Shed and Retaining Wall	20/09/2022
A34	P2022/008	738 South Dale Road, Jelcobine- Local Town Planning Scheme NO. 4	Additional Dwelling	29/09/2022
A2886	P2022/012	50 McGrath Street, Brookton- Local Town Planning Scheme NO. 4	Outbuilding	31/10/2022
A259	P2022/013	24 Williams Street, Brookton- Local Town Planning Scheme NO. 4	Re-Roofing Existing Building	31/11/2022
A2746	P2022/015	505 Smart Road, Brookton- Local Town Planning Scheme NO. 4	Construction of Storage Shed	15/12/2022
A902	P2023/001	91 Copping Road, Brookton- Local Town Planning Scheme NO. 4	Land farm works- Hay Shed	13/01/2023
A902	P2023/002	91 Copping Road, Brookton- Local Town Planning Scheme NO. 4	Modification of Hay Shed	16/03/2023

**5.06.23 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

**6.06.23 PUBLIC QUESTION TIME**

Nil at this time.

**7.06.23 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.06.23 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

**9.06.23 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.06.23.01 ORDINARY MEETING OF COUNCIL – 18 MAY 2023**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 18<sup>th</sup> May 2023, be confirmed as a true and correct record of the proceedings.*

**10.06.23 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

Nil at this time.

**11.06.23 DISCLOSURE OF INTERESTS**

*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.

**12.06.23.01 DEVELOPMENT APPLICATION – OUTBUILDING AND SINGLE HOUSE**

<b>File No:</b>	A2575
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Lot 280 on Deposited Plan 84061 (No. 37) Jose Street, Brookton
<b>Name of Applicant:</b>	Jacobus Oosthuizen
<b>Name of Owner:</b>	As above
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider a Development Application for an ‘oversize’ outbuilding plus a single house.

**Description of Proposal:**

The applicant proposes a single house (which the applicant has called a ‘granny flat’) of 68m<sup>2</sup>.

Additionally, the applicant proposes an outbuilding (shed) for storage and woodwork hobby purposes which is 12m long, 9m wide, has a 2.7m wall height, is 4.26m to the roof apex and has a floor area of 108m<sup>2</sup>. There is also an open bay area on one side.

The proposed single house and outbuilding are well setback from property boundaries, ranging from 14m to 77m. Details provided by the applicant are attached.

**Background:**

The site is 1.1464 hectares in area and is vacant.

The site is zoned ‘Residential R10/R25’ under Local Planning Scheme No. 4. The site is located outside of the bushfire prone area.

Smaller sheds (outbuildings) are typically exempt from the requirement to obtain development (planning) consent if the total area of the outbuilding(s) is 60m<sup>2</sup> or below on Residential zoned land and they meet other deemed-to-comply requirements of the *Residential Design Codes*.

This application is required to be considered by Council given the proposed outbuilding is over 75m<sup>2</sup> on Residential zoned land as referenced in Council’s *Policy 3.6 Outbuildings* (attached).

**Consultation:**

The Shire sought comments from 6 neighbours on the Development Application for 14 days. One submission was received which raised no objections.

### Statutory Environment:

Clause 45(1) of Local Planning Scheme No. 4 states:

‘Except in the Rural and Rural Smallholdings zone, the erection of an outbuilding on a vacant lot is not permitted unless a building permit has been issued for the development of a single house, grouped dwelling or multiple dwelling and work has substantially commenced.’

To address the Scheme, a Building Permit is required for the single house before substantial commencement of the single house. The applicant proposes that substantial commencement will be earthworks and constructing a slab for the single house.

### Relevant Plans and Policy:

There may be a need to review aspects of Policy 3.6 Outbuildings including the maximum total area of an outbuilding(s) on Residential zoned land. There is also a need to amend the criteria, outlined in the table for Residential R10 and below, from 10m<sup>2</sup> to at least 75m<sup>2</sup> for the maximum total area for all outbuildings on the lot.

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 medium risk that the applicant may request a review of the Council’s decision to the State Administrative Tribunal.

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 ‘BROOKTON’S population has grown and diversified.’

**Comment:**

The application requires Council determination given the outbuilding area of 108m<sup>2</sup> exceeds the maximum area of 75m<sup>2</sup> set out in Council's Policy 3.6 Outbuildings. Accordingly, this application does not comply with a part of Policy 3.6.

While noting the application is inconsistent on one component of Council Policy 3.6, given it is 'oversize', the Development Application is conditionally supported given:

- The application is considered consistent with Design Principle P3 Outbuildings of *State Planning Policy 7.3 - Residential Design Codes* which states 'Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.' This includes that the outbuilding will be located to the rear of the dwelling;
- The outbuilding is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance;
- No objections or issues were raised by neighbours;
- There will be no overshadowing onto neighbouring dwellings;
- The outbuilding complies with development standards other than the floor area;
- The outbuilding is not located in a bush fire prone area; and
- Recommended development conditions and advice can assist to control the use and management of the development.

The proposed single house is supported and complies with the *Residential Design Codes*.

The proposed single house and outbuilding are recommended for conditional approval.

**OFFICER'S RECOMMENDATION**

***That Council grant Development Approval for a single house and an outbuilding on Lot 280 on Deposited Plan 84061 (No. 37) 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. A Building Permit is issued for the single house and substantial commencement of the single house has occurred to the satisfaction of the local government prior to the occupation of the outbuilding.***
- 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 single house and outbuilding 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 outbuilding is not used for industrial, commercial or habitable purposes.**
- 5. The single house is connected to an approved on-site wastewater treatment system, to the satisfaction of the local government, prior to occupation.**
- 6. The single house is provided with a suitable potable water system, to the satisfaction of the local government, prior to occupation.**

#### **Advice Notes**

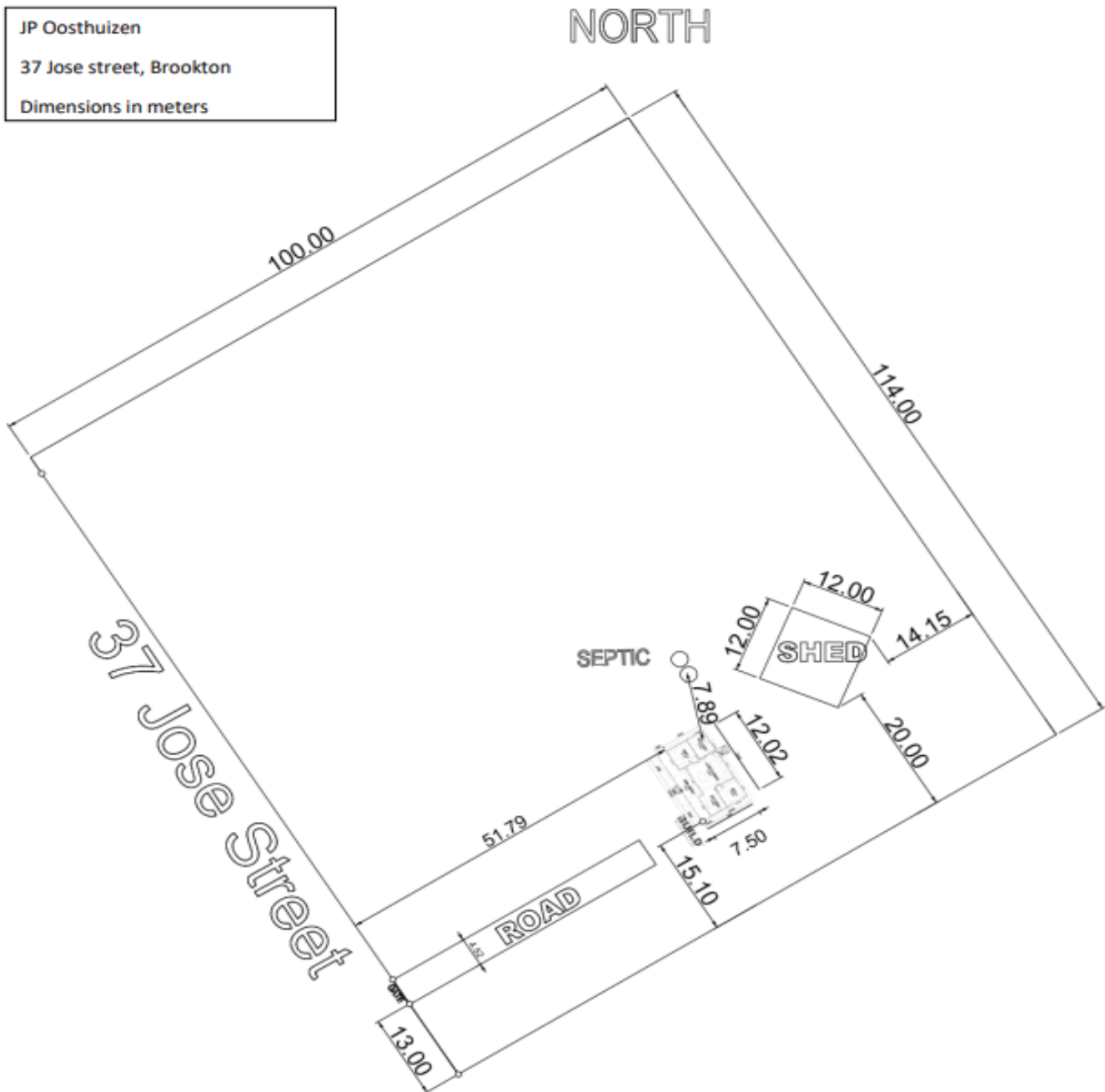
- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.**
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval will lapse and be of no further effect.**
- C) 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 12.06.23.01A – Location Plan.  
Attachment 12.06.23.01B – Details from applicant.  
Attachment 12.06.23.01C – Policy 3.6 – Outbuildings.  
Attachment 12.06.23.01D – Letter from neighbour.







**LOCAL PLANNING SCHEME NO. 4  
APPLICATION FOR DEVELOPMENT APPROVAL**

Land Owner Details			
Full Name: Jacobus Oosthuizen			
ABN: (if applicable)			
Postal Address: 43 Kenwick rd, Kenwick 6107			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence: Jacobus Oosthuizen			
<i>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).</i>			
Signature:			Date: 24/04/2023
Signature: _____			Date: _____

Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
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: 280	House/Street No: 37	Location No:
Diagram or Plan No: 84061	Certificate of Title Vol. No: 835/147	Folio:
Title encumbrances (e.g. easements, restrictive covenants, etc):		
Street Name: Jose		Suburb: Brookton
Nearest street intersection: King st.		

## Proposed Development

Nature of Development, (Works, Land/Premise Use or Works and Use):

☐ Works ☐ Use ☒ Works & Use

Is an exemption from development claimed for part of the development? ☐ Yes ☒ No

If yes, is the exemption for: ☐ Works ☐ Use

Description of proposed works and/or land use:

To build a 2-bedroom granny flat of 68sqm, and a 12mx 9m enclosed shed with a 3x12m eave on rear facing north. The concrete slabs will be thrown first for both structures. The shed will be erected first and the granny flat will follow after shed. The old shed was removed from property.  
As there is a backlog in manufacturing the granny flat delivery in kit form is about 8 months.  
Work on property will be between 7am and 5pm Monday to Saturday.  
There are currently 2 access gates on property from Jose street. The access gate closest to king street will be used.  
The Shed will be used for hobby woodwork and storage.

Nature of any existing buildings and/or land use:

Old Shed was Removed. Land is vacant

Approximate cost of proposed development (GST Exclusive):

\$150000

Estimated time of completion: 18 Months

### CHECK LIST FOR SUPPORTING DOCUMENTS

#### SITE PLANS

- 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

- 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)

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.

<b>3.6 OUTBUILDINGS</b>
-------------------------

<b>Directorate:</b>	Development			
<b>Statutory Environment:</b>	Town Planning Scheme No. 4 Planning and Development (Local Planning Schemes) Regulations 2015 State Planning Policy (SPP) 7.3 – Residential Design Codes			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	10.03.09.04
<b>Last Amended:</b>	<b>Date:</b>	Sept 2021	<b>Resolution #:</b>	OCM 09.21-11
<b>Review Date:</b>	June 2023			

**Objective:**

To provide a guide for the assessment and determination of applications for planning approval for outbuildings (sheds/garages) in all zones.

**1. BACKGROUND**

Under the Shire of Brookton's Local Planning Scheme No. 4, Planning Approval is may be required for a shed (outbuilding) in some zones.

The Shire's Local Planning Scheme has no criteria under which an application for an outbuilding is to be determined. As such, the objective of this policy is to give clarity as to what the development standards are in relation to outbuildings within specific land use zones.

**2. OBJECTIVES OF THE POLICY**

The primary objectives are to:

- 2.1** Limit the impact of outbuildings by specifying maximum areas and height, location, material colour, landscaping and the like.
- 2.2** Ensure aesthetic and amenity impacts on neighbouring properties are considered when determining outbuilding proposals.
- 2.3** Recognize "Sheds" and "Sea Containers" in the Residential and Commercial zones are defined as outbuildings where the floor area greater than 10m<sup>2</sup>. Outbuildings with a floor area of 10m<sup>2</sup> or less do not require a Planning Approval or Building Permit.
- 2.4** Recognize that outbuildings that accord to the deemed-to-comply provisions of the Residential Design Codes are exempt from planning approval in accordance with Clause 61; Part 7; Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

**3. POLICY**

- 3.1** Ablution facilities within outbuildings will only be approved in accordance with this policy for 'Farming' zoned allotments of 10 hectares or more in area to support on farm agricultural activities. In all other circumstances an application for planning approval is to be submitted with accompanying justification for consideration and determination by Council on merit.

- 3.2** The construction of an outbuilding on vacant land in all zones other than the Rural and Rural Smallholdings zones is not permitted without an application for a residence having been approved and construction having first commenced.
- 3.3** Sea containers are only supported as outbuildings for storage purposes in the Residential, Rural Residential, Rural Enterprise, Commercial, and Special Use zones where the applicant can demonstrate the sea container will not have a detrimental impact on the amenity of the property or surrounding area and is not highly visible from the street. Sea containers for storage purposes in General Industry, Light Industry, and Rural zones do not require planning approval.
- 3.4** Within the Residential zone and on lots of less than 2ha in all other Zones, outbuildings other than a carport or garage will not be permitted in the area between the house and the front boundary of the property. Front setbacks for carports and garages in the 'Residential' and 'Commercial' zones will be subject to the *Residential Design Codes* standards.
- 3.5** This Policy does not apply to large scale agricultural, industrial, and commercial buildings that are assessed against the General Development requirements as presented in Table 5; Schedule 1 of Local Planning Scheme No.4.

Zone	CRITERIA			
	Maximum Total area for all outbuildings on the lot (m2)	Maximum individual area of proposed outbuilding (m2)	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0
Residential R10 and below	10	75	3.0	4.0
Rural Residential, Rural Enterprise and Rural smallholding	200	150	3.0	4.0
Rural (below 1 hectare)	100	75	3.0	4.0
Rural (between 1 hectare and 10 hectares)	200	150	3.0	4.0





Comment Submission Form

**NOTICE OF PROPOSED DEVELOPMENT AT 37 JOSE STREET, BROOKTON**

*Building a two-bedroom granny flat and a 9m x 12m enclosed shed with a 3m x 12m eave on rear facing north.*

To: Chief Executive Officer  
Shire of Brookton  
PO Box 42  
Brookton WA 6306

or email: [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: Alan Athin

Organisation/Company (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_

Please indicate your position: ☒ Support ☐ Object ☐ Indifferent ☐ Suggest Amendment/s

Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

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Signature: A. Athin Date: 18-5-23  
Please attach additional comment/pages if required.

<b>12.06.23.02 DEVELOPMENT APPLICATION – STUDENT AND VOLUNTEER WORKER ACCOMMODATION</b>
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<b>File No:</b>	A899
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Lot 100 (No. 894) Strange Road, Jelcobine
<b>Name of Applicant:</b>	Vipassana Centre Western Australia Ltd
<b>Name of Owner:</b>	As above
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider a Development Application for 18 prefabricated units to be used for student and volunteer worker accommodation.

**Description of Proposal:**

The applicant seeks approval for 18 units to accommodate students and volunteer workers in the central western section of the property. The purpose of the application is to convert existing dorm beds into more comfortable single-room accommodation. The proposed units are well setback from property boundaries which exceed Local Planning Scheme No. 4 standards. Details provided by the applicant are set out in Attachment 12.06.23.02A.

The proposal consists of 18 x 2 room prefabricated units with a floor area of 21m<sup>2</sup> (not including the decking). Each prefabricated unit is 7m long and 3m wide and contains two bedrooms and two bathrooms. The units are constructed with a steel frame and 75mm steel/polyurethane Insulated Sandwich Panels, with double-glazed windows. Each unit will have a tropical roof with a 2.1m overhand covering a 1.8m wide north-facing decked verandah/decking.

**Background:**

The site is located approximately 40 kilometres west of the Brookton townsite (see Attachment 12.06.23.02B). The site is 35.8126 hectares in area, a mix of cleared and vegetated areas, contains various units, outbuildings and dams.

The Vipassana Centre (to be called the 'centre') currently has a mix of single rooms, dorms and camping areas for accommodation. The applicant does not intend to increase the number of students on each course. Instead, the purpose of this Development Application is to provide more comfortable accommodation for students by converting dorm beds to single/ensuite rooms. When this new accommodation project is complete, the applicant advises there will be no further dorm accommodation at the centre.

The centre has been holding residential 10-day courses in Vipassana meditation for the general public on this property since 2001. All courses are held free of any charge, on a donation basis. The centre normally caters for up to 60 people on each course - about 50 students and up to 10 voluntary workers. The centre generally holds around eight or nine 10-day courses each year.

The site is bordered by a vegetated reserve to the east and rural land to the north and west. Strange Road (unsealed) is located to the south. Surrounding land uses are predominantly rural and conservation. The site is within a bushfire prone area.

#### **Consultation:**

The Shire consulted for 20 days on the Development Application through writing to adjoining/nearby landowners within 1km of the application site, the bushfire chief and local bushfire brigade officer, as well as placing details on the Shire website, noticeboards and Facebook.

The Shire received one submission on the Development Application, which supported the proposal, as outlined in Attachment 12.06.23.02C.

#### **Statutory Environment:**

*Planning and Development Act 2005* and *Planning and Development (Local Planning Schemes) Regulations 2015* - the processing of the Development Application is required to comply with the requirements of Local Planning Scheme No. 4 (LPS4) which is an operative local planning scheme under the provisions of the Act and Regulations.

The site is zoned 'Rural' in LPS4. The proposed student and volunteer worker accommodation is subject to various requirements in LPS4 including:

- It is suggested the accommodation use incorporates components of 'community purpose' and 'holiday accommodation' in LPS4. These are an 'A' use in the Rural zone (advertising required). This means the Council has the legal power under LPS4 to approve the Development Application after first giving notice in accordance with Clause 64 of the Deemed Provisions (seeking community and stakeholder comment);
- 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 Zone. This requires 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 53 (1) states 'Table 3 of the Scheme provides for a range of non-rural uses in the Rural zone, in exercising its discretion to determine non-rural proposals, the local government, in addition to the requirements of the scheme, will have regard to:
  - (a) management of anticipated traffic movement and volume;
  - (b) impact on the environment including water resources, noise, amenity and air quality;
  - (c) the ability of the proposal to manage impacts within the property boundary, or otherwise to not affect nearby sensitive land uses;
  - (d) visual impacts and effect on rural character; and
  - (e) essential services being provided commensurate with the intended land use.

Other key local planning documents related to the proposal include the *Shire of Brookton Local Planning Strategy*.

#### **Relevant Plans and Policy:**

The application and the site are subject to a range of State planning, environmental, bushfire and servicing policies and documents. This includes *State Planning Policy 3.7 Planning in Bushfire Prone Areas*, *Guidelines for Planning in Bushfire Prone Areas* and the *Government*



*Sewerage Policy*. In summary, the documents require effective natural resource management, addressing risk/safety and seeking to diversify the local economy.

Most of the site is located within a bush fire prone area as designated by the Fire and Emergency Services Commissioner.

The *Guidelines for Planning in Bushfire Prone Areas* outline that the proposed units are a 'vulnerable land use'. This includes uses, such as short stay accommodation or tourist development that involve people who are unaware of their surroundings, who may require assistance or direction in the event of a bushfire, and people who may be less able to respond in a bushfire emergency.

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. Relevant policies include Council's *Policy 3.1 Relocated Second-Hand Buildings Policy*.

#### **Financial Implications:**

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

#### **Risk Assessment:**

There is a low risk that the applicant may request a review of the Council's decision to the State Administrative Tribunal.

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

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

#### **Community & Strategic Objectives:**

This proposal aligns with Council's Strategic Community Plan 2027 including 'BROOKTON'S population has grown and diversified.'

The proposed units are considered consistent with aims of the Local Planning Strategy. The existing development draws visitors to the Shire which can support local businesses and employment.

## **Comment:**

### **1. Overview**

Following an assessment of the Development Application against what is currently on the site, the planning framework, and information provided by the applicant, it is recommended that Council conditionally approve the Development Application given:

- It is overall consistent with the planning framework;
- It supports diversifying and growing the local economy and supporting job creation;
- The proposed units will provide a better standard of accommodation compared to the existing accommodation;
- The units are well separated from off-site agricultural operations;
- It is 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;
- Minimal clearing of native vegetation is proposed and there are expected to be manageable environmental impacts;
- Traffic numbers should be similar to the existing situation and can be accommodated on local roads;
- There are no objections from other Shire officers/units;
- Neighbours raise no objection to the application; and
- Development conditions can assist to control the use and management of the development.

### **2. Key Issues**

While noting the above, there are issues associated with the proposed development, which should be considered by the Council in determining the Development Application. Some of these issues are outlined below including:

- Bushfire risks and emergency management;
- Effective management and being a 'good neighbour';
- Vehicle access and safety; and
- Appropriate servicing including potable water and on-site sewerage.

### **3. Bushfire risks and emergency management**

The units are located within the designated bushfire prone area. There is a need for a Bushfire Management Plan and Bushfire Assessment Level (BAL) assessment. There may be a need for the driveway to be upgraded to meet the Western Australian Planning Commission's *Guidelines for Planning in Bushfire Prone Areas*.

The applicant states 'We regard fire regulations and precautions very seriously' and has set out proposals to install a new fire-fighting system including a 23,000-litre, centrally-located water tank, dedicated for firefighting, a 5.5hp petrol fire pump and 3 x 50m fire hose reels.

It is recommended that an Emergency Management and Evacuation Plan be prepared to the satisfaction of the local government with required measures implemented prior to occupation. The plan should identify the procedures in the event of an emergency given the site's relatively isolated location and the number of people that are accommodated on site. It is recommended that the plan should be periodically reviewed to ensure it remains current.

Having onsite management assists with evacuation management.

4. *Management of students*

A key issue is ensuring that students are respectful of neighbours' farming operations and their 'right to farm'. It is suggested the planning consideration relates to on-going effective management including being a 'good neighbour'. The responsibility for appropriate on-going management rests with the operator to ensure the development does not create inappropriate impacts.

Various development conditions are recommended to minimise land use impacts and encourage appropriate neighbourly relations. This includes the requirement to prepare and gain approval for an appropriate Management Plan.

5. *Vehicle access and safety*

Strange Road is a local road which is unsealed and under the control of the Shire.

The proposed development is not expected to increase traffic volumes. Should the applicant later propose additional development, this may trigger the need for upgrading local roads by the applicant via a developer contribution.

6. *Servicing*

There is a need to ensure the development is appropriately serviced with on-site wastewater disposal and on-site potable water supply. These matters will be addressed in more detail at the Building Permit stage.

7. *Conclusion*

The proposed development is recommended for conditional approval.

**OFFICER'S RECOMMENDATION**

***That Council grant Development Approval for 18 units for student and volunteer worker accommodation (community purposes/holiday accommodation) on Lot 100 on Deposited Plan 24104 (No. 894) Strange Road, Jelcobine 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 maximum number of people staying overnight is 60 people.***

3. *A Bushfire Management Plan is to be approved by the local government prior to the issue of a Building Permit and then implemented prior to occupation. Following this, measures and recommendations in the approved Bushfire Management Plan are to be maintained to the satisfaction of the local government.*
4. *A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application. The units are 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 units in accordance with the BAL assessment.*
5. *The driveway is upgraded (as required prior to occupation) and maintained to a minimum all-weather standard to facilitate access to the development by 2-wheel drive vehicles. The driveway is to meet Table 6 - Vehicular access technical requirements of the Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas.*
6. *A water tank with a minimum capacity of 23,000 litres, dedicated to firefighting purposes, is to be centrally located and installed prior to occupation, to the satisfaction of the local government.*
7. *A Bushfire Emergency Evacuation Plan is to be prepared to the satisfaction of the local government and then implemented prior to occupation of the units. All measures contained in the Plan are to be maintained to the satisfaction of the local government. The Bushfire Emergency Evacuation Plan is to be displayed in the units at all times.*
8. *Other than the caretaker or the caretaker's family, no person is permitted to stay on the property for a period of more than 3 months in any 12 month period.*
9. *The applicant is to submit and gain local government approval for a Management Plan, prior to occupation of the units, which addresses the responsibility for the behaviour of students/volunteer workers and the management measures to be implemented to minimise adverse impacts on the amenity of the locality. The submitted management details shall be implemented on an ongoing basis to the satisfaction of the local government.*
10. *The applicant is to ensure that noise levels are considerate of adjoining/nearby properties and are to be especially low in volume between 7.00pm and 7.00am.*
11. *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 stormwater from the units 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.*

- 12. The units are connected to an approved on-site wastewater treatment system prior to occupation to the satisfaction of the local government and/or the Department of Health.**
- 13. An adequate on-site potable water supply is provided in accordance with the Australian Drinking Water Guidelines 2004 prior to occupation.**
- 14. The applicant is to prepare a Waste Management Plan to the satisfaction of the local government to ensure that recycling and rubbish are effectively removed from the site to the satisfaction of the local government. The applicant to then appropriately implement the approved Waste Management Plan on an on-going basis to the satisfaction of the local government.**
- 15. The exterior of the units is to be finished to an acceptable standard and painted in an approved colour, which is in harmony with the amenity of the area, to the satisfaction of the local government prior to occupation.**
- 16. A hard-wired smoke alarm must be installed in each unit on or near the ceiling:**
  - a. in every corridor or hallway associated with a bedroom or, if there is no corridor or hallway, in an area between the bedrooms and the remainder of the subject building;**
  - b. between each part of the unit containing bedrooms and the remainder of the dwelling; and**
  - c. where bedrooms are served by a hallway, in that hallway.**
- 17. A system of emergency lighting must be installed in the units to assist evacuation of occupants in the event of fire and this lighting must:**
  - a. be activated by a smoke alarm(s) (required by the previous Condition); and**
  - b. consist of:**
    - i. a light incorporated within the smoke alarm(s) itself; or**
    - ii. lighting located within the corridor, hallway or area served by the required smoke alarm(s).**

#### **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.**
- 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) With regard to Condition 5, the driveway is to meet Table 6 - Vehicular access technical requirements of the Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas including:**
  - All sections of the driveway to have a minimum constructed trafficable surface (i.e. gravel/ crushed rock) with a width of 4 metres and horizontal clearance of 6 metres.**

- *All vegetation overhanging the driveway/accessway should be trimmed to maintain a minimum vertical clearance of 4.5 metres.*
  - *Passing bays should be located every 200 metres with a minimum length of 20 metres and a minimum width of two metres (i.e. the combined trafficable width of the passing bay and constructed driveway to be a minimum six metres) and constructed to a suitable standard (e.g. gravel, crushed rock).*
- D) *In relation to Condition 9, the Management Plan will address matters including:***
- *Acknowledging that the property is situated in a rural area where agricultural land uses and rural activities should be expected and tolerated;*
  - *Recognising existing farming operations have a 'right to farm' without interruption;*
  - *Advising guests of expectations relating to rural activities and impacts;*
  - *Addressing the responsibility for guest/visitor behaviour and management measures to be implemented to minimise adverse impact on the amenity of the locality;*
  - *Seeking the operation to be a 'good neighbour' and to be considerate including relating to noise, litter and the approach to reducing fire risks;*
  - *Considering and addressing impacts from guests/visitors including amplified music and other noise;*
  - *Restrict and/or manage pets and biosecurity;*
  - *Fencing and addressing trespass;*
  - *Restricting and/or managing pets;*
  - *Not lighting any outside fires during periods of restricted and prohibited burning and bushfire warnings of any level;*
  - *Adhering to all fire risk regulations;*
  - *Fire equipment to be provided on site; and*
  - *Outlining the approach to maximise the safety and security of guests and visitors including to dam(s).*
- E) *The applicant is advised that the approved development must comply with all relevant provisions of the Health Act, 1911 (as amended), Health (Miscellaneous Provisions) Act 1911, the Public Health Act 2016, the Shire of Brookton Health Local Law and the Building Code of Australia.***
- F) *In relation to Conditions 3 and 7, these plans should be regularly reviewed to ensure they comply with best practice to assist in managing bushfire risk and protecting students and volunteers.***
- G) *In relation to Condition 13, the local government may require water samples to be taken and independently analysed. Should the local government be required to arrange the testing, it will be at the cost of the landowner/operator.***
- H) *The applicant is to retain appropriate Public Liability Insurance to cover the entire area the subject of this approval to the satisfaction of the local government.***

- I) Further development and/or intensification of development on the property, which creates increased traffic, may result in a need for a proportional developer contribution for road upgrading as part of a future Development Application.***
- J) 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**

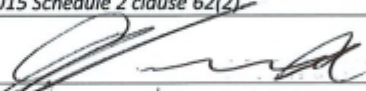
Attachment 12.06.23.02A – Details from applicant.

Attachment 12.06.23.02B – Location Plan.

Attachment 12.06.23.02C – Submission from neighbour.



**LOCAL PLANNING SCHEME NO. 4  
APPLICATION FOR DEVELOPMENT APPROVAL**

Land Owner Details			
Full Name: VIPASSANA CENTRE WESTERN AUSTRALIA LTD.			
ABN: (if applicable): ACN: 666 041 523			
Postal Address: 13 GOLDSMITH ROAD, CLAREMONT 6010			
Phone:	Work:	Home:	Mobile:
Email: andrew.parry@dhamma.org			
Contact Person for Correspondence: Andrew Parry			
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: 		Date: 19/4/23	
Signature: 		Date: 19-4-23	

Applicant details (same as owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
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: 100	House/Street No:	Location No: 894
Diagram or Plan No: 100/P24104	Certificate of Title Vol. No: 2189	Folio: 789
Title encumbrances (e.g. easements, restrictive covenants, etc): NONE		
Street Name: STRANGE ROAD		Suburb: JELCOBINE
Nearest street intersection: GARTRELL ROAD, BROOKTON HIGHWAY		

G:\AA Keyword Structure\Land Use & Town Planning\Town Planning\Forms\Development Application Form 2020



**Proposed Development****Nature of Development, (Works, Land/Premise Use or Works and Use):**

Works ✓

**Is an exemption from development claimed for part of the development? No****Description of proposed works and/or land use:**

Installation of 18 X 2-room+bathroom pre-fabricated units to be used for accommodation for students and volunteer workers. The purpose of these buildings is to convert existing dorm beds into more comfortable single-room accommodation.

These units are constructed with 75mm ISP walls and roof and they will be installed on stumps or concrete blocks and footings. A tropical roof will then be installed with an overhanging verandah roof and north-facing veranda, providing optimum shade in summer months.

**Nature of any existing buildings and/or land use:**

1 x large kitchen/dorm building with four dorms

1 x central ablutions block for males and females

1 x large meditation hall

2 x single teacher's residences

9 single rooms, 1 single room + ensuite; and 1 disability room + ensuite room for males

5 single rooms and 1 disability room + ensuite for females

**Approximate cost of proposed development (GST Exclusive):**

Cost of flat-pack units delivered to site - \$10,000 each unit; cost of tropical roof and veranda, est \$8,000 each unit

Total est cost :\$18,000 each; 18 units = total estimated cost \$324,000

No labour cost has been included as we expect to build these using volunteer tradesmen and skilled workers.

**Estimated time of completion:** Three years.**CHECK LIST FOR SUPPORTING DOCUMENTS****SITE PLANS**

- 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**

- 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)

**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.**

**OFFICE USE ONLY**

Lodgment Date: \_\_\_\_\_

Property Assessment No.: \_\_\_\_\_

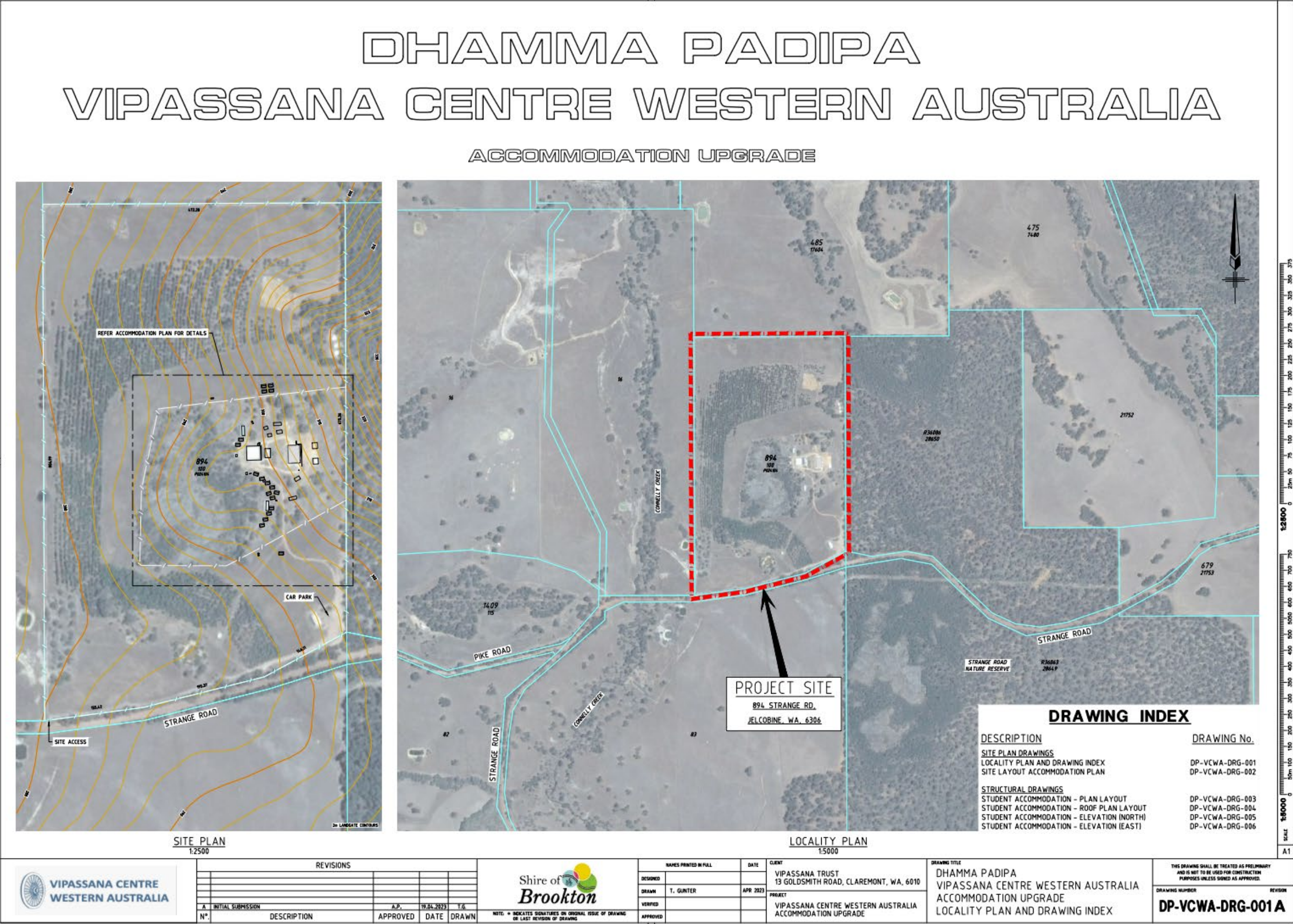
Fee Payable: \_\_\_\_\_

Payment Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_

G:/AA Keyword Structure/Land Use &amp; Town Planning/Town Planning/Farms/Development Application Form 2020









## Submission Form

## NOTICE OF PROPOSED DEVELOPMENT

*Installation of 18 x 2 room and bathroom prefabricated units to be used for accommodation for students and volunteer workers. The purpose of these buildings is to convert existing dorm beds into more comfortable single-room accommodation.*

To: Chief Executive Officer

Shire of Brookton

PO Box 42

Brookton WA 6306 or email: [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)

Please note – all information provided on this submission form will be published in the Shire of Brookton agenda and minutes relevant to this submission. Phone numbers and email addresses will be redacted for the Shire's website.

Name: CORAL HALL

Organisation/Company (if applicable): \_\_\_\_\_

Email: coral@hillroy.com.au

Please indicate your position:

☒ Support ☐ Object ☐ Indifferent ☐ Suggest Amendment/s

Please state your interests, concerns, objections, support or suggested amendments, whether as a private citizen, or on behalf of a company or other organisation.

*If there is a benefit for people with anxiety and mental problems I feel it is a good proposal.*

Signature: CV Hall

Date: 12th May 2023

Please attach additional comment/pages if required.

**12.06.23.03 2023/24 PLANT REPLACEMENT PROGRAM**

<b>File No:</b>	Not applicable
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Not applicable
<b>Name of Applicant:</b>	Not applicable
<b>Name of Owner:</b>	Not applicable
<b>Author/s:</b>	Les Vidovich – Manager Infrastructure & Works
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Report:**

Council is to consider endorsing the 23/24 Plant Replacement Program as presented and to consider inclusion as part of its annual budget deliberations.

**Description of Proposal:**

The draft Plant Replacement Program for 23/24, included at Attachment 12.06.23.03A, has been adjusted to meet the recommendations, in the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual and is presented to Council for adoption.

The draft 2023/24 Plant Replacement Program proposes that Council changeover its existing bobcat, backhoe and three light vehicles as shown due to age and condition.

**Background:**

The Shire of Brookton's ten-year Plant Replacement Program is reviewed annually and provides a structured changeover and acquisition plan for all its machinery and vehicles. Council adopted the 2022/23 Plant Replacement Program in June 2022.

Staff have utilised the Institute of Public Works Engineers Australia's (IPWEA) Plant and Vehicle Management Manual optimum replacement timings as the basis of the program. This document is recognised as best practice for local government in Australia and ensures that the fleet is managed efficiently and is updated to meet Councils current and future plant requirements. An excerpt of the Manual is included at Attachment 12.06.23.03B.

**Consultation:**

Consultation in respect to the Plant Replacement Program has occurred between the Shire of Brookton's Chief Executive Officer, Manager Infrastructure and Works, Works Coordinator and Operators.

**Statutory Environment:**

Section 3.57 (Tenders for providing goods and services) and section 3.58 (Disposing of Property) of the Local Government Act 1995 are applicable to this item.

**Relevant Plans and Policy:**

Council Policies 2.30 (Light Vehicle) and 2.36 (Procurement) are relevant and are used by staff where required.

**Financial Implications:**

The estimated purchase cost for the 2023/24 Plant Replacement Program is \$975,776 with the total disposal value based on current market trends calculated at \$170,000. The total investment in 2023/24 will be \$805,776. Part of this expenditure/income relates to the

purchases of plant from previous years that has not yet been delivered.

A long term annual changeover cost of plant and equipment of \$310,000 per annum.

#### **Risk Assessment:**

The risk theme profile identified as part of this report is providing inaccurate advice and information. The consequence could be financial or compliance if correct procedures are not followed. The process will be undertaken by experienced staff resulting in a Low risk being present.

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:**

There are no notable community or strategic objectives identified in this report.

#### **Comment:**

The draft plant replacement program for 23/24 has been adjusted to meet the recommendations, in the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual and is presented to Council for adoption.

A copy of the draft plant replacement program is attachment 12.06.23.03A and includes Part 2 of the Plant and Heavy Vehicle management document in attachment 12.06.23.03B It is proposed that Council changeover its existing bobcat, backhoe and three light vehicles as shown due to age and condition.

#### **OFFICER'S RECOMMENDATION**

***That Council endorse the proposed 2023/24 Plant Replacement Program included at Attachment 12.06.23.03A and consider possible inclusion as part of its annual budget deliberations.***

*(Simple majority Vote required)*

#### **Attachments**

Attachment 12.06.23.03A - draft 2023/24 Plant Replacement Program.

Attachment 12.06.23.03B – Excerpt of the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual.

Ten Year Plant Replacement Program

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2023/24	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
Graders																
PG8 BO 5515	Grader John Deere 670G	Maintenance	2017	5572.0	8,000hrs 10 years					400,000 (100,000)						
PG9 BO 5509	Grader John Deere 670G	Construction	2020	2681.0	8,000hrs 10 years								400,000 (100,000)			
Heavy Trucks																
PT10 1CQL 067	Truck 6 Wheeler Isuzu	Construction	2007	To be sold 2023	500,000km 8 years	236,341 (35,000)								237,000 (35,000)		
PT12 BO 437	Truck 6 Wheeler Isuzu	Construction	2010	152652.0	500,000km 8 years	324,435 (10,000)									237,000 (35,000)	
PT14 BO 637	Truck 6 Wheeler Hino	Construction	2019	65309.0	500,000km 10 years						230,000 (35,000)					
TBA TBA	Water Cart Hino 700 SERIES	Construction	TBA	TBA	500,000km 8 years											320,000 (35,000)
Light Trucks																
PT13 1DUD178	Tipper Truck Isuzu	Parks & Gardens	2011	To be sold 2023	200,000km 8 years	(10,000)										
PT15 BO 5593	5 Tonne Truck Hino	Maintenance	2020	66789.0	200,000km 8 years				75,000 (10,000)							
PT16 BO 207	2 Tonne Truck Hino	Parks & Gardens	2022	791.0	200,000km 8 years										75,000 (10,000)	
Loaders																
PL7 BO 5589	Loader John Deere 624L	Construction	2019	2310.5	8,000hrs 8 years						350,000 (100,000)					
PTR4 BO 5459	Loader Case Skid Steer	Construction	2013	1785.3	5,000hrs 5 years	85,000 (15,000)										
PBH4 BO 5418	Loader Case Backhoe	Construction	2012	2996.0	5,000hrs 5 years	190,000 (35,000)										
Rollers																
PR8 1DUK 617	Roller Bomag Multi Tyred	Construction	2012	4267.0	5,000hrs 10 years		200,000 (50,000)									
PR9 BO 5416	Roller Bomag Smooth Drum	Construction	2012	2381.0	5,000hrs 10 years			200,000 (50,000)								
PR10 BO 4478	Roller Free Tyre	Maintenance	2015	N/A	15 years											55,000 (10,000)
PR11 BO 4479	Roller Free Tyre	Maintenance	2015	N/A	15 years											55,000 (10,000)
Street Sweeper																
PRB2 BO 4539	Street Sweeper Sewell Tow Behind	Maintenance	2019	N/A	2,000hrs 5 years							50,000 (5,000)				
Mowers																
PM9 1GXF299	Cub Cadet Turn Mower	Zero Parks & Gardens	2019	171.0	2,000hrs 5 years							35,000 (2,000)				
PM10 BO 122	Toro Reelmaster Sidewinder	Parks & Gardens	2020	297.4	2,000hrs 5 years									60,000 (5,000)		

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2023/24	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
<b>Trailers</b>																
PPT1 1TJV015	Howard Porter Tandem Trailer	Construction	2009	N/A	10 years							60,000 (10,000)				
PPT2 BO 4357	Howard Porter Tandem Trailer	Construction	2011	N/A	10 years									60,000 (10,000)		
PPT3 1TBH117	Boxtop Trailer With Dog Cage	Maintenance	2011	N/A	10 years							5,000 (500)				
PPT4 BO 4365	Portable Traffic Lights With Trailer	Construction	2011	N/A	10 years							10,000 (1,000)				
PPT5 1TPV113	Portable Message Board With Trailer	Maintenance	2014	N/A	10 years							35,000 (1,000)				
PPT6 1TPV114	Portable Message Board With Trailer	Maintenance	2014	N/A	10 years							35,000 (1,000)				
PPT8 1TND460	Wangst Fuel Trailer 2000ltr	Construction	2012	N/A	10 years							10,000 (1,000)				
PPT9 1TSN195	Coastmac 4.5 Tonne Plant Trailer	Maintenance	2017	N/A	10 years							20,000 (10,000)				
PPT10 1TUK088	Coastmac Galvanised Trailer with Generator	Construction	2019	N/A	10 years									10,000 (1,000)		
PPT11 1TUW260	Custom Made Toilet Trailer	Construction	2019	N/A	10 years							10,000 (1,000)				
PCBT 6TA124	Custom Made Boxtop Trailer	Maintenance	1978	N/A	10 years			5,000 (500)								
PSP11 KM21736	Custom Made Boxtop Signs Trailer	Construction	1979	N/A	10 years			5,000 (500)								
PCBT01 1TKK143	Trailer Maintenance	Maintenance	1978	N/A	10 years			5,000 (500)								
<b>Bus</b>																
PCB1 BO 659	Community Bus Toyota Coaster	Community	2003	116994.0	150,000km 8 years				150,000 (20,000)							
<b>Light Fleet Vehicles</b>																
PAV6 01BO	Mazda CX8 Sedan Diesel	CEO	2021	26149.0	90,000km 3 years		55,000 (25,000)			55,000 (25,000)			55,000 (25,000)			55,000 (25,000)
PAV3 7BO	Mitsubishi Triton GLS 4X4 Diesel	MIW	2022	17222.0	90,000km 3 years			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)		
PAV5 1BO	Mazda CX30 Sedan Petrol	MCC	2021	40911.0	90,000km 3 years		50,000 (25,000)			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)
PU35 1GYK393	Mitsubishi Triton 4 x 4 Diesel	CESM	2020	72418.0	90,000km 3 years	50,000 (25,000)			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)	
PU36 1HBB542	Mitsubishi Triton GLX 4 x 4 Diesel	LH Works	2020	78738.0	90,000km 3 years	50,000 (25,000)			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)	
PU1 19BO	Mitsubishi Triton GLS 4 x 4 Diesel	WC	2020	60484.0	30,000km 1 year		45,000 (25,000)			45,000 (25,000)			45,000 (25,000)			45,000 (25,000)
PU34 33BO	Mitsubishi Triton GLX 4 x 4 Diesel	Construction	2020	70329.0	30,000km 1 year		45,000 (25,000)			45,000 (25,000)			45,000 (25,000)			45,000 (25,000)
PU32 BO363	Isuzu D-Max 4 x 2 Diesel	BMO	2022	1667.0	90,000km 3 years			40,000 (15,000)			40,000 (15,000)			40,000 (15,000)		
PU33 BO039	Mitsubishi Triton GLX 4 x 2 Diesel	Parks & Gardens	2019	68506.0	90,000km 3 years	40,000 (15,000)			40,000 (15,000)			40,000 (15,000)			40,000 (15,000)	
PU37 1HDJ517	Tunland Foton 4 x 2 Diesel	Grader Operator	2020	104663.0	30,000km 1 year		30,000 (5,000)			30,000 (5,000)			30,000 (5,000)			30,000 (5,000)

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2023/24	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
Miscellaneous																
PMUL	Billy Goat Mulcher	Parks & Gardens	2019	N/A	15 years											30,000 (1,000)
PVAC	Billy Goat Vacuum	Parks & Gardens	2019	N/A	8 years									20,000 (1,000)		
PPT12 BO4562	Hansa C27 Wood Chipper	Parks & Gardens	2021	N/A	10 years									65,000 (5,000)		
Purchase Cost						975,776	425,000	305,000	365,000	625,000	670,000	360,000	625,000	542,000	452,000	685,000
Trade In Value						(170,000)	(155,000)	(91,500)	(95,000)	(205,000)	(175,000)	(97,500)	(205,000)	(97,000)	(110,000)	(161,000)
Total Purchase Cost						805,776	270,000	213,500	270,000	420,000	495,000	262,500	420,000	445,000	342,000	524,000
Total Purchase Cost						(805,776)	(270,000)	(213,500)	(270,000)	(420,000)	(495,000)	(262,500)	(420,000)	(445,000)	(342,000)	(524,000)
Plant Reserve Opening Balance						755,362	528,358	573,358	674,858	719,858	614,858	434,858	487,358	382,358	252,358	225,358
Budgeted Transfer From Municipal Funds						578,772	315,000	315,000	315,000	315,000	315,000	315,000	315,000	315,000	315,000	315,000
Budgeted Transfer From Municipal Funds Minus Budgeted Spend						(227,004)	45,000	101,500	45,000	(105,000)	(180,000)	52,500	(105,000)	(130,000)	(27,000)	(209,000)
Closing Balance of Plant Reserve Fund						528,358	573,358	674,858	719,858	614,858	434,858	487,358	382,358	252,358	225,358	16,358



## **Part 2 - Plant / Heavy Vehicle Replacement & Management**

Optimum Replacement benchmarks recommended in the Institute of Public Works Engineering Australia (IPWEA) Plant & Vehicle Management Manual

### **2.2.1 Utilisation**

Plant and Heavy Vehicle Utilisation be reviewed at least annually to ensure machinery is meeting budget utilisation forecasts

### **2.2.2 Optimum Replacement Timing**

The optimum replacement timing for a vehicle or an item of plant is calculated to best estimate the optimum time, in either kilometres or engine hours, and time, to achieve the lowest average annual cost during the life of the machine.

The optimum replacement point in the life of the plant item is near when the decreasing line of depreciation intersects with the increasing cost of repairs and maintenance costs. Actual depreciation figures will show two distinct steep drops in resale value. The first significant drop is immediately

post purchase. The second drop is prior to a major component overhaul, which is when second hand buyers are aware of a large impending repair and maintenance bill.

Utilisation is as critical in optimum replacement as time, understanding the importance of replacing plant before resale values fall dramatically and repairs & maintenance costs increase. Adopting optimum replacement reduces annual plant replacement costs in the long term, reduce maintenance costs and most importantly reduce downtime in the outside operations.

Group / Type	Utilisation - Engine Hrs / Kms Travelled	Optimum Replacement Timing	
		Years	Kms / Hrs
Grader	1,000 hrs	10	8,000 hrs
Loader	800 hrs	8	8,000 hrs
Backhoe Loader	800 hrs	7	5,000 hrs
Skid Steer	700 hrs	5	5,000 hrs
Excavator (15 Tonne)	1,000 hrs	10	8,000 hrs
Excavator (8 Tonne)	800 hrs	10	8,000 hrs
Excavator (3.5 Tonne)	700 hrs	8	5,000 hrs
Heavy duty Truck (HR & HC)	35,000 kms	8	500,000 kms
Medium duty Truck (MR)	20,000 kms	8	200,000 kms
Light duty Truck (LR)	10,000 kms	6	150,000 kms
Rubber Tyred Roller	500 hrs	10	5,000 hrs
Vibrating Drum Roller	500 hrs	8	5,000 hrs
Mower Front Deck	500 hrs	5	2,000 hrs
Slasher Mower	500 hrs	7	5,000 hrs
Tractor (PTO hours)	800 hrs	7	5,000 hrs
Rear Lift Compactor	1,000 hrs	10	8,000 hrs
Side Lift Compactor	25,000 kms / 1,700 hrs	8	8,000 hrs
Landfill Compactor	1,000 hrs	10	8,000 hrs
Landfill Wheel Loader	1,000 hrs	10	8,000 hrs

Group / Type	Utilisation - Engine Hrs / Kms Travelled	Optimum Replacement Timing	
		Years	Kms / Hrs
Road Sweeper (Large)	1,700 hrs	8	8,000 hrs
Road/Footpath Sweeper (Small)	500 hrs	5	2,000 hrs
Wood Chipper	800 hrs	8	5,000 hrs
Bus Mini	20,000 kms	8	150,000 kms
Trailer Heavy	N/A	15	N/A
Trailer Light	N/A	10	N/A

## 12.06.23.04 BROOKTON RAILWAY STATION STAGED IMPROVEMENTS

<b>File No:</b>	
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Brookton Railway Station Robinson Road Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Public Transport Authority (PTA)
<b>Author/s:</b>	Kevin D'Alton – Manager Projects
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

Council is to consider a staged upgrade of the Brookton Railway Station. The improvements include building and foundation stabilisation, exterior building works, platform works, access ramp and landscaping meeting its duty of care to the broader community.

### Description of Proposal:

The Officer has recommended staging the restoration to the Railway Station as to reduce the annual by:

- Reduce upfront cost - Staging the project allows for the distribution of costs over time, reducing the financial impact on the Shire of Brookton's budget in any single financial year;
- Mitigated risk: Staging the project allows for ongoing evaluation and adjustment based on the results and feedback from each phase. Given the age of the building and unknown structural concerns, this could result in reduction in cost over the entire project;
- Increased control and oversight: Each stage of the project can be thoroughly evaluated and monitored, allowing for better control over the project's progress and outcomes.
- Enhanced stakeholder engagement: Staging the project provides an opportunity to engage stakeholders throughout the process, including community and regulatory bodies. Stakeholder engagement is likely to have more relevance for stages such as landscaping and tourist information and less for structural issues.
- Reduce the complexity of obtaining rail corridor approvals. Approvals will be easier for smaller, more defined stages.

A staged approach to the Brookton Railway Station refurbishment should include 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 Standard.
- Stage 4- Stage 2- Interior of building and Landscaping.

**Background:**

Stephen Carrick Architects (SCA) were awarded RFQ-05-2022 for Architectural Services for the Proposed Brookton Railway Refurbishment on 18 November 2022.

SCA presented costing to the PWG on 23 March 2023 as per below table from HWA Quantity Surveyors:

Restoration Works	\$1 339 000
Locality Allowance 15%	\$201 000
Sub-total	\$1 540 000
Design Contingency 10%	\$154 000
Construction Contingency 10%	\$154 000
Foundation Stabilisation	\$102 000
Authority Cost	\$10 000
Professional Fees	\$235 000
Escalation to Tender 5.2%	\$115 000
<b>Total, excluding GST</b>	<b>\$2 310 000</b>

**Consultation:**

Consultation on this matter has been entertained with Council through numerous Corporate Briefing Forums (CBF).

**Statutory Environment: Nil****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:**

Staging the restoration to the Brookton Railway Station in more manageable phases will have the reduce upfront cost.

**Risk Assessment:**

Risk is assessed as high due to the financial impact if the project is to progress in one financial year.

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:**

This proposal relates to the Brookton 20, specifically aspirations:

- 14 – History, Heritage, Recreation and Culture
- 18 – Town Precinct

It also aligns to the delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2024 with reference to:

*Function 9 Asset Management.*

*9.6 Review Asset Management Plan – Brookton Railway Station and Surrounds.*

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council approve the above staged approach to the refurbishment of the Brookton Railway Station to the refurbishment of the Brookton Railway Station.***

*(Simple majority vote required)*

**13.06.23.01 PROPOSAL TO LEASE: UNIT 6/28 WILLIAMS STREET, BROOKTON – BALCO AUSTRALIA PTY LTD**

<b>File No:</b>	HOU017 - Unit 6 28 Williams Street
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Unit 6 28 Williams Street
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider moving to terminate the periodic tenancy agreement for Unit 6, 28 Williams Street, Brookton with Balco Australia Pty Ltd (Balco) to allow this premise to be utilised for Council employee housing.

**Description of Proposal:**

The Shire has upcoming requirements to be able to provide employee housing for vacant positions with Council. Recently in 2023 Council received the resignations of skilled staff in the positions of Aquatic Centre Manager and Works Coordinator. Both of the previous employees in these positions provided their own residential accommodation. Both positions require unique skills, experience or qualifications, and finding employees with such with Brookton and surrounding communities is unlikely.

Terminating the periodic tenancy agreement for Unit 6, 28 Williams Street, Brookton with Balco Australia Pty Ltd (Balco) to allow this premise to be utilised for Council employee housing

**Background:**

With this property surplus to Council's employee housing requirement and residential accommodation in short supply in Brookton, Council agreed to lease Unit 6, 28 Williams Street to Balco Australia.

In May 2022 it was noted that while the Shire of Brookton is able to lease vacant staff accommodation to Balco, should the Shire require the accommodation for the purpose of staff housing, the Shire could terminate any tenancy agreement with the required notice. In this scenario, Balco would be forced to find their own, alternative residential accommodation.

Currently Council has only a single vacant residence at 8 Matthews Street Brookton.

**Consultation:**

Council has relatively recently advertised for employees with similar skills to an Aquatic Centre Manager and Works Coordinator and was not successful in obtaining experience or qualified applicants.

**Statutory Environment:**

Residential Tenancies Act 1987

The Shire utilises a proforma Residential Tenancy Agreement that complies with the Act.

**Relevant Plans and Policy:**

Council "Policy 1.6 – Training Sessions Conferences Meeting Seminars – Elected Members" is relevant to this report.

**Financial Implications:**

The periodic lease of 6/28 Williams Street provided an annual rental of \$14,560. With termination of the lease, this income will be forgone.

**Risk Assessment:**

Staff believe that the risk associated with the Officer's Recommendation are minor and unlikely to occur. Should Council wish to end the tenancy, this can be completed by 60 days' notice under a standard period tenancy agreement.

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:**

While the proposal to terminate the residential tenancy will negatively impact the strategic objectives of supporting local industry, it does improve the ability of Council to provide residential accommodation to staff who provide community services.

**Comment:**

Currently Council has residential agreements with Baptistcare for three residences. Currently Council provides four staff with residential accommodation in Council owned premises. Given the general shortage of accommodation in Brookton and generally, Council should expect increased pressure to provide accommodation to both staff and private rentals.

**OFFICER'S RECOMMENDATION**

***That Council terminate the residential tenancy for Unit 6, 28 Williams Street with Balco Australia Pty Ltd under the terms of the periodic tenancy agreement.***

*(Simple majority vote required)*

## 14.06.23 CORPORATE SERVICES REPORTS

### 14.06.23.01 REVIEW OF POLICY 2.15 SIGNIFICANT ACCOUNTING POLICIES

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

#### **Summary of Item:**

Council is to consider endorsement of amendments to Policy 2.16 Significant Accounting Policies.

#### **Description of Proposal:**

Council's infrastructure and property plant and equipment assets were revalued on 30 June 2022. Depreciation rates were reviewed at this time and adjusted as necessary to ensure these were in line with the useful life of assets.

Currently Council Policy 2.16 – Significant Accounting Policies does not reflect the current practice. An amended draft Policy 2.16 – Significant Accounting Policies is provided at in Attachment 14.06.23.01A with the relevant changes identified in red text to reflect the depreciation rates in line with the fair value.

#### **Background:**

The current Policy 2.16 Significant Accounting Policy requires updating, this will ensure we are compliant with our policy, after an annual review of depreciation rates for fixed assets.

#### **Consultation:**

Consultation has occurred between Senior Finance Officer and Manager Corporate & Community.

#### **Statutory Environment:**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996*

*Australian Accounting Standards Board (AASB) Standards*

#### **Relevant Plans and Policy:**

Council "2.16 Significant Accounting Policies" is relevant to this report.

#### **Financial Implications:**

There are no known financial implications to the 2022/23 budget applicable to this policy.



**Risk Assessment:**

The risk in relation to this matter is assessed as “Low”.

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:**

The delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

- 3 Integrated Planning and Reporting
  - 3.5 Review /adopt Asset Management Policy, Strategy and Plans

**Comment:**

The review of all asset classes has resulted in depreciation rates which better reflect the useful life of the assets.

**OFFICER’S RECOMMENDATION**

***That Council adopts the amended Council Policy 2.16 Significant Accounting Policies, as included at Attachment 14.06.23.01A.***

*(Absolute majority vote required)*

**Attachments**

Attachment 14.06.23.01A – Policy 2.16 Significant Accounting Policies.

2.16 SIGNIFICANT ACCOUNTING POLICIES				
<b>Directorate:</b>	Corporate			
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations</i> <i>1996 Australian Accounting Standards Board (AASB) Standards</i>			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	10.02.11.01
<b>Last Amended:</b>	<b>Date:</b>	Sept 2021	<b>Resolution #:</b>	OCM 09.21-11
<b>Review Date:</b>	June 2023			

The significant accounting policies which have been adopted in the preparation of this financial reports are:

### Basis of Preparation

The budget 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. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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 of Brookton controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 15 Trust Funds to the budget.

### 2020/2122/23 Actual Balances

Balances shown in this budget as 20~~20~~/2122/23 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

## **Change in Accounting Policies**

On the 1 July 20~~20~~<sup>22</sup> no new accounting policies are to be adopted and no new policies are expected to impact the annual budget.

## **Key Terms and Definitions – Nature or Type Revenues**

### **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. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

### **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.

Excludes rubbish removal charges. 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.

### **Profit On Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### **Operating Grants, Subsidies and Contributions**

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

### **Non-Operating Grants, Subsidies and Contributions**

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

### **Fees And Charges**

Revenue (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, other fees and charges.

### **Interest Earnings**

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 cannot be classified under the above headings, includes dividends, discounts, and rebates. Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.

### **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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, Etc.)**

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**

Loss on the disposal of fixed assets includes loss on disposal of long-term investments.

### **Depreciation On Non-Current Assets**

Depreciation and amortisation expense raised on all classes of assets.

### **Interest Expenses**

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

### **Other Expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

### **Net Current Assets**

#### **Significant Accounting Policies**

##### **Current and Non-Current Classification**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale.

### **Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Brookton 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.

### **Prepaid Rates**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

### **Inventories General**

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.

### **Superannuation**

The Shire of Brookton contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire of Brookton contributes are defined contribution plans.

### **Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

### **Contract Assets**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

### **Trade and Other Receivables**

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 uncollectible 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.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable is separated from other trade receivables due to the difference in payment terms and security for rates receivable.

### **Provisions**

Provisions are recognised when the Shire has a 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 Benefits**

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

### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short-term borrowings in current liabilities in Note 2 - Net Current Assets.

### **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.

### **Recognition of Assets**

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.

### **Gains And Losses on Disposal**

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

### **Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the

end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

#### Asset Class

Buildings – non-specialised	<del>30</del> 1 to <del>50</del> 100 years
Buildings – specialised	50 to 80 years
Furniture and Equipment	<del>43</del> to <del>10</del> 50 years
Plant and Equipment	<del>52</del> to <del>15</del> 100 years
Infrastructure Parks & Gardens	10 to 100 years
Infrastructure Footpaths	<del>20</del> 10 to <del>60</del> years
Infrastructure Sewerage	<del>80</del> 6 to 100 years
Infrastructure parks and ovals	<del>30</del> 4 to <del>75</del> 100 years
<del>Other</del> Infrastructure Roads	<del>100</del> to <del>60</del> 100 years
Right of use – plant and equipment	based on the remaining lease
rehabilitation costs	Intangible assets – 40 years

#### Amortisation

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

#### Borrowing Costs

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.

#### Leases

At inception of a contract, an entity shall assess whether the contract is, or contains, 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 recognized at cost and a lease liability.

At the present value of the lease payments that are not paid at that date. The lease payments shall be 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.

#### Lease Liabilities

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

#### Revenue Recognition

Accounting Policies for the recognition of income and revenue from contracts with customers is described in Note ~~11~~8.

### **Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Brookton's interests in the asset's liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

### **Goods and Services Tax (GST)**

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.

### **Critical Accounting Estimates**

The preparation of a budget 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 that are 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 that are not readily apparent from other sources. Actual results may differ from these estimates.

### **Rounding Off Figures**

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

### **Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

### **Budget Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.



**14.06.23.02 REPLACEMENT PROGRAMS**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider draft Equipment & Furniture Replacement Programs for the Administration & Depot, Brookton Aquatic Centre, Caravan Park and Brookton CRC and a Capital Upgrade/Renewal Program for the Brookton Aquatic Centre.

**Description of Proposal:**

The draft 2023/24

- Administration & Depot - Equipment & Furniture Replacement Program;
- Brookton Aquatic Centre - Equipment & Furniture Replacement Program;
- Caravan Park - Equipment & Furniture Replacement Program;
- Gymnasium - Equipment & Furniture Replacement Program;
- Brookton CRC - Equipment & Furniture Replacement Program; and

are included at Attachment 14.06.23.02A.

The 2023/24 draft Brookton Aquatic Centre - Capital Upgrade/Renewal is included at Attachment 14.06.23.02B.

The draft 2023/24 Replacement Program plans for Council's capital expenditure of \$4,596,654 from 2023/24 to 2042/43.

The draft 2023/24 Replacement Program requires the following annual investments:

Furniture & Equipment Replacement Program	Program Period	Total Planned Expenditure	Annual Investment	Comment
Administration & Depot	2023/24 to 2042/43	\$1,025,800.00	\$97,000.00	Seeks to maintain Council's existing furniture & equipment - Administration & Depot
Brookton Aquatic Centre	2023/24 to 2042/43	\$75,582.00		Seeks to maintain Council's existing furniture & equipment - Brookton Aquatic Centre
Caravan Park	2023/24 to 2042/43	\$377,900.00		Seeks to maintain Council's existing furniture & equipment - Caravan Park
Gymnasium	2023/24 to 2042/43	\$145,435.00		Seeks to maintain Council's existing furniture & equipment - Gymnasium
Brookton CRC	2023/24 to 2042/43	\$270,195.00		Seeks to maintain Council's existing furniture & equipment - Brookton CRC
<b>Capital Upgrade/Renewal</b>	<b>Program Period</b>	<b>Total Planned Expenditure</b>	<b>Annual Investment</b>	<b>Comment</b>
Brookton Aquatic Centre	2023/24 to 2042/43	\$2,701,742.00	\$120,000.00	Asset renewal aimed at ensuring the continued current level of service

The draft 2023/24 Replacement Programs have Council utilising the Furniture and Equipment and the Brookton Aquatic Reserves to make transfers into the Reserves in years when there are fewer purchases and to make transfers from the Reserve for more expensive purchases.

The draft 2023/24 Replacement Programs includes an estimate of costs. All costs are in current dollars, with no allowance made for inflation, interest or increases in Council's income.

#### **Background:**

The draft 2023/24 Replacement Programs seeks to establish a replacement program to highlight the requirement to continue with current service levels in a financially responsible and sustainable manner.

The draft 2023/24 Replacement Programs are a long term guide of Council's intentions, but each year Council will still make budget decisions based on the condition and serviceability.

#### **Consultation:**

Internal consultation has occurred at the April 2023 Corporate Briefing Forum with Elected Members.

#### **Statutory Environment:**

The development and adoption of the draft 2023/24 Replacement Programs form a component of Council's obligation to produce a plan for the future under Section 5.56 (1) of the Local Government Act, 1995.

#### **Relevant Plans and Policy:**

The draft 2023/24 Replacement Programs will be utilised in preparing Council's Strategic Resource Plan.

#### **Financial Implications:**

The draft 2023/24 Replacement Programs will be used in preparing the 2023/24 Council Budget. With adoption of the Replacement Programs giving a strategic direction, staff will obtain improved cost estimates prior to budget preparation.

#### **Risk Assessment:**

Preparing long term asset replacement plans reduces Council's financial risk associated with service level of furniture and equipment and asset renewal. Asset Management is essential to ensure that assets are maintained, renewed or replaced at appropriate intervals.

	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:**

The draft 2023/24 Replacement Programs relates to delivery of core business and services.

**Comment:**

The adoption of the Replacement Programs will ensure that the assets are managed efficiently and are updated to meet Councils current and future service delivery.

**OFFICER'S RECOMMENDATION**

***That Council adopt:***

- 1.   *the draft 2023/24***
  - a.   Administration & Depot - Equipment & Furniture Replacement Program***
  - b.   Brookton Aquatic Centre - Equipment & Furniture Replacement Program Operating***
  - c.   Caravan Park - Equipment & Furniture Replacement Program***
  - d.   Gymnasium - Equipment & Furniture Replacement Program***
  - e.   Brookton CRC - Equipment & Furniture Replacement Program; included at Attachment 14.06.23.02A; and***
- 2.   *The draft 2023/24 Brookton Aquatic Centre - Capital Upgrade/Renewal included at Attachment 14.06.23.02B.***

*(Simple majority vote required)*

**Attachments**

Attachment 14.06.23.02A - Brookton CRC - Equipment & Furniture Replacement Programs  
Attachment 14.06.23.02B - 2023/24 draft Brookton Aquatic Centre Capital Upgrade/Renewal

Administration & Depot - Equipment & Furniture Replacement Program									Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchas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Chambers - 2 x IOGEAR Expandable Wireless TV Connection Receivers t	Chambers		2020		5 Years	2025 2026	\$400			\$400					\$400				\$400					\$400				\$1,600
Chambers -1 x 65 inch Hisence TV & 2 x 50 inch Hisence TV	Chambers		2020		5 Years	2025 2026	\$2,400			\$2,400					\$2,400				\$2,400					\$2,400				\$9,600
Admin Office Room - 1 x 43 inch Hisence TV	Admin Office Room		2020		5 Years	2025 2026	\$650			\$650					\$650				\$650					\$650				\$2,600
TV Depot	TEAC Flat Screen		2021		5 Years	2026 2027	\$500				\$500					\$500			\$500						\$500			\$2,000
Photocopiers																												
Main Photocopier	Rental Agreement - Ricoh IM C6000		2021	2	4 Years	2025 2026	\$0			\$0					\$0				\$0					\$0				\$0
Network Printers																												
Printer - Payroll	Brother MFC-L3750CDW S/N E79061CON871551		2021	2	5 Years	2026 2027	\$1,000			\$1,000					\$1,000				\$1,000						\$1,000			\$4,000
Printer EGO	Rental Agreement - Brother MFC - L6900DW S/N E75675M9N334047		2021	2	4 Years	2025 2026	\$0			\$0					\$0									\$0				\$0
Printer Depot	Brother MFC		2021	2	5 Years	2026 2027	\$1,000			\$1,000					\$1,000				\$1,000					\$1,000				\$4,000
Equipment																												
Binder	Administration Office		2019	4	5 Years	2024 2025	\$1,000		\$1,000				\$1,000			\$1,000			\$1,000					\$1,000				\$4,000
CB Radio	Administration Office		2020	3	5 Years	2025 2026	\$5,000			\$5,000					\$5,000				\$5,000					\$5,000				\$20,000
Radio System	Administration Office		2020	3	7 Years	2027 2028	\$5,000				\$5,000					\$5,000			\$5,000					\$5,000				\$15,000
Councillor Chairs	Council Chambers & Meeting Room		2021	2	5 Years	2026 2027	\$12,000			\$12,000					\$12,000									\$12,000				\$48,000
Food Fridge	Administration Office		2020	3	5 Years	2025 2026	\$1,000			\$1,000					\$1,000				\$1,000					\$1,000				\$4,000
Drinks Fridge	Council		2020	3	6 Years	2026 2027	\$1,000			\$1,000					\$1,000								\$1,000					\$3,000
Fridge	Shire Depot		2021	2	6 Years	2027 2028	\$1,000				\$1,000					\$1,000			\$1,000					\$1,000				\$3,000
Fridge	Shire Depot		2021	2	6 Years	2027 2028	\$1,000				\$1,000					\$1,000			\$1,000					\$1,000				\$3,000
Stove/Oven	Administration Office		2020	3	5 Years	2025 2026	\$1,000			\$1,000					\$1,000				\$1,000					\$1,000				\$4,000
Dishwasher	Administration Office		2020	3	5 Years	2025 2026	\$1,000			\$1,000					\$1,000				\$1,000					\$1,000				\$4,000
Hotwater System	Administration Office		2020	3	5 Years	2025 2026	\$1,000			\$1,000					\$1,000				\$1,000					\$1,000				\$4,000
							225,500																					
Total Purchases Net					Total Change-over cost:		\$15,000	\$70,000	\$54,300	\$34,000	\$28,000	\$130,200	\$19,500	\$32,300	\$60,500	\$73,500	\$65,200	\$30,000	\$48,300	\$71,500	\$33,000	\$92,200	\$15,000	\$88,800	\$47,500	\$17,000	\$1,025,800	
					Variance		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
					Furniture & Equipment Reserve Opening Balance:		\$29,358	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756		
					Plan transfer to Reserve - X ref		\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000	
					Transfer to Reserve		\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000	
					Transfer from Reserve Admin Replacement Program		-\$15,000	-\$70,000	-\$54,300	-\$34,000	-\$28,000	-\$130,200	-\$19,500	-\$32,300	-\$60,500	-\$73,500	-\$65,200	-\$30,000	-\$48,300	-\$71,500	-\$33,000	-\$92,200	-\$15,000	-\$88,800	-\$47,500	-\$17,000	-\$1,025,800	
					Transfer from Reserve C/Park Replacement Program		-\$4,350	-\$41,350	-\$16,150	-\$17,050	-\$3,150	-\$41,350	-\$4,350	-\$28,850	-\$3,150	-\$42,550	-\$3,150	-\$15,850	-\$17,350	-\$41,350	-\$3,150	-\$17,050	-\$3,150	-\$54,350	-\$4,350	-\$15,850	-\$377,900	
					Transfer from Reserve Pool Replacement Program		-\$2,650	-\$1,010	-\$2,070	-\$4,800	\$0	-\$6,090	-\$5,110	-\$6,821	-\$3,140	-\$10,500	-\$2,450	-\$1,350	-\$4,530	-\$2,000	-\$340	-\$8,550	-\$2,310	-\$6,261	-\$5,600	\$0	-\$75,582	
					Transfer from Reserve CRC Replacement Program		\$0	-\$2,530	-\$3,800	-\$17,800	-\$21,850	-\$9,080	-\$17,800	-\$7,000	-\$14,900	-\$29,380	-\$15,400	-\$1,600	-\$26,900	-\$2,830	-\$20,150	-\$28,865	-\$10,800	-\$3,830	-\$17,300	-\$18,380	-\$270,195	
					Transfer from Reserve Gym Replacement Program		-\$300	-\$44,090	\$0	-\$1,380	\$0	-\$4,080	-\$17,250	-\$1,080	\$0	-\$1,380	-\$3,000	-\$47,705	-\$300	-\$1,080	\$0	-\$4,380	-\$16,950	-\$1,080	-\$300	-\$1,080	-\$145,435	
					Furniture & Equipment Reserve Closing Balance:		\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	\$74,446		
Updated			6/04/2023																									
							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Comments:							Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20		
Notes:																												
Change Frequency							is the number of years which trigger the planned replacement.																					
Change Year							is the combination of the Year of the Equipment and the Change Frequency extension																					
New							is the estimated new value of the replacement equipment if it was purchased in the current year																					



Brookton Aquatic Centre - Equipment & Furniture Replacement Program Operating								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	
Make/Model	Details		Year	Age	Change Frequency	Change Year	New ex GST	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	Total	
		2023		2023				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	Kiosk																												
KTB2802WA	Kelvinator Fridge/Freezer		2019	4	10 Years	2029 2030	\$800							\$800										\$800				\$1,600	
Serial No.70010160048	Palintest Water Test Kit - Pooltest 9		2018	5	5 Years	2023 2024	\$1,950	\$1,950					\$1,950					\$1,950					\$1,950				\$2,000	\$7,800	
	Warning Signs		2021	2	5 Years	2026 2027	\$2,000				\$2,000					\$2,000					\$2,000					\$2,000		\$8,000	
	First Aid Room																												
	Inspection Bed/Lounge		2000	23	15 Years	2015 2016	\$900								\$900													\$900	
	Changeroom/Toilets					1																							
Rheem	Hot Water System 125lt (Female)		2021	2	10 Years	2031 2032	\$800									\$800											\$800	\$1,600	
Rheem	Hot Water System (Male & kiosk)		2008	15	10 Years	2018 2019	\$800						\$800										\$800					\$1,600	
	Grass/Concourse Areas				Years	0 1																							
	3 Tiered Benches 2x (west side)		2020	3	10 Years	2030 2031	\$3,000								\$3,000										\$3,000			\$6,000	
	Single Bench Seat 1x (Between main and small pool)		2022	1	10 Years	2032 2033	\$1,000											\$1,000										\$1,000	
	Picnic Benches 2x (West Side and Kiosk Area)		2022	1	10 Years	2032 2033	\$2,000											\$2,000										\$2,000	
	Individual Seating (6x Brown, 11 Orange)		2022	1	10 Years	2032 2033	\$1,700											\$1,700										\$1,700	
	Concrete and Wooden Benches x3 (Refurbished)		2022	1	10 Years	2032 2033	\$3,000											\$3,000										\$3,000	
	Power Tools/Garden Equipment																												
Masport 400ST	Masport 400ST Lawn Mower		2020	3	5 Years	2025 2026	\$500				\$500				\$500					\$500					\$500			\$2,000	
Makita/DUB363	Makita Cordless Blower Vac 36v + x 2 4.0Ah Batteries		2020	3	5 Years	2025 2026	\$670				\$670				\$670					\$670					\$670			\$2,680	
Icleaner/Robo Pro	Auto Pool Cleaner + 30mt Cable icleaner		2023	0	3 Years	2026 2027	\$2,600				\$2,600			\$2,600				\$2,600					\$2,600			\$2,600		\$15,600	
	First Aid/Fire Equipment																												
Oxi-Sok	OxySok		2020	3	10 Years	2030 2031	\$591								\$591										\$591			\$1,182	
BOC	Oxygen Cylinders x2		2020	3	3 Years	2023 2024	\$200	\$200			\$200			\$200				\$200					\$200			\$200		\$1,400	
	Spinal Board + 4 Straps + Velcro																												
Laerdal	Headblock		2019	4	5 Years	2024 2025	\$1,010		\$1,010					\$1,010				\$1,010						\$1,010				\$4,040	
Bell Fire	3x Dry Chemical Fire Extinguishers		2018	5	5 Years	2023 2024	\$500	\$500					\$500					\$500					\$500					\$2,000	
Royal Life WA	Rescue Tube x2		2020	3	5 Years	2025 2026	\$340				\$340				\$340					\$340					\$340			\$1,360	
Heartstart HS1 Philips	Defibrillator SN:A12H-04710		2018	5	10 Years	2028 2029	\$2,500						\$2,500										\$2,500					\$5,000	
	Activity Equipment																												
Aflex SP-017-00	Rocker Inflatable (Donated by SP Hay)		2019	4	10 Years	2029 2030	\$500							\$500										\$500				\$1,000	
Aflex CP-912-00	Aflex High Pressure Blower		2020	3	5 Years	2025 2026	\$220				\$220				\$220					\$220					\$220			\$880	
Spalding	Spalding NBA Highlight Basketball Ring (Main Pool)		2019	4	3 Years	2022 2023	\$340				\$340					\$340									\$340			\$2,040	
Unknown	Large Inflatable Blower		2020	3	10 Years	2030 2031	\$600								\$600										\$600			\$1,200	
							28,521																						
Total Purchases Net								\$2,650	\$1,010	\$2,070	\$4,800	\$0	\$6,090	\$5,110	\$6,821	\$3,140	\$10,500	\$2,450	\$1,350	\$4,530	\$2,000	\$340	\$8,550	\$2,310	\$6,261	\$5,600	\$0	\$75,582	
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Equipment Reserve Opening Balance :								\$29,358	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756		
Plan transfer to Reserve - X ref								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer into Reserve								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer from Reserve C/Park Replacement Program								-\$4,350	-\$41,350	-\$16,150	-\$17,050	-\$3,150	-\$41,350	-\$4,350	-\$28,850	-\$3,150	-\$42,550	-\$3,150	-\$15,850	-\$17,350	-\$41,350	-\$3,150	-\$17,050	-\$3,150	-\$54,350	-\$4,350	-\$15,850	-\$377,900	
Transfer from Reserve Pool Replacement Program								-\$2,650	-\$1,010	-\$2,070	-\$4,800	\$0	-\$6,090	-\$5,110	-\$6,821	-\$3,140	-\$10,500	-\$2,450	-\$1,350	-\$4,530	-\$2,000	-\$340	-\$8,550	-\$2,310	-\$6,261	-\$5,600	\$0	-\$75,582	
Transfer from Reserve Admin Replacement Program								-\$15,000	-\$70,000	-\$54,300	-\$34,000	-\$28,000	-\$130,200	-\$19,500	-\$32,300	-\$60,500	-\$73,500	-\$65,200	-\$30,000	-\$48,300	-\$71,500	-\$33,000	-\$92,200	-\$15,000	-\$88,800	-\$47,500	-\$17,000	-\$1,025,800	
Transfer from Reserve Gym Replacement Program								-\$300	-\$44,090	\$0	-\$1,380	\$0	-\$4,080	-\$17,250	-\$1,080	\$0	-\$1,380	-\$3,000	-\$47,705	-\$300	-\$1,080	\$0	-\$4,380	-\$16,950	-\$1,080	-\$300	-\$1,080	-\$145,435	
Transfer from Reserve CRC Replacement Program								\$0	-\$2,530	-\$3,800	-\$17,800	-\$21,850	-\$9,080	-\$17,800	-\$7,000	-\$14,900	-\$29,380	-\$15,400	-\$1,600	-\$26,900	-\$2,830	-\$20,150	-\$28,865	-\$10,800	-\$3,830	-\$17,300	-\$18,380	-\$270,195	
Furniture & Equipment Reserve Closing Balance :								\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	\$74,446		

6/04/2023

Comments: Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 Year 13 Year 14 Year 15 Year 16 Year 17 Year 18 Year 19 Year 20

Notes:  
Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year

Caravan Park - Equipment & Furniture Replacement Program							Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase
Details		Year	Age	Change Frequency	Change Year	New ex GST	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	Total	
	2023		2023				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
Queen Bed Base x 4		2020	3	4 Years	2024 2025	\$6,000		\$6,000				\$6,000				\$6,000				\$6,000				\$6,000			\$30,000	
Queen Bed Mattress		2020	3	4 Years	2024 2025	\$4,000		\$4,000				\$4,000				\$4,000				\$4,000				\$4,000			\$20,000	
Single Bed Base x 2		2020	3	4 Years	2024 2025	\$2,000		\$2,000				\$2,000				\$2,000				\$2,000				\$2,000			\$10,000	
Single Bed Mattress x 3		2020	3	4 Years	2024 2025	\$1,000		\$1,000				\$1,000				\$1,000				\$1,000				\$1,000			\$5,000	
Double Single Bunk Bed		2020	3	4 Years	2024 2025	\$2,000		\$2,000				\$2,000				\$2,000				\$2,000				\$2,000			\$10,000	
Bed SideTables x 10		2020	3	3 Years	2023 2024	\$800	\$800			\$800			\$800			\$800			\$800			\$800			\$800		\$5,600	
Dinning Table x 4		2020	3	5 Years	2025 2026	\$4,000			\$4,000					\$4,000				\$4,000						\$4,000			\$16,000	
Dinning Chairs x 13		2020	3	2 Years	2022 2023	\$2,000		\$2,000		\$2,000				\$2,000				\$2,000				\$2,000				\$2,000	\$20,000	
Lounge 2 Seater x 3		2020	3	4 Years	2024 2025	\$4,000		\$4,000				\$4,000				\$4,000				\$4,000				\$4,000		\$2,000	\$20,000	
Lounge 3 Seater x 2		2020	3	4 Years	2024 2025	\$4,000		\$4,000				\$4,000				\$4,000				\$4,000				\$4,000			\$20,000	
Coffee Tables x 2		2020	3	4 Years	2024 2025	\$500		\$500				\$500				\$500				\$500				\$500			\$2,500	
TV x 4		2020	3	5 Years	2025 2026	\$2,000			\$2,000					\$2,000					\$2,000					\$2,000			\$8,000	
Washing Machines - Chalets X 2		2020	3	4 Years	2024 2025	\$2,000		\$2,000				\$2,000				\$2,000				\$2,000				\$2,000			\$10,000	
Microwave x 4		2020	3	2 Years	2022 2023	\$1,000		\$1,000		\$1,000				\$1,000				\$1,000				\$1,000			\$1,000	\$1,000	\$10,000	
Kettle x 4		2020	3	2 Years	2022 2023	\$400		\$400		\$400				\$400				\$400				\$400			\$400	\$400	\$4,000	
Toaster x 4		2020	3	2 Years	2022 2023	\$200		\$200		\$200				\$200				\$200				\$200			\$200	\$200	\$2,000	
Linen		2020	3	1 Years	2021 2022	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$60,000	
Outdoor Setting x 4		2020	3	2 Years	2022 2023	\$4,000		\$4,000		\$4,000				\$4,000				\$4,000				\$4,000			\$4,000	\$4,000	\$40,000	
Lamps x10		2020	3	2 Years	2022 2023	\$600		\$600		\$600				\$600				\$600				\$600			\$600	\$600	\$6,000	
Washing Machine - Laundry		2020	2	5 Years	2025 2026	\$3,500			\$3,500					\$3,500					\$3,500					\$3,500			\$14,000	
Washing Machine - Laundry		2020	3	2 Years	2022 2023	\$3,500		\$3,500		\$3,500			\$3,500			\$3,500			\$3,500			\$3,500			\$3,500	\$3,500	\$35,000	
Dryer - Laundry		2020	3	5 Years	2025 2026	\$3,500			\$3,500					\$3,500				\$3,500				\$3,500			\$3,500		\$3,500	\$14,000
Iron x 4		2020	3	2 Years	2022 2023	\$400		\$400		\$400				\$400				\$400				\$400			\$400	\$400	\$4,000	
Iron Board x 4		2020	3	3 Years	2023 2024	\$400	\$400			\$400			\$400			\$400			\$400				\$400		\$400	\$400	\$2,800	
Mop & Bucket x 2		2020	3	1 Years	2021 2022	\$150	\$150		\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$3,000	
Dust Pan & Broom x 4		2020	3	2 Years	2022 2023	\$100		\$100		\$100			\$100			\$100			\$100			\$100			\$100	\$100	\$1,000	
Cordless Dyson Vacumn Cleaner		2023	0	2 Years	2022 2023	\$500		\$500		\$500			\$500			\$500			\$500			\$500			\$500	\$500	\$5,000	
						55,550																						
Total Purchases Net							\$4,350	\$41,350	\$16,150	\$17,050	\$3,150	\$41,350	\$4,350	\$28,850	\$3,150	\$42,550	\$3,150	\$15,850	\$17,350	\$41,350	\$3,150	\$17,050	\$3,150	\$54,350	\$4,350	\$15,850	\$377,900	
Variance							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Furniture & Equipment Reserve Opening Balance:							\$29,358	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756		
Plan transfer to Reserve - X ref							\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer into Reserve							\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer from Reserve C/Park Replacement Program							-\$4,350	-\$41,350	-\$16,150	-\$17,050	-\$3,150	-\$41,350	-\$4,350	-\$28,850	-\$3,150	-\$42,550	-\$3,150	-\$15,850	-\$17,350	-\$41,350	-\$3,150	-\$17,050	-\$3,150	-\$54,350	-\$4,350	-\$15,850	-\$377,900	
Transfer from Reserve Admin Replacement Program							-\$15,000	-\$70,000	-\$54,300	-\$34,000	-\$28,000	-\$130,200	-\$19,500	-\$32,300	-\$60,500	-\$73,500	-\$65,200	-\$30,000	-\$48,300	-\$71,500	-\$33,000	-\$92,200	-\$15,000	-\$88,800	-\$47,500	-\$17,000	-\$1,025,800	
Transfer from Reserve Pool Replacement Program							-\$2,650	-\$1,010	-\$2,070	-\$4,800	\$0	-\$6,090	-\$5,110	-\$6,821	-\$3,140	-\$10,500	-\$2,450	-\$1,350	-\$4,530	-\$2,000	-\$340	-\$8,550	-\$2,310	-\$6,261	-\$5,600	\$0	-\$75,582	
Transfer from Reserve CRC Replacement Program							\$0	-\$2,530	-\$3,800	-\$17,800	-\$21,850	-\$9,080	-\$17,800	-\$7,000	-\$14,900	-\$29,380	-\$15,400	-\$1,600	-\$26,900	-\$2,830	-\$20,150	-\$28,865	-\$10,800	-\$3,830	-\$17,300	-\$18,380	-\$270,195	
Transfer from Reserve Gym Replacement Program							-\$300	-\$44,090	\$0	-\$1,380	\$0	-\$4,080	-\$17,250	-\$1,080	\$0	-\$1,380	-\$3,000	-\$47,705	-\$300	-\$1,080	\$0	-\$4,380	-\$16,950	-\$1,080	-\$300	-\$1,080	-\$145,435	
Furniture & Equipment Reserve Closing Balance :							\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	\$74,446		

6/04/2023

Comments:

Year 1Year 2Year 3Year 4Year 5Year 6Year 7Year 8Year 9Year 10Year 11Year 12Year 13Year 14Year 15Year 16Year 17Year 18Year 19Year 20

Notes:

Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year

Gymnasium - Equipment & Furniture Replacement Program								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	
Asset #	Details		Year	Age	Change Frequency	Change Year	New ex GST	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	Total	
		2023		2023				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
6920	Matrix T-1X-03-C Treadmill		2014	9	5 Years	2019 2020	\$5,000		\$5,000					\$5,000				\$5,000					\$5,000					\$20,000	
6920	Vision S60 Suspension Elliptical		2014	9	5 Years	2019 2020	\$4,600		\$4,600					\$4,600				\$4,600					\$4,600					\$18,400	
6920	Vision R60 Recumbent Bike		2014	9	5 Years	2019 2020	\$2,800		\$2,800					\$2,800				\$2,800					\$2,800					\$11,200	
6920	Matrix S-Series Spin Bike		2014	9	5 Years	2019 2020	\$2,000		\$2,000					\$2,000				\$2,000					\$2,000					\$8,000	
6920	Matrix Air Rower		2014	9	5 Years	2019 2020	\$2,000		\$2,000					\$2,000				\$2,000					\$2,000					\$8,000	
6920	Vision ST710 Multi Station		2014	3	10 Years	2024 2025	\$10,000		\$10,000									\$10,000					\$10,000					\$20,000	
6920	Vision ST700 Functional Trainer		2014	9	10 Years	2024 2025	\$6,000		\$6,000									\$6,000					\$6,000					\$12,000	
6920	Matrix Versa S70 Leg Press/Calf Press		2014	9	10 Years	2024 2025	\$6,000		\$6,000									\$6,000										\$12,000	
New	Matrix G1-FW153 Adjustable Incline Bench		2014	9	10 Years	2024 2025	\$1,300		\$1,300									\$1,300										\$2,600	
New	Vertical Knee Raise w/chin Matrix MG-A63C		2014	9	10 Years	2024 2025	\$2,000		\$2,000									\$2,000										\$4,000	
New	Matrix Endurance Recumbent Bike with LED Console		2023	0	5 Years	2028 2029	\$3,000						\$3,000					\$3,000					\$3,000					\$9,000	
Minor Equipment	Dumbbell Veritcal Tower Rack		2014	9	Years	2014 2015	\$299																					\$0	
Minor Equipment	Dumbbell 3 tier rack		2014	9	Years	2014 2015	\$1,199																					\$0	
Minor Equipment	17x Assorted Dumbbells 1-3kg		2014	9	Years	2014 2015	\$450																					\$0	
Minor Equipment	40x Assorted Rubber Hex Dumbbells 1kg - 35kg		2014	9	20 Years	2034 2035	\$2,975											\$2,975										\$2,975	
Minor Equipment	6x Assorted PVC Kettlebells 4,6, 10kg		2014	9	20 Years	2034 2035	\$200											\$200										\$200	
Minor Equipment	Ringmaster 5000 Boxing Bag		2014	9	10 Years	2024 2025	\$130		\$130									\$130										\$260	
Minor Equipment	Boxing Bag Mount		2014	9	10 Years	2024 2025	\$130		\$130									\$130										\$260	
Minor Equipment	6x pairs Boxing Gloves		2014	9	20 Years	2034 2035	\$300											\$300										\$300	
Minor Equipment	5x pairs Boxing Pads		2014	9	3 Years	2017 2018	\$300	\$300			\$300			\$300			\$300		\$300				\$300			\$300		\$2,100	
Minor Equipment	7x Skipping Ropes		2014	9	20 Years	2034 2035	\$140											\$140										\$140	
Minor Equipment	4x Exercise Mats		2014	9	2 Years	2016 2017	\$200		\$200		\$200		\$200		\$200		\$200	\$200		\$200		\$200		\$200		\$200		\$2,000	
Minor Equipment	3x Hart Sport Swiss/Exercise Balls		2014	9	2 Years	2016 2017	\$150		\$150		\$150		\$150		\$150		\$150	\$150		\$150		\$150		\$150		\$150		\$1,500	
Minor Equipment	4x Medicine Balls 3,5,7,9kg		2014	9	2 Years	2016 2017	\$300		\$300		\$300		\$300		\$300		\$300	\$300		\$300		\$300		\$300		\$300		\$3,000	
Minor Equipment	Ringmaster 5 Medicine Ball Holder/Rack		2014	9	2 Years	2016 2017	\$250		\$250		\$250		\$250		\$250		\$250	\$250		\$250		\$250		\$250		\$250		\$2,500	
Minor Equipment	2x Hart Sport Aerobic Steps		2014	9	2 Years	2016 2017	\$180		\$180		\$180		\$180		\$180		\$180	\$180		\$180		\$180		\$180		\$180		\$1,800	
Minor Equipment	Tanita BC-541 Weight Scale/Body Composition		2014	9	5 Years	2019 2020	\$200		\$200					\$200				\$200					\$200					\$800	
Minor Equipment	Palsonic TV		2014	9	10 Years	2024 2025	\$350		\$350									\$350										\$700	
Minor Equipment	Blaupunkt 2.1ch Sound Tower with Bluetooth		2014	9	5 Years	2019 2020	\$350		\$350					\$350				\$350					\$350					\$1,400	
Minor Equipment	Sign-in Station Cabinet/Storage		2014	9	10 Years	2024 2025	\$150		\$150									\$150										\$300	
Total Purchases Net								\$300	\$44,090	\$0	\$1,380	\$0	\$4,080	\$17,250	\$1,080	\$0	\$1,380	\$3,000	\$47,705	\$300	\$1,080	\$0	\$4,380	\$16,950	\$1,080	\$300	\$1,080	\$145,435	
Total Change-over cost:								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Equipment Reserve Opening Balance:								\$29,358	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756		
Plan transfer to Reserve - X ref								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer into Reserve								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer from Reserve C/Park Replacement Program								-\$4,350	-\$41,350	-\$16,150	-\$17,050	-\$3,150	-\$41,350	-\$4,350	-\$28,850	-\$3,150	-\$42,550	-\$3,150	-\$15,850	-\$17,350	-\$41,350	-\$3,150	-\$17,050	-\$3,150	-\$54,350	-\$4,350	-\$15,850	-\$377,900	
Transfer from Reserve Admin Replacement Program								-\$15,000	-\$70,000	-\$54,300	-\$34,000	-\$28,000	-\$130,200	-\$19,500	-\$32,300	-\$60,500	-\$73,500	-\$65,200	-\$30,000	-\$48,300	-\$71,500	-\$33,000	-\$92,200	-\$15,000	-\$88,800	-\$47,500	-\$17,000	-\$1,025,800	
Transfer from Reserve Pool Replacement Program								-\$2,650	-\$1,010	-\$2,070	-\$4,800	\$0	-\$6,090	-\$5,110	-\$6,821	-\$3,140	-\$10,500	-\$2,450	-\$1,350	-\$4,530	-\$2,000	-\$340	-\$8,550	-\$2,310	-\$6,261	-\$5,600	\$0	-\$75,582	
Transfer from Reserve CRC Replacement Program								\$0	-\$2,530	-\$3,800	-\$17,800	-\$21,850	-\$9,080	-\$17,800	-\$7,000	-\$14,900	-\$29,380	-\$15,400	-\$1,600	-\$26,900	-\$2,830	-\$20,150	-\$28,865	-\$10,800	-\$3,830	-\$17,300	-\$18,380	-\$270,195	
Transfer from Reserve Gym Replacement Program								-\$300	-\$44,090	\$0	-\$1,380	\$0	-\$4,080	-\$17,250	-\$1,080	\$0	-\$1,380	-\$3,000	-\$47,705	-\$300	-\$1,080	\$0	-\$4,380	-\$16,950	-\$1,080	-\$300	-\$1,080	-\$145,435	
Furniture & Equipment Reserve Closing Balance :								\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	\$74,446		

6/04/2023

Comments:

Year 1Year 2Year 3Year 4Year 5Year 6Year 7Year 8Year 9Year 10Year 11Year 12Year 13Year 14Year 15Year 16Year 17Year 18Year 19Year 20

Notes:

Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year



Brookton CRC - Equipment & Furniture Replacement Program							Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase		
Details		Year	Age	Change Frequency	Change Year	New GST	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	Total
	2023						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
2 Seater Couch		2023		10 Years	2033 2034	\$1,000.00											\$1,000									\$1,000	
2 x 3 Cube Shelving Unit		2023		15 Years	2038 2039	\$70.00															\$70					\$70	
2x1 Cube Shelving Units x 3		2023		15 Years	2038 2039	\$50.00															\$50					\$50	
2x2 Cube Shelving Units x 11		2023		15 Years	2038 2039	\$50.00															\$50					\$50	
2x4 Cube Shelving Unit		2023		15 Years	2038 2039	\$80.00															\$80					\$80	
3 Door High Cabinet		2023		15 Years	2038 2039	\$390.00															\$390					\$390	
3 Draw Cabinet x 2		2023		15 Years	2038 2039	\$195.00															\$195					\$195	
3 Draw Roller Cabinet		2023		15 Years	2038 2039	\$100.00															\$100					\$100	
3 Seater Couch		2023		10 Years	2033 2034	\$1,000.00											\$1,000									\$1,000	
3 Section Privacy Desk		2023		10 Years	2033 2034	\$500.00											\$500									\$500	
A3 Guilotine		2015		15 Years	2030 2031	\$200								\$200												\$200	
A3 Laminator		2015		15 Years	2030 2031	\$500								\$500												\$500	
Acer Laptop 5750-2314G50MnKK		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500			\$2,500				\$2,500				\$10,000	
Acer Laptop Aspire 5740G-434G32Mn		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500			\$2,500				\$2,500				\$10,000	
ASUS Vivobook Laptop		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500			\$2,500				\$2,500				\$10,000	
B4 Paper Cutter		2023		5 Years	2028 2029	\$250						\$250					\$250					\$250				\$750	
BoCRC LPT5 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500					\$2,500				\$2,500				\$2,500		\$10,000	
BoCRC LPT6 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500					\$2,500				\$2,500				\$2,500		\$10,000	
BoCRC LPT7 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500					\$2,500				\$2,500				\$2,500		\$10,000	
BoCRC LPT8 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500					\$2,500				\$2,500				\$2,500		\$10,000	
Centre Manager's Desk		2023		20 Years	2043 2044	\$3,500																			\$3,500	\$3,500	
Community Notice Board		2012		10 Years	2022 2023	\$600										\$600										\$600	
Computer and Upgrade for Reception		2020		4 Years	2024 2025	\$2,500		\$2,500				\$2,500				\$2,500			\$2,500				\$2,500			\$12,500	
Conference Room Chairs		2006		10 Years	2016 2017	\$300					\$300								\$300							\$600	
Conference Room Table		2006		20 Years	2026 2027	\$2,000				\$2,000																\$2,000	
Corner Desk		2023		20 Years	2043 2044	\$500																		\$500		\$500	
Credenza Cabinet		2010		15 Years	2025 2026	\$400			\$400														\$400			\$800	
Credenza Cupboard x 2		2017		15 Years	2032 2033	\$1,200										\$1,200										\$1,200	
Credenza Cupboards Lockable x 2		2023		15 Years	2038 2039	\$1,600													\$1,600							\$1,600	
Credenza Desk		2023		15 Years	2038 2039	\$500													\$500							\$500	
Cupboard No. 3 - Near Back Door		2023		20 Years	2043 2044	\$530																		\$530		\$530	
Cupboard with 3 Draws		2023		15 Years	2038 2039	\$500													\$500							\$500	
Cupboard with 3 draws and 1 Door		2023		15 Years	2038 2039	\$500													\$500							\$500	
Digital Projector		2010		4 Years	2014 2015	\$1,000				\$1,000				\$1,000			\$1,000				\$1,000			\$1,000		\$5,000	
Digital Projector NECNP41		2023		4 Years	2027 2028	\$600					\$600				\$600			\$600					\$600			\$2,400	
Digital TV Antenna		2015		5 Years	2020 2021	\$300			\$300					\$300				\$300						\$300		\$1,200	
Disability Ramp		2017		20 Years	2037 2038	\$2,000														\$2,000						\$2,000	
Dual Sliding Door Cabinet x 2		2023		15 Years	2038 2039	\$980														\$980						\$980	
Epson WF-7610 Multifunction Printer		2023		5 Years	2028 2029	\$700					\$700					\$700				\$700						\$2,100	
Extension Table - Small and 3 Chairs		2023		20 Years	2043 2044	\$600																	\$600			\$600	
Fellows A3 Laminator Saturn3iA3		2023		15 Years	2038 2039	\$600																\$600				\$600	
Fridge/Freezer		2023		5 Years	2028 2029	\$900						\$900					\$900					\$900				\$2,700	
Front Reception Desk		2011		20 Years	2031 2032	\$3,000									\$3,000											\$3,000	
HP Laptop 14-af102AU		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500		\$2,500				\$2,500		\$2,500		\$15,000	
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500		\$1,500				\$1,500		\$1,500		\$9,000	
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500		\$1,500				\$1,500		\$1,500		\$9,000	
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500		\$1,500				\$1,500		\$1,500		\$9,000	
Ideal 8324 Paper Folder		2023		15 Years	2038 2039	\$1,800															\$1,800					\$1,800	
Kettle		2020		4 Years	2024 2025	\$30						\$30				\$30				\$30				\$30		\$150	
Key Cabinet		2023		10 Years	2033 2034	\$400											\$400									\$400	
Leaflet Display Unit		2023		10 Years	2033 2034	\$400											\$400									\$400	
Marbig Home Binding Machine B2950		2023		5 Years	2028 2029	\$1,400						\$1,400					\$1,400				\$1,400					\$4,200	
Meeting Chairs x 7		2023		10 Years	2033 2034	\$1,750											\$1,750									\$1,750	
Meeting Table		2023		20 Years	2043 2044	\$1,000																		\$1,000		\$1,000	
MeetUp Video & Speaker V-R0007		2023		4 Years	2027 2028	\$700					\$700															\$2,800	
Metal Cabinet x 2		2023		20 Years	2043 2044	\$700													\$700				\$700			\$700	
MICROSOFTPUBLIC1 & 2 Computer Tower		2023		2 Years	2025 2026	\$2,000			\$2,000		\$2,000		\$2,000			\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$18,000	
Notice Board - OPEN		2023		10 Years	2033 2034	\$300											\$300									\$300	
Office Chair on Wheels x 6		2023		10 Years	2033 2034	\$1,200											\$1,200									\$1,200	
PA Sound System		2017		5 Years	2022 2023	\$550					\$550					\$550				\$550				\$550		\$2,200	
Panasonic 5.8 GHZ Digital Cordless Phone System		2023		7 Years	2030 2031	\$5,000							\$5,000						\$5,000							\$10,000	
Rexel CB405 Binder		2023		5 Years	2028 2029	\$1,100					\$1,100					\$1,100				\$1,100						\$3,300	
Samsung SM-T38 Tablet		2019		3 Years	2022 2023	\$600			\$600						\$600			\$600			\$600			\$600		\$3,600	
Study Desk x 3		2023		10 Years	2033 2034	\$900											\$900									\$900	
TCL TV Model: BeyondTV2 x 2		2023		5 Years	2028 2029	\$1,600						\$1,600					\$1,600									\$4,800	
Toshiba Laptop Satellite L300 PSLB9A-03T002		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500		\$2,500						\$2,500		\$15,000	
Toshiba Laptop Satellite L650 PSK1JA-OED017		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500		\$2,500						\$2,500		\$15,000	
Toshiba Satellite Pro C50-B Laptop		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500		\$2,500						\$2,500		\$15,000	
Stick Vacuum Cleaner		2023		2 Years	2025 2026	\$500			\$500		\$500				\$500			\$500								\$2,500	
Whiteboard - Double Sided		2023		6 Years	2029 2030	\$500												\$500						\$500		\$1,500	
Whiteboard - Single Sided		2023		6 Years	2029 2030	\$300												\$300							\$300	\$900	
						84,425																					
Total Purchases Net																											

Furniture & Equipment Reserve Opening Balance:	\$29,358	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	
Plan transfer to Reserve - X ref	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer to Reserve	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$1,940,000
Transfer from Reserve Admin Replacement Program	-\$15,000	-\$70,000	-\$54,300	-\$34,000	-\$28,000	-\$130,200	-\$19,500	-\$32,300	-\$60,500	-\$73,500	-\$65,200	-\$30,000	-\$48,300	-\$71,500	-\$33,000	-\$92,200	-\$15,000	-\$88,800	-\$47,500	-\$17,000	-\$1,025,800
Transfer from Reserve C/Park Replacement Program	-\$4,350	-\$41,350	-\$16,150	-\$17,050	-\$3,150	-\$41,350	-\$4,350	-\$28,850	-\$3,150	-\$42,550	-\$3,150	-\$15,850	-\$17,350	-\$41,350	-\$3,150	-\$17,050	-\$3,150	-\$54,350	-\$4,350	-\$15,850	-\$377,900
Transfer from Reserve Pool Replacement Program	-\$2,650	-\$1,010	-\$2,070	-\$4,800	\$0	-\$6,090	-\$5,110	-\$6,821	-\$3,140	-\$10,500	-\$2,450	-\$1,350	-\$4,530	-\$2,000	-\$340	-\$8,550	-\$2,310	-\$6,261	-\$5,600	\$0	-\$75,582
Transfer from Reserve CRC Replacement Program	\$0	-\$2,530	-\$3,800	-\$17,800	-\$21,850	-\$9,080	-\$17,800	-\$7,000	-\$14,900	-\$29,380	-\$15,400	-\$1,600	-\$26,900	-\$2,830	-\$20,150	-\$28,865	-\$10,800	-\$3,830	-\$17,300	-\$18,380	-\$270,195
Transfer from Reserve Gym Replacement Program	-\$300	-\$44,090	\$0	-\$1,380	\$0	-\$4,080	-\$17,250	-\$1,080	\$0	-\$1,380	-\$3,000	-\$47,705	-\$300	-\$1,080	\$0	-\$4,380	-\$16,950	-\$1,080	-\$300	-\$1,080	-\$145,435
Furniture & Equipment Reserve Closing Balance :	\$104,058	\$42,078	\$62,758	\$84,728	\$128,728	\$34,928	\$67,918	\$88,867	\$104,177	\$43,867	\$51,667	\$52,162	\$51,782	\$30,022	\$70,382	\$16,337	\$65,127	\$7,806	\$29,756	\$74,446	

6/04/2023

Comments: Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 Year 13 Year 14 Year 15 Year 16 Year 17 Year 18 Year 19 Year 20

Notes:  
Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year

Brookton Aquatic Centre - Capital Upgrade/Renewal								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Total
Make/Model	Details		Year	Age	Change Frequency	Change Year	New ex GST	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43		
		2023		2023				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
	Power and Water Metres																												
	Main Power Box (Facility)		2004	19	20 Years	2024 2025	\$20,000		\$20,000																			\$20,000	
	Main Power Box (Road Side)		2021	2	20 Years	2041 2042	\$20,000																			\$20,000		\$20,000	
	Main Power Box (Plant Room)		2005	18	20 Years	2025 2026	\$20,000			\$20,000																		\$20,000	
	Main Water BackFlow Device (Roadside)		2021	2	20 Years	2041 2042	\$20,000																			\$20,000		\$20,000	
	Main Water Meter (Roadside)		2011	12	20 Years	2031 2032	\$20,000									\$20,000												\$20,000	
	Kiosk																												
Cabinet No. 114679	Ice Cream Freezer (Belongs to Peters Company)		2023	0	10 Years	2033 2034	\$0											\$0										\$0	
	Female Changeroom/Toilets					1																							
Colorbond	Patio/Shade Structure		2020	3	10 Years	2030 2031	\$8,000								\$8,000										\$8,000			\$16,000	
	Mens Changeroom/Toilets			2023	Years	0 1																							
Colorbond	Patio/Shade Structure		2020	3	10 Years	2030 2031	\$8,000								\$8,000										\$8,000			\$16,000	
	Grass/Concourse Areas			2023	Years	0 1																							
	Brick Floor Paving approx 400sqm		1980	43	44 Years	2024 2025	\$70,433		\$70,433																			\$70,433	
	Large Shade Sail (West Side)		2022	1	10 Years	2032 2033	\$10,000												\$10,000							\$10,000		\$20,000	
	Large Shade Sail (Shade for small pools)		2022	1	4 Years	2026 2027	\$37,343				\$37,343				\$37,343				\$37,343				\$37,343				\$37,343	\$186,715	
	Small Shade Sail (West Side, Tier Seating Shelter)		2020	3	20 Years	2040 2041	\$5,000																		\$5,000			\$5,000	
	Small Steel Structure (west side, bench cover) & Large Steel Shade Structures 2x		1980	43	49 Years	2029 2030	\$23,639						\$23,639															\$23,639	
	Pool Deck Lighting 8x (Disconnected) & Large Flood Lights 1x Plant Room 1x Kiosk																												
	Boundary Fencing (Mesh, Barb Wire) approx 200mt		2022	1	9 Years	2031 2032	\$11,000									\$11,000									\$11,000			\$22,000	
			2022	1	15 Years	2037 2038	\$27,280															\$27,280						\$27,280	
	Pools (Main, Toddler and Baby Pool)																												
Unknown	3x Stainless Steel Pool Ladders		2016	7	20 Years	2036 2037	\$30,000																					\$30,000	
Unknown	3x Stainless Steel Pool Railings		2015	8	20 Years	2035 2036	\$40,000													\$40,000	\$30,000							\$40,000	
Epoxy Paint	Pool Paint , Lane Marking & Joint Seals		2023	0	5 Years	2028 2029	\$65,000						\$65,000															\$195,000	
Epoxy Paint	Depth Markings (inner + outer edge)		2023	0	3 Years	2026 2027	\$8,000				\$8,000			\$8,000			\$8,000			\$8,000					\$8,000			\$48,000	
Pool Deck Equipment	6x Dive Blocks, 2x Dive Covers		2006	17	15 Years	2021 2022	\$15,000														\$15,000							\$15,000	
Daisy Pool Covers	2x 33mt Pool Blankets		2006	17	4 Years	2010 2011	\$16,000			\$16,000				\$16,000				\$16,000				\$16,000						\$80,000	
	Swimming Pool Building - Changerooms and kiosk		2016	7	55 Years	2071 2072	\$237,930																			\$237,930		\$237,930	
	Machinery Shed		2016	7	26 Years	2042 2043	\$5,940																					\$5,940	
	Plant Room / Chemical Store		1980	43	58 Years	2038 2039	\$31,680																					\$31,680	
	25 Metre Swimming Pool		1980	43	28 Years	2008 2009	\$1,205,765														\$1,205,765							\$1,205,765	
	Freeform Swimming Pool		1980	43	17 Years	1997 1998	\$219,120									\$219,120												\$219,120	
	Plant Room and Equipment																												
FIP	11x Recirculation System Valves + 2x Footvalves		2004	19	10 Years	2014 2015	\$5,000		\$5,000										\$5,000									\$10,000	
125-195-T41A	7.5 Kw Main Recirculation Pump (Regent Pumps)		2019	4	10 Years	2029 2030	\$9,370							\$9,370										\$9,370				\$18,740	
AP125.20.S10.07504	7.5 Kw Main Recirculation Pump (Aqua Plus Pumps)		2023	0	10 Years	2033 2034	\$10,000												\$10,000									\$10,000	
Unknown	Hair and Lint Pots + Filters + Centre Plate and Clamp		2004	19	10 Years	2014 2015	\$10,000		\$10,000										\$10,000									\$20,000	
Prominent	ProCal Chlorine Dosing and metering system		2023	0	10 Years	2033 2034	\$28,000												\$28,000									\$28,000	
Prominent	Procal Dry Acid Dosing System		2023	0	10 Years	2033 2034	\$14,000												\$14,000									\$14,000	
	Activity Equipment																												
Aflex	Large Inflatable		2018	5	15 Years	2033 2034	\$5,500												\$5,500									\$5,500	
2,229,000																													
Total Purchases Net								\$0	\$105,433	\$36,000	\$45,343	\$0	\$65,000	\$57,009	\$53,343	\$250,120	\$18,000	\$138,500	\$52,343	\$48,000	\$1,250,765	\$43,280	\$142,023	\$9,370	\$32,000	\$64,000	\$291,213	\$2,701,742	
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$0	\$0	\$0	\$0	\$0	\$180,000	
Brookton Aquatic Centre Reserve Opening Balance:								\$481,502	\$601,502	\$616,069	\$700,069	\$774,726	\$894,726	\$949,726	\$1,012,717	\$1,079,374	\$949,254	\$1,051,254	\$1,032,754	\$1,100,411	\$1,172,411	\$41,646	\$118,366	\$96,343	\$206,973	\$294,973	\$350,973		
Plan transfer to Reserve - SRP								\$0	\$0	\$0	\$0	\$0	\$0	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500							\$180,000
Required transfer to Reserve - SRP								\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000	\$2,400,000	
Transfer from Brookton Aquatic Centre Reserve - Major Upgrade or Renewal								\$0	-\$105,433	-\$36,000	-\$45,343	\$0	-\$65,000	-\$57,009	-\$53,343	-\$250,120	-\$18,000	-\$138,500	-\$52,343	-\$48,000	-\$1,250,765	-\$43,280	-\$142,023	-\$9,370	-\$32,000	-\$64,000	-\$291,213	-\$2,701,742	
Brookton Aquatic Centre Reserve Closing Balance:								\$601,502	\$616,069	\$700,069	\$774,726	\$894,726	\$949,726	\$1,012,717	\$1,079,374	\$949,254	\$1,051,254	\$1,032,754	\$1,100,411	\$1,172,411	\$41,646	\$118,366	\$96,343	\$206,973	\$294,973	\$350,973	\$179,760		

6/04/2023

Year 1    Year 2    Year 3    Year 4    Year 5    Year 6    Year 7    Year 8    Year 9    Year 10    Year 11    Year 12    Year 13    Year 14    Year 15    Year 16    Year 17    Year 18    Year 19    Year 20

Notes:  
**Change Frequency** is the number of years which trigger the planned replacement.  
  
**Change Year** is the combination of the Year of the Equipment and the Change Frequency extension  
  
**New** is the estimated new value of the replacement equipment if it was purchased in the current year

**14.06.23.03 SHIRE OF BROOKTON DRAFT 2023/24 FEES AND CHARGES**

<b>File No:</b>	FIN006C
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider the Shire of Brookton 2023/24 Draft Fees & Charges.

**Description of Proposal:**

Staff have completed a review of Annual Fees and Charges on the premise of a 5% (rounded) increase of fees and charges, which is consistent with the Shire of Brookton Strategic Resource Plan assumptions.

Some fees and charges are set by legislation and have been identified in the fees and charges as being charges levied by statute. The Shire of Brookton has no control over the amounts charged when fees are set by legislation.

New Fees and Charges are as follows:

<b>Schedule 05 - Law, Order and Public Safety</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>23/24 Fee</b>
Dog Registration Concessions: Pensioner Concession Card Holders – Sterilised Dog	Spay it Forward pet desexing program	Statutory	N/A	\$0.00
Cat Registration Concessions: Pensioner Concession Card Holders - Sterilised Cat	Spay it Forward pet desexing program	Statutory	N/A	\$0.00
<b>Schedule 10 – Community Amenities</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>23/24 Fee</b>
Printing of Building/Planning documents		Council	\$1.82	\$20.00
<b>Schedule 11 – Recreation and Culture</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>23/24 Fee</b>
Memorial Hall Private function - Flat Hourly Rate (excluding weekend hire)	Community request	Council	\$2.27	\$25.00
WB Eva Pavilion Private function - Flat Hourly Rate (excluding weekend hire)	Community request	Council	\$2.27	\$25.00
<b>Schedule 13 – Economic Services</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>23/24 Fee</b>
Amendment of Building Permits		Statutory	Exempt-D81	\$110.00
Caravan Park - Application for grant or renewal of licence		Statutory	\$18.18	\$200.00
Caravan Park - Washer		Council	\$0.36	\$4.00
Caravan Park - Dryer		Council	\$0.55	\$6.00
Standpipe Water - Happy Valley Bore Field- non-potable water		Council	\$0.91	\$10.00

Advertising Rates - Telegraph - Max 2 Pages B&W	External community groups - An external community group is any group located outside of the Shire of Brookton	Council	\$4.55	\$50.00
Advertising Rates - Telegraph - Max 2 Pages colour	External community groups - An external community group is any group located outside of the Shire of Brookton	Council	\$5.45	\$60.00
B & W Business Card 6 Months, 12 Editions		Council	\$3.86	\$42.50
B & W Business Card Single entry		Council	\$0.45	\$5.00
Brookton Telegraph - Tradies 1/4 page advertising (24 editions - financial year)		Council	\$31.36	\$345.00
Telegraph Advertising - Gold Tier Sponsorship – Includes <ul style="list-style-type: none"> <li>• Front cover banner per edition</li> <li>• 1 x A4 colour page per edition</li> <li>• 1 x B &amp; W A4 page per edition</li> <li>• 24 hard copy editions</li> </ul>		Council	\$218.18	\$2,400.00
Telegraph Advertising - Silver Tier Sponsorship – Includes <ul style="list-style-type: none"> <li>• 1 x B &amp; W A4 page per edition</li> <li>• 24 x colour logo on back page</li> <li>• 24 x ¼ page advert on trades and business page</li> <li>• 24 hard copy editions</li> </ul>		Council	\$122.73	\$1,350.00
Telegraph Advertising - Bronze Tier Sponsorship - Includes <ul style="list-style-type: none"> <li>• 24 x B &amp; W 1/2 page per edition</li> <li>• 24 business cards</li> </ul>		Council	\$47.27	\$520.00
Old Time Motor Show advertising - B&W/C Printed material & Facebook		Council	\$227.27	\$2,500.00
<b>Schedule 14 – Other Property and Services</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>23/24 Fee</b>
Plant Hire (Per Hour - Ex Yard) Cub Cadet Slasher Weekday		Council	\$12.36	\$136.00
Plant Hire (Per Hour - Ex Yard) Cub Cadet Slasher Weekend		Council	\$14.45	\$159.00
Plant Hire (Per Hour - Ex Yard) Water Truck Weekday		Council	\$18.45	\$203.00
Plant Hire (Per Hour - Ex Yard) Water Truck Weekend		Council	\$20.73	\$228.00
Plant Hire (Per Hour - Ex Yard) Street Sweeper Tow Behind Weekday		Council	\$5.00	\$55.00
Plant Hire (Per Hour - Ex Yard) Street Sweeper Tow Behind Weekend		Council	\$6.18	\$68.00
Plant Hire (Per Hour - Ex Yard) Toro - Mower Weekday		Council	\$13.00	\$143.00
Plant Hire (Per Hour - Ex Yard) Toro - Mower Weekend		Council	\$15.18	\$167.00
Purchase of Materials - Gravel (compacted & removed from property)		Council	\$0.18	\$2.00
Purchase of Materials - Sand		Council	\$0.13	\$1.45
Purchase of Materials - Clay		Council	\$0.10	\$1.15

Deleted Fees and charges are as follows:

<b>Schedule 05 - Law, Order and Public Safety</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Offences against the Bush fires Act (Bush Fire Act 1954) - Infringement		Statutory	Exempt- D81	\$250.00
Unsterilised Working Dog - 1 year	Covered under Working Dogs (droving or caring for stock)	Statutory	Exempt- D81	\$12.50
Unsterilised Working Dog - 3 year	Covered under Working Dogs (droving or caring for stock)	Statutory	Exempt- D81	\$30.00
Sterilised Working Dog - 1 year	Covered under Working Dogs (droving or caring for stock)	Statutory	Exempt- D81	\$5.00
Sterilised Working Dog - 3 year	Covered under Working Dogs (droving or caring for stock)	Statutory	Exempt- D81	\$10.63
<b>Schedule 9 - Housing</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Rental rates for self-contained unit per night (min 2 nights)	Remove as no longer in use – Rental Agreement in place	Council	\$8.45	\$93.00
<b>Schedule 11 – Recreation and Culture</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Playgroup (\$20 x 30 Sessions) *	Remove - as pay for 2 hourly sessions - No longer required	Council	\$55.91	\$615.00
Brookton Tennis Club	Courts aren't locked. Free for public without reservation.	Council	\$9.09	\$100.00
Hire of Hard courts per day (up to 24hrs)	Courts aren't locked. Free for public without reservation.	Council	\$5.91	\$65.00
Casual Court Hire	Courts aren't locked. Free for public without reservation.	Council	\$1.45	\$16.00
Old Bowling Club Community Group Flat Hourly Rate	Premises under lease	Council	\$1.00	\$11.00
Old Bowling Club Community Group Flat Daily Rate (6am to 12 midnight)	Premises under lease	Council	\$5.45	\$60.00
<b>Schedule 13 – Economic Services</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Standpipe - Debtor invoice	Included in per KL charge	Council	\$2.73	\$30.00
B & W Business Card 12 Months, 24 Editions		Council	\$7.73	\$85.00

### **Background:**

Most Shire of Brookton fees and charges are levied on a cost recovery basis. In the past the Shire of Brookton has subsidised the use of community facilities by local community and sporting groups in recognition of the overall benefit to the community that the group provides through use of the facility.

### **Consultation:**

Consultation has occurred between relevant staff members, Chief Executive Officer, Senior Finance Officer and Manager Corporate & Community.

### **Statutory Environment:**

Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, the fees and charges may be determined through an absolute majority decision of Council.

#### **6.16. Imposition of fees and charges**

(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.



- (2) *A fee or charge may be imposed for the following —*
    - (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
    - (b) *supplying a service or carrying out work at the request of a person;*
    - (c) *subject to section 5.94, providing information from local government records;*
    - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
    - (e) *supplying goods;*
    - (f) *such other service as may be prescribed.*
  - (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
    - (a) *imposed\* during a financial year; and*
    - (b) *amended\* from time to time during a financial year.*
- \* Absolute majority required.*

#### **6.17. Setting level of fees and charges**

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
  - (a) *the cost to the local government of providing the service or goods; and*
  - (b) *the importance of the service or goods to the community; and*
  - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
  - (a) *under section 5.96; or*
  - (b) *under section 6.16(2)(d); or*
  - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
  - (a) *prohibit the imposition of a fee or charge in prescribed circumstances;*  
*or*
  - (b) *limit the amount of a fee or charge in prescribed circumstances.*

The recommendation that follows is consistent with the legislation requirements.

#### **Relevant Plans and Policy:**

Council “Policy 2.42 – Integrated Planning and Reporting (IPR) and Annual Budget Preparation is relevant to this report.

**Financial Implications:**

There are no known financial implications upon either the council's current budget or strategic resource plan.

**Risk Assessment:**

The risk in relation to this matter is assessed as "Low" on the basis that if Council does not accept the 2023/24 Draft Fees and Charges, the organisation will have reduced income.

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 delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

## 18 Financial Control

## 18.1 Prepare annual budget/conduct statutory budget reviews.

**Comment:**

It is appropriate that Council gives consideration to the draft fees and charges for 2023/24 to allow the 2023/24 draft budget to be prepared.

**OFFICER'S RECOMMENDATION**

*That Council, pursuant to sections 6.16 and 6.17 of the Local Government Act 1995, endorses the 2023/2024 schedule of annual Fees and Charges as contained in Attachment 14.06.23.03A, noting the relevant legislative fees and charges may be amended upon gazettal.*

(Absolute majority vote required)

**Attachments**

Attachment 14.06.23.03A – 2023/24 Fees and Charges.



SHIRE OF BROOKTON FEES AND CHARGES 2023/24					
Statutory/ Council	Particulars	Unit	2023/24 Excluding GST	GST	2023/24 Including GST
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
	<i>Statutory Documents No GST</i>				
	<i>Other Charges Incl GST</i>				
C	Photocopying				As per CRC Printing charges
<b>OTHER ADMINISTRATION</b>					
C	Lost Keys	Per Key	\$63.64	\$6.36	<b>\$70.00</b>
<b>RATES &amp; PROPERTY</b>					
C	Rates Account Enquiry (Orders & Requisitions)	per enquiry		Exempt- D81	<b>\$165.00</b>
C	Rates Special Arrangement Administration Fee	per assessment		Exempt- D81	<b>\$25.00</b>
C	Debt Recovery - Debt Clearance Letter	per enquiry	\$53.64	\$5.36	<b>\$59.00</b>
C	Rate Book (Printed or Electronic) * Before purchase a statutory declaration must be made stating that it will not be copied, used for any commercial purpose, and/or provided to any other person	per roll	\$88.18	\$8.82	<b>\$97.00</b>
C	Certificate of Title Search Fee	per enquiry		Yes	<b>At Cost</b>
<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>					
	<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>				
S	Application Fee	Per application		Exempt- D81	<b>\$30.00</b>
S	Staff Time dealing with FOI application	Per Hour (pro rata)		Exempt- D81	<b>\$30.00</b>
S	Photocopying for FOI Applications	Per A4 page		Exempt- D81	<b>\$0.20</b>
S	Charge for delivery, packaging and postage	Per application		Exempt- D81	<b>Actual Cost</b>
C	Council and Committee Meeting Agendas and Minutes	By email		N/A	<b>No Charge</b>
C		Hard copy		N/A	<b>As per CRC Printing charges</b>
C		Hard Copy at Council Meeting		N/A	<b>No Charge</b>
<b>SCHEDULE 05 - LAW, ORDER AND PUBLIC SAFETY</b>					
<b>Offences against the Bush fires Act (Bush Fire Act 1954)</b>					
C	Installation of Fire Break	Cost Recovery		GST Included	<b>Cost Recovery</b>
C	Hazard Reduction Burns	Per Hour	\$172.73	\$17.27	<b>\$190.00</b>
<b>ANIMAL CONTROL</b>					
<b>DOG REGISTRATION LICENSE FEES</b>					
<b>All registrations expire on 31 October each year</b>					
	<b>No refund for death of dog for any time period</b>				
	<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>	Registrations paid after 31 May each year are discounted by 50%			
S	Unsterilised Dog	1 year		Exempt- D81	<b>\$50.00</b>
S		3 Year		Exempt- D81	<b>\$120.00</b>

S		For Life		Exempt- D81	<b>\$250.00</b>
S	Sterilised Dog	1 year		Exempt- D81	<b>\$20.00</b>
S		3 Year		Exempt- D81	<b>\$42.50</b>
S		For Life		Exempt- D81	<b>\$100.00</b>
S	Working Dogs (droving or caring for stock)	1 year, 3 year or For Life		Exempt- D82 81	<b>25% (of the fee that would otherwise be payable) of Full Registration</b>
S	Dog Registration Concessions: Pensioner Concession Card Holders - Half Fee	Entitled to a discount of 50% of registration fees		Exempt- D81	<b>Entitled to a discount of 50% of registration fees</b>
S	Dog Registration Concessions: Pensioner Concession Card Holders 23/24 Spay it Forward pet desexing program - Sterilised Dog	For Life		N/A	<b>\$0.00</b>
S	Application to keep more than 2 dogs			Exempt- D81	<b>\$124.00</b>
<b>DOG IMPOUND FEES</b>					
	<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>				
C	Seizure and impounding of dog		\$98.18	\$9.82	<b>\$108.00</b>
C	Maintenance of dog in pound	Per day of part thereof - weekday	\$40.91	\$4.09	<b>\$45.00</b>
C		Per day of part thereof - weekend	\$127.27	\$12.73	<b>\$140.00</b>
C	Destruction of dog		\$117.27	\$11.73	<b>\$129.00</b>
	(Dogs will not be released from the pound unless licence and pound fees paid)				
C	Surrender of Dog			N/A	<b>NIL</b>
S	Kennel Fees (as per s27 of the Dog Act)	Per Establishment		Exempt- D81	<b>\$200.00</b>
S	Modified Penalties as per Shire of Brookton Dogs Local Law 2001	Penalties listed individually		Exempt- D81	
<b>CAT REGISTRATION FEES</b>					
	<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>	<b>All Cats Must be Sterilised (except breeding cats)</b>			
	<b>No refund for death of cat for any time period</b>				
S	Cat - Sterilised	1 year		Exempt- D81	<b>\$20.00</b>
S		3 Year		Exempt- D81	<b>\$42.50</b>
S		For Life		Exempt- D81	<b>\$100.00</b>
S	Approval to Breed Cats	Per breeding cat (male or female)		Exempt- D81	<b>\$100.00</b>
	<b>Cat Registrations: Pensioner (Holding concession card)</b>	<b>Entitled to a discount of 50% of registration fees</b>			
S	Registration after 31 May in any year, for that registration year			Exempt- D81	<b>50% of fee payable otherwise</b>
S	Cat Registration Concessions: Pensioner Concession Card Holders 23/24 Spay it Forward pet desexing program - Sterilised Cat	For Life		N/A	<b>\$0.00</b>
S	Annual registration for approval or renewal of approval to breed cats (per cat)			Exempt- D81	<b>\$100.00</b>

<b>SCHEDULE 07 - Health</b>					
<b>Statutory - Food Act 2008, Food Regulations 2009</b>					
<b>C</b>	Food Business/Premises - Registration (Food Act s.140)	Per Registration		Exempt- D81	<b>\$121.00</b>
<b>C</b>	Food Inspections - Annual Fee	Annual Fee		Exempt- D81	<b>\$121.00</b>
<b>C</b>	Lodging House Registration Fee	Per Registration	\$195.45	\$19.55	<b>\$215.00</b>
<b>C</b>	Lodging House Inspection Fee	Annual Fee	\$119.09	\$11.91	<b>\$131.00</b>
<b>C</b>	Skin Penetration/Tattoo Establishment Registration Fees	Per Registration	\$248.18	\$24.82	<b>\$273.00</b>
<b>C</b>	Skin Penetration/Tattoo Establishment Annual Inspection Fees	Annual Fee	\$195.45	\$19.55	<b>\$215.00</b>
<b>C</b>	Piggery Registration Fee	Per Registration	\$248.18	\$24.82	<b>\$273.00</b>
<b>C</b>	Piggery Annual Inspection Fee	Annual Fee	\$195.45	\$19.55	<b>\$215.00</b>
<b>C</b>	Offensive Trade Registration Fee	Per Registration	\$296.36	\$29.64	<b>\$326.00</b>
<b>C</b>	Offensive Trade Annual Inspection Fee	Annual Fee	\$248.18	\$24.82	<b>\$273.00</b>
<b>C</b>	Pop-Up Shop Fee	Per Day	\$10.91	\$1.09	<b>\$12.00</b>
<b>C</b>	Pop-Up Shop Fee	Annual Fee	\$119.09	\$11.91	<b>\$131.00</b>
<b>SCHEDULE 09 - Housing</b>					
	<b>Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2</b>				
<b>C</b>	Private Rental of Shire Housing	Per Market Rental			<b>Market Rental</b>
<b>C</b>	Building Maintenance Fee *	Per Hour Plus Materials @ Cost	<b>\$89.09</b>	<b>\$8.91</b>	<b>\$98.00</b>
	*(Private works for community groups, not for profit organisations and Shire service providers)				
<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>					
<b>TOWN PLANNING</b>					
	Fees for planning services - refer to WA Planning Commission Fees				
<b>S</b>	Determination of Development Application	< or = \$49,999 value			<b>\$147.00</b>
<b>S</b>		>\$50,000 and < or = \$499,999			<b>0.32% of estimated development cost</b>
<b>S</b>		>\$500,000 and < or = \$2.49M		Exempt- D81	<b>\$1,700.00 + 0.257% for every \$1 &gt;\$500,001</b>
<b>S</b>		>\$2.5M and <\$4.99M		Exempt- D81	<b>\$7,161.00 + 0.206% for every \$1 &gt;\$2.5M</b>
<b>S</b>		>\$5M and < or = \$21.49M		Exempt- D81	<b>\$12,633.00 + 0.123% for every \$1 &gt;\$5M</b>
<b>S</b>		>\$21.5M		Exempt- D81	<b>\$34186.00</b>
<b>S</b>	Determination of Development Application where the development has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
<b>S</b>	Determination of an Extractive Industry Application			Exempt- D81	<b>\$739.00</b>
<b>S</b>	Determination of an Extractive Industry Application where the development has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
<b>S</b>	Provision of a Subdivision Clearance	< or = 5 lots		Exempt- D81	<b>\$73.00 per lot</b>

		> 5 lots and < or = 195 lots		Exempt- D81	<b>\$73.00 per lot for first 5 lots then \$35.00 per lot</b>
<b>S</b>		> 195 lots		Exempt- D81	<b>\$7393.00</b>
<b>S</b>	Application for Approval of Home Occupation	Initial Fee		Exempt- D81	<b>\$222.00</b>
<b>S</b>		Renewal Fee		Exempt- D81	<b>\$73.00</b>
<b>S</b>	Application for Approval of Home Occupation where home occupation has commenced	Initial Fee		Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
<b>S</b>		Renewal Fee		Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
<b>S</b>	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out			Exempt- D81	<b>\$295.00</b>
<b>S</b>	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
<b>S</b>	Issue of Zoning Certificate			Exempt- D81	<b>\$73.00</b>
<b>S</b>	Reply to Property Settlement Questionnaire			Exempt- D81	<b>\$73.00</b>
<b>S</b>	Issue of Written Planning Advice			Exempt- D81	<b>\$73.00</b>
<b>C</b>	Local Planning scheme amendment proposals and structure plans	Basic	\$2644.55	\$264.45	<b>\$2909.00</b>
<b>C</b>		Standard	\$3130.91	\$313.09	<b>\$3444.00</b>
<b>C</b>		Complex	\$4500.91	\$450.09	<b>\$4951.00</b>
<b>C</b>	Extractive Industry Licence	Initial Application		Exempt- D81	<b>\$515.00</b>
<b>C</b>		Renewal Application		Exempt- D81	<b>\$257.00</b>
<b>C</b>		Annual Fee		Exempt- D81	<b>\$131.00</b>
<b>C</b>	Permanent Road Closure Process	Per Closure Process	\$248.18	\$24.82	<b>\$273.00</b>
<b>C</b>	Printing of Building/Planning documents		\$18.18	\$1.82	<b>\$20.00</b>
<b>CEMETERY</b>					
<b>C</b>	Funeral Director's Licence (Annual)			Exempt- D81	<b>\$113.00</b>
<b>C</b>	Single funeral permit			Exempt- D81	<b>\$81.00</b>
<b>C</b>	Application for Monumental Mason's Licence			Exempt- D81	<b>\$81.00</b>
<b>C</b>	Interment	Monday to Friday	\$797.27	\$79.73	<b>\$877.00</b>
<b>C</b>		Weekend/Public Holidays/RDOs	\$1199.09	\$119.91	<b>\$1319.00</b>
<b>C</b>	Re-opening Grave with a Headstone (over and above interment charge) Note: headstones & Monuments MUST be removed before grave re-opening.	Council will not remove headstones/monuments.	\$499.09	\$49.91	<b>\$549.00</b>
<b>C</b>	Interment of Ashes in Grave (over and above re-opening grave with headstone)		\$160.91	\$16.09	<b>\$177.00</b>
<b>C</b>	Purchase of Grant of Right of Burial	Valid for 25 years	\$160.91	\$16.09	<b>\$177.00</b>
<b>C</b>	Permission to Erect headstone		\$90.00	\$9.00	<b>\$99.00</b>
<b>C</b>	Exhumation fee		\$499.09	\$49.91	<b>\$549.00</b>

C	Application for Pre-Need Grant Right of Burial	Valid for 25 years	\$160.91	\$16.09	<b>\$177.00</b>
	<b>Niche Wall</b>		\$0.00	\$0.00	
C	Interment - single compartment		\$160.00	\$16.00	<b>\$176.00</b>
C	Interment - double compartment (1st Interment)		\$310.00	\$31.00	<b>\$341.00</b>
C	Interment - double compartment (2nd Interment)		\$158.18	\$15.82	<b>\$174.00</b>
C	Ashes removal - exhumation		\$158.18	\$15.82	<b>\$174.00</b>
C	Reservation of Niche	Valid for 25 years	\$158.18	\$15.82	<b>\$174.00</b>
<b>REFUSE/RUBBISH DISPOSAL</b>					
C	Replacement Bin	Per Bin		GST Included	<b>At cost</b>
C	General Waste	Per tonne	\$33.64	\$3.36	<b>\$37.00</b>
C	Green Waste	Per tonne	\$33.64	\$3.36	<b>\$37.00</b>
C	Asbestos burial	Per tonne	\$80.00	\$8.00	<b>\$88.00</b>
C	Asbestos burial	Minimum disposal cost	\$80.00	\$8.00	<b>\$88.00</b>
C	Building rubble	Per tonne	\$33.64	\$3.36	<b>\$37.00</b>
C	Car bodies	Each	\$33.64	\$3.36	<b>\$37.00</b>
C	Uncontaminated sand or fill				<b>No Charge</b>
C	Disposal of septic waste (from within SoB boundaries)	Per 2000 litres or part thereof	\$69.09	\$6.91	<b>\$76.00</b>
C	Disposal of septic waste (from outside of SoB boundaries)	Per 2000 litres or part thereof	\$293.64	\$29.36	<b>\$323.00</b>
C	Contractor/Commercial/Government Agencies	Per m <sup>3</sup>	\$59.09	\$5.91	<b>\$65.00</b>
C	Contractor/Commercial/Government Agencies	Per tonne	\$59.09	\$5.91	<b>\$65.00</b>
C	Tip Access outside of opening hours (24 hrs notice)	Per Hour (min charge 1 hour)	\$108.18	\$10.82	<b>\$119.00</b>
C	Trailer Mounted Skip Bin (for events)	Per Collection	\$24.55	\$2.45	<b>\$27.00</b>
C	Cardboard Recycle Bins	Per Collection	\$108.18	\$10.82	<b>\$119.00</b>
C	Townsite Residential Bulk Rubbish Pickup Service		\$52.73	\$5.27	<b>\$58.00</b>
C	Rubbish Service Charge				<b>\$384.00</b>
C	Refuse Site Rate - UV				<b>\$64.00</b>
C	Refuse Site Rate - GRV				<b>\$64.00</b>
S	Application to install waste water treatment system	Per application		Exempt- D81	<b>\$118.00</b>
S	Permit to use waste water treatment system	Per application		Exempt- D81	<b>\$118.00</b>

<b>SCHEDULE 11 - RECREATION AND CULTURE</b>					
<b>PUBLIC BUILDING HIRE FEES - Per Council Policy 2.25 Hall Hire &amp; 2.24 Fees and Charges for Community Facilities and Active Reserves</b>					
Commercial - are activities run by private companies - this includes CBH, Silverchain and Baptistcare (includes MRWA, Wheatbelt Dev Comm, the School/Education Department etc)					
Private Functions - are functions organised by individuals - birthday parties, funerals etc.					
Community Groups - are groups that are run by volunteer committees.					
	<b>Bonds (Refundable)</b>				
<b>C</b>	Bond - No Alcohol		\$250.00	Exempt	<b>\$250.00</b>
<b>C</b>	Bond - With Alcohol		\$500.00	Exempt	<b>\$500.00</b>
<b>C</b>	Clean/Damage Cost Recovery (per Policy 2.25)	at cost plus 15% admin fee		GST Included	<b>Per Council policy</b>
	<b>MEMORIAL HALL</b>				
	<b>Entire Facility</b>				
<b>C</b>	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12 midnight)	\$248.18	\$24.82	<b>\$273.00</b>
<b>C</b>	Private Function	Flat Daily Rate (6am to 12 midnight)	\$148.18	\$14.82	<b>\$163.00</b>
<b>C</b>	Private Function	Flat Hourly Rate (excluding weekend hire)	\$22.73	\$2.27	<b>\$25.00</b>
<b>C</b>	Community Group	Flat Daily Rate (6am to 12 midnight)	\$38.18	\$3.82	<b>\$42.00</b>
<b>C</b>	Community Group	Flat Hourly Rate	\$6.36	\$0.64	<b>\$7.00</b>
	<b>WB EVA PAVILION</b>				
	<b>Entire Facility (Excluding the Gymnasium)</b>				
<b>C</b>	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12 midnight)	\$315.45	\$31.55	<b>\$347.00</b>
<b>C</b>	Private Function	Flat Daily Rate (6am to 12 midnight)	\$157.27	\$15.73	<b>\$173.00</b>
<b>C</b>	Private Function	Flat Hourly Rate (excluding weekend hire)	\$22.73	\$2.27	<b>\$25.00</b>
<b>C</b>	Community Group	Flat Daily Rate (6am to 12 midnight)	\$57.27	\$5.73	<b>\$63.00</b>
<b>C</b>	Community Group	Flat Hourly Rate	\$10.91	\$1.09	<b>\$12.00</b>
	<b>Community Room (Northern end of Pavilion) - Shared Use of Kitchen</b>				
<b>C</b>	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12 midnight)	\$114.55	\$11.45	<b>\$126.00</b>
<b>C</b>	Commercial/State Government & Other Agencies	Flat Hourly Rate	\$24.55	\$2.45	<b>\$27.00</b>

C	Private Function	Flat Daily Rate (6am to 12 midnight)	\$52.73	\$5.27	<b>\$58.00</b>
C	Private Function	Flat Hourly Rate	\$12.73	\$1.27	<b>\$14.00</b>
C	Community Group	Flat Daily Rate (6am to 12 midnight)	\$20.00	\$2.00	<b>\$22.00</b>
C	Community Group	Flat Hourly Rate	\$4.55	\$0.45	<b>\$5.00</b>
	<b>RECREATION GROUND OVAL</b>				
C	Hire of Oval per day (up to 24hrs)	Flat Daily Rate	\$133.64	\$13.36	<b>\$147.00</b>
C	Hire of Oval per hour	Flat Hourly Rate	\$31.82	\$3.18	<b>\$35.00</b>
	<b>Bond (refundable)</b>				
C	Gym Key Bond		\$70.00	Exempt	<b>\$70.00</b>
	<b>Adult</b>				
C	Adult Membership - 3 Month	3 months	\$86.36	\$8.64	<b>\$95.00</b>
C	Adult Membership - 6 Month	6 months	\$152.73	\$15.27	<b>\$168.00</b>
C	Adult Membership - 1 Year	1 year	\$229.09	\$22.91	<b>\$252.00</b>
	<b>Junior (Under the age of 18 but over the age of 12 years)</b>				
C	Junior Membership - 3 Month	50% of Adult Fee	\$42.73	\$4.27	<b>\$47.50</b>
C	Junior Membership - 6 Month	50% of Adult Fee	\$76.36	\$7.64	<b>\$84.00</b>
C	Junior Membership - 1 Year	50% of Adult Fee	\$114.55	\$11.45	<b>\$126.00</b>
	<b>Seniors - Concession Card Holders</b>				
C	Concession Membership - 3 Months	50% of Adult Fee	\$42.73	\$4.27	<b>\$47.50</b>
C	Concession Membership - 6 Months	50% of Adult Fee	\$76.36	\$7.64	<b>\$84.00</b>
C	Concession Membership - 1 Year	50% of Adult Fee	\$114.55	\$11.45	<b>\$126.00</b>
	<b>Group Fees:</b>				
C	Commercial Activities/State Government & Other Agencies	Per Session *	\$25.45	\$2.55	<b>\$28.00</b>
	* Session is any period up to 1.5 hours; run by a qualified instructor, and not more than one session allowed between 5.00pm and 9.00pm per day.				
	<b>COMMUNITY GROUP CONTRIBUTIONS</b>				
C	Football Club	Per Annum	\$1370.00	\$137.00	<b>\$1507.00</b>
C	Cricket Club	Per Annum	\$724.55	\$72.45	<b>\$797.00</b>
C	Hockey Club	Per Annum	\$724.55	\$72.45	<b>\$797.00</b>
C	Netball Club	Per Annum	\$342.73	\$34.27	<b>\$377.00</b>
C	Mixed Night Netball (per Session)	Per Session	\$36.36	\$3.64	<b>\$40.00</b>
C	Tennis Club	Per Annum	\$1384.55	\$138.45	<b>\$1523.00</b>
	<b>Sporting Club Fees Include:</b>	<b>Provided that;</b>			
	1. The use of the Oval/Courts for home game fixture;	1. Bookings are made for every use;			
	2. The use of the change rooms for training nights and home game fixtures;	2. The buildings and facilities are left clean as per the Conditions of Use, including playing surfaces; and			
	3. The use of the facilities for home game fixture;	3. That all damage or faults are reported.			

	4. Three (3) free additional function hires which includes wind-ups or meetings.				
	* Playgroup hire fees include Pavilion use only (not Oval/Courts/Change rooms etc)				
<b>COMMUNITY BUS HIRE</b>					
<b>C</b>	Full Hire *	Per Km	\$0.86	\$0.09	<b>\$0.95</b>
<b>C</b>	Minimum Hire *	Minimum	\$40.00	\$4.00	<b>\$44.00</b>
<b>C</b>	Cleaning Charges	Per 15 minutes or part thereof	\$21.82	\$2.18	<b>\$24.00</b>
<b>C</b>	Minimum Cleaning Charge	Minimum	\$47.73	\$4.77	<b>\$52.50</b>
<b>C</b>	Trailer Hire (per use)		\$39.09	\$3.91	<b>\$43.00</b>
	* Vehicle is provided with a full tank of fuel and must be returned in the same condition.				
<b>C</b>	Bond (refundable)			Exempt	<b>\$350.00</b>
<b>SWIMMING POOL</b>					
	<b>Entrance Fees</b>				
<b>C</b>	Children (aged 5-17)		\$2.73	\$0.27	<b>\$3.00</b>
<b>C</b>	Seniors - Concession Card Holder		\$1.82	\$0.18	<b>\$2.00</b>
<b>C</b>	Adults (18+ years)		\$3.64	\$0.36	<b>\$4.00</b>
<b>C</b>	Spectators				<b>Free</b>
	<b>Season Tickets</b>				
<b>C</b>	Single		\$90.91	\$9.09	<b>\$100.00</b>
<b>C</b>	Family		\$178.18	\$17.82	<b>\$196.00</b>
<b>LIBRARY FEES</b>					
<b>C</b>	Replacement of membership card		\$5.45	\$0.55	<b>\$6.00</b>
<b>C</b>	Lost/Damaged item				<b>Cost + 20%</b>
<b>C</b>	Late Fee / Fines	(Max. charge \$2.00)			<b>25c per day</b>
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>					
<b>BUILDING FEES</b>					
<b>In accordance with Building Regulations 2012 and as amended from time to time</b>					
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2011</b>					
<b>S</b>	Certified applications for a Building Permit Class 1 & 10	Minimum Fee \$105.00		Exempt- D81	<b>0.19% of Cost of Construction</b>
<b>S</b>	Certified applications for a Building Permit Class 2 to 9	Minimum Fee \$105.00		Exempt- D81	<b>0.09% of Cost of Construction</b>
<b>S</b>	Uncertified Building Application	Minimum Fee \$105.00		Exempt- D81	<b>0.32% of Cost of Construction</b>
<b>S</b>	Application for a Demolition Permit Class 1 & 10	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for a Demolition Permit Class 2 to 9	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application to extend Building or Demolition permit per storey	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for an Occupancy Permit - completed building	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>



<b>S</b>	Application for a Temporary Occupancy Permit - incomplete building	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for an Occupancy Permit for a permanent change of the building use classification	Minimum Fee \$105.00		Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for a Occupancy Permit or Building Approval Certificate for registration of Strata Scheme, plan of re-subdivision	Based on number of units. Minimum Charge \$107.70		Exempt- D81	<b>\$11.60 for each strata unit.</b>
<b>S</b>	Application for an Occupancy Permit - unauthorised building work	Minimum Fee \$105.00		Exempt- D81	<b>0.18% of Cost of Construction</b>
<b>S</b>	Application for a Building Approval Certificate - unauthorised building work	Minimum Fee \$105.00		Exempt- D81	<b>0.38% of Cost of Construction</b>
<b>S</b>	Application to replace an Occupancy Permit for an existing building			Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application for a Building Approval Certificate for an existing building - authorised building work			Exempt- D81	<b>\$105.00</b>
<b>S</b>	Application to extend the time which an Occupancy Permit of Building Approval Certificate has effect			Exempt- D81	<b>\$105.00</b>
<b>S</b>	Amendment of Building Permits			Exempt- D81	<b>\$110.00</b>
	<b>Building Services Levy</b>				
<b>S</b>	Building Permit or Demolition Permit > or = \$45,000			Exempt- D81	<b>0.137% of value of the work</b>
<b>S</b>	Building Permit or Demolition Permit < \$45,000			Exempt- D81	<b>\$61.65</b>
<b>S</b>	Occupancy Permit			Exempt- D81	<b>\$61.65</b>
<b>S</b>	Building Approval Certificate			Exempt- D81	<b>\$40.50</b>
<b>S</b>	Unauthorised Building Work > or = \$45,000			Exempt- D81	<b>0.274% of value of the work</b>
<b>S</b>	Unauthorised Building Work <\$45,000			Exempt- D81	<b>\$123.30</b>
<b>S</b>	BCITF Fee - all building permits > or = \$20,000			Exempt- D81	<b>0.2% Cost of Construction (incl GST)</b>
<b>S</b>	Mandatory Private Swimming pool inspection fee	Inspected every 4 years/Max Fee \$58.45		Exempt- D81	<b>\$58.45</b>
<b>TOWN PLANNING FEES</b>					
<b>C</b>	Rural Street Address	Application Fee	\$190.91	\$19.09	<b>\$210.00</b>
<b>S</b>	Application for grant or renewal of Caravan Park licence	Application Fee	\$181.82	\$18.18	<b>\$200.00</b>
<b>CARAVAN PARK</b>					
	<b>Powered Site Per Van</b>				
<b>C</b>	Per Night	Nightly	\$30.00	\$3.00	<b>\$33.00</b>
<b>C</b>	Per Week	Weekly	\$177.27	\$17.73	<b>\$195.00</b>
<b>C</b>	Per Night - Concession Card Holder	Nightly	\$26.36	\$2.64	<b>\$29.00</b>
<b>C</b>	Per Week - Concession Card Holder	Weekly	\$152.73	\$15.27	<b>\$168.00</b>
<b>C</b>	Caravan Club - powered site - per van	Per Night	\$24.55	\$2.45	<b>\$29.00</b>
	<b>Unpowered Site Per Van</b>				
<b>C</b>	Per Night	Nightly	\$25.45	\$2.55	<b>\$28.00</b>
<b>C</b>	Per Week	Weekly	\$148.18	\$14.82	<b>\$163.00</b>
<b>C</b>	Per Night - Concession Card Holder	Nightly	\$20.00	\$2.00	<b>\$22.00</b>
<b>C</b>	Per Week - Concession Card Holder	Weekly	\$119.09	\$11.91	<b>\$131.00</b>

C	Caravan Club - unpowered site - per van	Per Night	\$20.00	\$2.00	\$22.00
	<b>Camping (grassed area)</b>				
C	Per Night	Nightly	\$21.82	\$2.18	\$24.00
C	Per Night - Concession Card Holder	Nightly	\$20.00	\$2.00	\$22.00
C	Shower usage only	Per shower	\$10.91	\$1.09	\$12.00
C	Washing machine	Per use	\$3.64	\$0.36	\$4.00
C	Dryer	Per use	\$5.45	\$0.55	\$6.00
	Chalets				
C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Night	\$176.36	\$17.64	\$194.00
C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Week	\$1060.00	\$106.00	\$1166.00
C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Night	\$186.36	\$18.64	\$205.00
C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Week	\$1117.27	\$111.73	\$1229.00
C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Night	\$129.09	\$12.91	\$142.00
C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Week	\$763.64	\$76.36	\$840.00
C	Replacement Key	Per Key	\$30.00	\$3.00	\$33.00
C	Caravan Park - Cancellation Fees - Chalets (minimum of 24 hours notice to be given to avoid fee)	1 Nights accommodation cost			1 Nights accommodation cost
	<b>Caravan Park - Chalet Cleaning/damage (extra cleaning required)</b>				
C		Minimum charge	\$48.18	\$4.82	\$53.00
C		Per 15 minutes or part thereof	\$21.82	\$2.18	\$24.00
C	Caravan Park - Chalet Items: broken/damaged/replacement				Cost plus 20%
C	After hours call out fee (lost key etc.)		\$86.36	\$8.64	\$95.00
<b>Note: Caravan Park Bookings (Chalets) must be paid in FULL prior to arrival</b>					
<b>STANDPIPE WATER</b>					
C	Standpipe Water - 20mm Community Standpipe (low flow)	Per Kilolitre	GST Free		\$5.60
C	Standpipe Water - 50mm Community Standpipe (high flow)	Per Kilolitre	GST Free		\$15.00
C	Standpipe Water - Happy Valley Bore Field- non-potable water	Per Kilolitre	\$9.09	\$0.91	\$10.00
<b>COMMUNITY RESOURCE CENTRE</b>					
<b>Advertising Rates - Telegraph - All fees charged are valid per financial year</b>					
C	B&W	Full Page	\$36.36	\$3.64	\$40.00
C		Half page	\$22.73	\$2.27	\$25.00
C		Quarter page	\$13.64	\$1.36	\$15.00
C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages B&W	\$45.45	\$4.55	\$50.00
C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages Colour	\$54.55	\$5.45	\$60.00
C	Colour advertising (any size)	Any size	\$68.18	\$6.82	\$75.00
C		Community Group	\$40.91	\$4.09	\$45.00
C	Club Notes	Max 2 Pages B&W	N/A		No Charge

C	B & W Business Card	6 Months, 12 Editions	\$38.64	\$3.86	<b>\$42.50</b>
C	B & W Business Card	Single entry	\$4.55	\$0.45	<b>\$5.00</b>
C	Brookton Telegraph - Tradies 1/4 page advertising (24 editions - financial year)	Each	\$313.64	\$31.36	<b>\$345.00</b>
C	Yearly Subscription	Includes P&H	\$100.00	\$10.00	<b>\$110.00</b>
C	Brookton Telegraph	Each	\$0.91	\$0.09	<b>\$1.00</b>
C	Brookton Telegraph - Wholesale	Each	\$0.82	\$0.08	<b>\$0.90</b>
C	Telegraph Advertising Gold Tier Sponsorship – Includes • Front cover banner per edition • 1 x A4 colour page per edition • 1 x B & W A4 page per edition • 24 hard copy editions	Per Financial year	\$2181.82	\$218.18	<b>\$2400.00</b>
C	Telegraph Advertising Silver Tier Sponsorship – Includes • 1 x B & W A4 page per edition • 24 x colour logo on back page • 24 x ¼ page advert on trades and business page • 24 hard copy editions	Per Financial year	\$1227.27	\$122.73	<b>\$1350.00</b>
C	Telegraph Advertising – Bronze Tier Sponsorship – Includes • 24 x B & W 1/2 page per edition • 24 business cards	Per Financial year	\$472.73	\$47.27	<b>\$520.00</b>
	<b>Facebook Marketing</b>				
C	Facebook Poster and Scheduled Post		\$22.73	\$2.27	<b>\$25.00</b>
	<b>Printing &amp; Administration Services</b>				
C	B&W Single Sided	A4	\$0.45	\$0.05	<b>\$0.50</b>
C		A3	\$0.91	\$0.09	<b>\$1.00</b>
C	B&W Double Sided	A4	\$0.91	\$0.09	<b>\$1.00</b>
C		A3	\$1.36	\$0.14	<b>\$1.50</b>
C	Colour Single Sided	A4	\$0.91	\$0.09	<b>\$1.00</b>
C		A3	\$1.82	\$0.18	<b>\$2.00</b>
C	Colour Double Sided	A4	\$1.36	\$0.14	<b>\$1.50</b>
C		A3	\$2.27	\$0.23	<b>\$2.50</b>
C	Photo Paper	6x4	\$0.91	\$0.09	<b>\$1.00</b>
C	Photo Paper	A4	\$1.82	\$0.18	<b>\$2.00</b>
C	Laminating	A4	\$2.27	\$0.23	<b>\$2.50</b>
C	Laminating	A3	\$3.18	\$0.32	<b>\$3.50</b>
C	Binding	Small (1-20pages)	\$6.82	\$0.68	<b>\$7.50</b>
C	Binding	Large (20+ pages)	\$11.36	\$1.14	<b>\$12.50</b>
C	Folding Machine	100 pages	\$13.64	\$1.36	<b>\$15.00</b>
C	VHS to DVD		\$11.36	\$1.14	<b>\$12.50</b>
C	Community Directory	A4	\$9.09	\$0.91	<b>\$10.00</b>
C	Directory Advert/Sponsorship	A4 Full Colour Page	\$227.27	\$22.73	<b>\$250.00</b>

C	Directory Advert/Sponsorship	1/2 Page Full Colour Page	\$118.18	\$11.82	<b>\$130.00</b>
C	Directory General Business Listing	N/A	\$45.45	\$4.55	<b>\$50.00</b>
C	Directory Club /Special Interest/Community Group	1/4 Page Feature	\$45.45	\$4.55	<b>\$50.00</b>
C	Scanning & email	Any size - per page	\$0.91	\$0.09	<b>\$1.00</b>
C	Scanning extra page	Any size - per page	\$0.18	\$0.02	<b>\$0.20</b>
C	Scanning & email including Admin	Any size - per page	\$2.73	\$0.27	<b>\$3.00</b>
C	Secretarial Services	P/hour	\$22.73	\$2.27	<b>\$25.00</b>
C	Secretarial Services	P/30 Min	\$13.64	\$1.36	<b>\$15.00</b>
C	Secretarial Services	P/15 Min	\$9.09	\$0.91	<b>\$10.00</b>
C	Secretarial Services	Under 15 Min	\$4.55	\$0.45	<b>\$5.00</b>
C	Old Time Motor Show advertising - B&W/C Printed material & Facebook		\$2272.73	\$227.27	<b>\$2500.00</b>
	<b>Room &amp; Video Conference Hire</b>				
C	Room	1 Hour	\$22.73	\$2.27	<b>\$25.00</b>
C		Half Day	\$45.45	\$4.55	<b>\$50.00</b>
C		Full Day	\$68.18	\$6.82	<b>\$75.00</b>
C	Room with video conferencing	1 Hour	\$31.82	\$3.18	<b>\$35.00</b>
C		Half Day	\$54.55	\$5.45	<b>\$60.00</b>
C		Full Day	\$77.27	\$7.73	<b>\$85.00</b>
	<b>Exam Facilitation</b>				
C	Exam room hire	Per hour	\$45.45	\$4.55	<b>\$50.00</b>
C	Exam Invigilation	Per hour	\$45.45	\$4.55	<b>\$50.00</b>
	<b>Equipment Hire</b>				
C	Projector & Screen	Per session	\$45.45	\$4.55	<b>\$50.00</b>
C	PA System	Per session	\$18.18	\$1.82	<b>\$20.00</b>
C	Whiteboard	Per session	\$18.18	\$1.82	<b>\$20.00</b>
	<b>Courses</b>				
C	Community Events, Training & Programs				<b>At cost +20%</b>
<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>					
<b>PLANT HIRE (Per Hour - Ex Yard)</b>					
<b>NB:</b>					
<b>All plant is to be operated by Shire Staff - Dry hire is not available for private works.</b>					
C	Front End Loader	Weekday	\$168.18	\$16.82	<b>\$185.00</b>
C	Front End Loader	Weekend	\$190.91	\$19.09	<b>\$210.00</b>
C	Grader	Weekday	\$207.27	\$20.73	<b>\$228.00</b>
C	Grader	Weekend	\$227.27	\$22.73	<b>\$250.00</b>
C	Multi Tyred Roller	Weekday	\$200.00	\$20.00	<b>\$220.00</b>

<b>C</b>	Multi Tyred Roller	Weekend	\$220.00	\$22.00	<b>\$242.00</b>
<b>C</b>	Backhoe	Weekday	\$190.91	\$19.09	<b>\$210.00</b>
<b>C</b>	Backhoe	Weekend	\$213.64	\$21.36	<b>\$235.00</b>
<b>C</b>	Tip Truck (Canter)	Weekday	\$184.55	\$18.45	<b>\$203.00</b>
<b>C</b>	Tip Truck (Canter)	Weekend	\$207.27	\$20.73	<b>\$228.00</b>
<b>C</b>	Tip Truck (Tandem)	Weekday	\$213.64	\$21.36	<b>\$235.00</b>
<b>C</b>	Tip Truck (Tandem)	Weekend	\$236.36	\$23.64	<b>\$260.00</b>
<b>C</b>	Bobcat	Weekday	\$130.00	\$13.00	<b>\$143.00</b>
<b>C</b>	Bobcat	Weekend	\$150.91	\$15.09	<b>\$166.00</b>
<b>C</b>	Utility	Weekday	\$184.55	\$18.45	<b>\$203.00</b>
<b>C</b>	Utility	Weekend	\$207.27	\$20.73	<b>\$228.00</b>
<b>C</b>	Tree Planter	Weekday	\$50.00	\$5.00	<b>\$55.00</b>
<b>C</b>	Tree Planter	Weekend	\$61.82	\$6.18	<b>\$68.00</b>
<b>C</b>	Cub Cadet Slasher	Weekday	\$123.64	\$12.36	<b>\$136.00</b>
<b>C</b>	Cub Cadet Slasher	Weekend	\$144.55	\$14.45	<b>\$159.00</b>
<b>C</b>	Labourer	Weekday	\$89.09	\$8.91	<b>\$98.00</b>
<b>C</b>	Labourer	Weekend	\$111.82	\$11.18	<b>\$123.00</b>
<b>C</b>	Water Truck	Weekday	\$184.55	\$18.45	<b>\$203.00</b>
<b>C</b>	Water Truck	Weekend	\$207.27	\$20.73	<b>\$228.00</b>
<b>C</b>	Street Sweeper Tow Behind	Weekday	\$50.00	\$5.00	<b>\$55.00</b>
<b>C</b>	Street Sweeper Tow Behind	Weekend	\$61.82	\$6.18	<b>\$68.00</b>
<b>C</b>	Toro - Mower	Weekday	\$130.00	\$13.00	<b>\$143.00</b>
<b>C</b>	Toro - Mower	Weekend	\$151.82	\$15.18	<b>\$167.00</b>
<b>PURCHASE OF MATERIALS</b>					
<b>C</b>	Gravel (compacted & removed from property)	Per cubic metre	\$1.82	\$0.18	<b>\$2.00</b>
<b>C</b>	Sand	Per cubic metre	\$1.32	\$0.13	<b>\$1.45</b>
<b>C</b>	Clay	Per cubic metre	\$1.05	\$0.10	<b>\$1.15</b>
<b>Statutory fees are subject to change. The Shire of Brookton reserves the right to charge in accordance with any changes.</b>					

**14.06.23.04 WRITE OFF SMALL BALANCES – END OF YEAR RATES**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Holly Bassett – Finance Administration Officer - Rates
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is consider the Council rates debt recovery process and approve the write-off of small balances of remaining penalty interest on rates.

**Description of Proposal:**

Council has regularly consider writing off amounts of less than \$5.00 of outstanding penalty interest on individual rate assessments.

There are currently a total 79 assessments, with a total of \$130.91. The full list of all assessments and totals is included in Confidential Attachment 14.06.23.04A.

These amount normally occur when rate payments are made in full several days after a due date.

These outstanding amounts will commence to earn penalty interest from 1 July. This has the potential to make Council's Annual Rate Notice confusing.

Given the relatively small individual amounts involved and the relatively large number of ratepayers involved, the Officer has recommended writing off these balances.

**Background:**

Over the past 12 months the Shire Administration has taken an active approach to address outstanding rates balance. This has yielded improvements in the level of outstanding rates and charges as well as the establishment of a number of new payment plans for outstanding accounts.

Section 6.12 of the *Local Government Act* 1995 also deals with the power to defer, grant discounts, waive or write off debts. The Shire has not issued a delegation to the CEO to write off small balances, and as such, this matter must be presented to Council for resolution.

**Consultation:**

Given the relatively small amounts involved and the cost of consultation, most of the ratepayers are unaware of the small amounts outstanding.

## Statutory Environment:

*Local Government Act 1995*

### 6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or*
  - (b) *wave or grant concessions in relation to any amount of money; or*
  - (c) *write off any amount of money,*
- which is owed to the local government.*
- \* Absolute majority required.*

## Relevant Plans and Policy:

There are no Council policy implications relative to this issue.

## Financial Implications:

The financial implications of \$130.91 is minor and covered in a standard budget provision for write offs of this nature in the 2022/2023 budget.

## Risk Assessment:

The risk in relation to this matter is assessed as “Low” on the basis that again there is minimal impact on the Shire’s finances with associated assessments that have an outstanding balance less than \$5.00.

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 delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2022.

18 *Financial Control*

18.5 *Process Rates, other revenues, timely payments*

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council, pursuant to section 6.12 (1)(c) of the Local Government Act 1995, write-off the outstanding rates balances totalling \$130.91 as contained in Confidential Attachment 14.06.23.04A.***

*(Absolute majority Vote required)*

**Attachments**

Confidential Attachment 14.06.23.04A – Write off Small Balances.



#### 14.06.23.05 LIST OF PAYMENTS – MAY 2023

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kathy Muller – Finance Administration Officer - Creditors
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	18 May 2023

#### Summary of Item:

The purpose of this report is to present the list of payments for the month of May 2023, 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.

#### 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:

There has been no consultation on this matter.

#### 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.*

#### **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	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:**

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services support the following Business Unit and Functions:

- 18. *Financial Control*
  - 18.2 *Conduct external/internal audits and reporting*
  - 18.5 *Process rates, other revenues, timely payments*

**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 provide to Council, where such delegation is made.

The payment schedule is provided to Councillors separately and not published on the Shire of Brookton website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can obtain the schedule from the Shire of Brookton Administration Office.

Contained within Attachment 14.06.23.05B is a detailed transaction listing of credit card expenditure paid for the period ended 31 May 2023.

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

- 1. the list of accounts, totalling \$1,207,936.49 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of May 2023, as contained within Attachment 14.06.23.05A; and***
- 2. the list of credit card transactions, totalling \$1,154.25 paid in May 2023, as contained within Attachment 14.06.23.05B.***

*(Simple majority vote required)*

**Attachments**

Attachment 14.06.23.05A – List of Payments for May 2023.

Attachment 14.06.23.05B – List of Credit Card Transactions for May 2023.

## List of Payments for May 2023

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14395	03/05/2023	ALAN MILLER	REFUND FOR CARAVAN PARK BOOKING #11782219 CANCELLED WITH MORE THAN 24HRS NOTICE	\$26.00
EFT14396	03/05/2023	AUSTRALIA POST	AUSTRALIA POST - POSTAGE CHARGES - MARCH 2023	\$862.32
EFT14397	03/05/2023	BROOKTON 24/7 TOWING	FIT AND REPLACE L/HAND SIDE MIRROR PT14, FIT AND REPLACE LED TRAILOR LIGHT & CLEARANCE LIDE LIGHT ON PPT1 & SERVICE & SAFETY INSPECTION - PM10, 3 X TYRES - SKIDSTEER - PTR4 & SERVICE & SAFETY INSPECTION - PBH4, LOG BOOK SERVICE & SAFETY INSPECTION LABOUR, MITSUBISHI TRITON UTE - PU33	\$5,854.86
EFT14398	03/05/2023	BROOKTON OLD TIME MOTOR SHOW	TOILET PAPER ORDER FOR OLD TIME MOTOR SHOW MARCH 2023	\$49.90
EFT14399	03/05/2023	BROOKTON PLUMBING	TEST PUMPS AT MAIN OVAL AND DAM - APRIL 2023 & STAFF TOILET REPAIRS CLEAR BLOCKAGE TO MAIN DRAIN AND CHECK FLOW AT SEWER CONNECTION INCLUDING LABOUR,	\$610.50
EFT14400	03/05/2023	BROOKTON PROFESSIONAL SERVICES CENTRE	RENT OF OFFICE SPACE FOR CRC - MAY 2023	\$935.00
EFT14401	03/05/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITFY LEVY PAYMENTS - FEBRUARY 2023	\$3,377.99
EFT14402	03/05/2023	CARROLL & RICHARDSON FLAGS	ABORIGINAL FLAG TO REPLACE FLAG STOLEN AT OTMS MARCH 2023	\$159.25
EFT14403	03/05/2023	CLEANFLOW ENVIRONMENTAL SOLUTIONS	CLEANING AND PRE CCTV-INSPECTION OF SEWERAGE LINES OMC 12.11.22.02	\$16,855.58
EFT14404	03/05/2023	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	REPAIRS TO UNISEX TOILETS AT CARAVAN PARK, CLEARED TREE ROOTS AND PAPER BLOCKAGE AND FIX FALL APRIL 2023	\$703.36
EFT14405	03/05/2023	EDGE PLANNING & PROPERTY	11.5 HOURS OF PLANNING SERVICES MARCH 2023	\$1,663.47
EFT14406	03/05/2023	GARY SHERRY	50% REIMBURSEMENT OF SYNERGY COSTS FOR THE PERIOD 21/01/2023 23/03/2023 AS PER EMPLOYMENT CONTRACT	\$163.99
EFT14407	03/05/2023	HICKMAN CONTRACTING	EXCAVATION OF TOPSOIL AT WEST BROOKTON FIRE SHED IN PREPARATION FOR PAD FOR NEW FIRE SHED	\$12,815.00

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14408	03/05/2023	INTEGRATED ICT	CLOUD BACKUP SUBSCRIPTION AGR190, SUBSCRIPTIONS FOR EXCLAIMER FOR OFFICE 365 EMAIL SIGNATURE - MARCH 2023	\$813.18
EFT14409	03/05/2023	IT VISION	ADDITIONAL LICENCE FOR SYNERGYSOFT X2, UPDATE OF RATES MAPPING CADASTRE FOR 2022-23, REMITTANCE ADVICE TEMPLATE UPDATE, TRAINING EXCELL INTERGRATION FOR SENIOR FINANCE OFFICER	\$3,591.26
EFT14410	03/05/2023	JELCOBINE FARMS	2 X ANZAC DAY WREATHS TO BE LAYED BY THE SHIRE OF BROOKTON COUNCILLORS -TUESDAY 25TH APRIL 2023	\$220.00
EFT14411	03/05/2023	JESKY BUILDING AND SUPPLIES	PUMP OUT DUMP POINT AT BROOKTON CARAVAN PARK APRIL 2023	\$480.00
EFT14412	03/05/2023	LES VIDOVICH	REIMBURSEMENT OF INTERNET EXPENSES AS PER EMPLOYMENT CONTRACT FOR THE PERIOD 03/03/2023 TO 02/04/2023	\$80.27
EFT14413	03/05/2023	NOURISH BROOKTON	IGA PURCHASES - MILK, SUGAR, COFFEE FOR ADMIN OFFICE, DEPOT & CARAVAN PARK, REFRESHMENTS FOR COUNCIL MEETING, KEY CUTTING FOR ADMINISTRATION OFFICE, CATERING FOR MENTAL HEALTH WORKSHOP - MARCH 2023	\$358.17
EFT14414	03/05/2023	OFFICEWORKS BUSINESS DIRECT	STATIONARY ORDER FOR ADMINISTRATION OFFICE - DISPLAY BOOKS, LIQUID PAPER, LEVER ARCH FILE, A4 DOCUMENT WALLETS, STORAGE DESK ORGANISER, FOOTREST, SHIPPING AND HANDLING, AVERY TUBE CLIP FASTENER, SCISSORS 9', DRAWER TIDY, DOCUMENT TRAY X2 - APRIL 2023	\$458.02
EFT14415	03/05/2023	OPEN COLLEGES PTY LTD	PAYMENT OF FEES FOR ENROLMENT IN CERTIFICATION II HORTICULTURE - DARBY WHITMORE	\$4,222.50
EFT14416	03/05/2023	PINGELLY TYRE SERVICE TRAVEX ENTERPRISES ATF HODGES FAMILY TRUST	NEW TYRES FOR TRITON UTE PU1 X2 - APRIL 2023	\$660.00
EFT14417	03/05/2023	REDFISH TECHNOLOGIES PTY LTD	DELIVERY OF POLES AND MATERIAL FOR ROBINSON PUBLIC TOILET CCTV - APRIL 2023	\$3,240.09
EFT14418	03/05/2023	RM SURVEYS	FEATURE SURVEYS OF BROOKTON RAILWAY STATION - MARCH 2023	\$5,758.50
EFT14419	03/05/2023	STABILISED PAVEMENTS OF AUSTRALIA PTY LTD	STABILISATION OF DANGIN MEARS ROAD - MARCH 2023	\$175,427.67
EFT14420	03/05/2023	SUPER SIGNS WA	UPGRADE TOURIST INFORMATION BAY SIGN ON WILLIAMS STREET	\$10,549.00
EFT14421	03/05/2023	TOLL TRANSPORT PTY LTD	SHIPPING COSTS - CORSIGNS, MARCH 2023	\$353.59

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14422	03/05/2023	TOTAL PLANT HIRE PTY LTD	HIRE OF PRIME MOVER FOR USE ON DANGIN MEARS 03/02/2023 - 09/02/2023, 10/02/2023 - 16/02/2023, 17/02/2023 - 23/02/2023 - FEBRUARY 2023	\$14,141.78
EFT14423	03/05/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICE FOR THE PERIOD 04/04/2023 TO 14/04/2023	\$731.50
EFT14424	05/05/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$190.58
EFT14425	05/05/2023	DELTA AGRIBUSINESS WA BROOKTON RURAL TRADERS	FERTILIZER FOR BROOKTON OVAL, BMC-R150RLG 107L R150 TRAILED SPREADER, HUSQVARNA BLOWER 125B, LAMP REVOLVE AMBER MAGNETIC BASE & GLOBE, VARIOUS GARDENING SUPPLIES, NUTS BOLTS AND DEPOT SUPPLIES	\$9,821.79
EFT14426	05/05/2023	LGRCEU	PAYROLL DEDUCTIONS	\$174.50
EFT14427	05/05/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$235.00
EFT14428	05/05/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$780.00
EFT14429	05/05/2023	WA TREASURY CORPORATION	PAYMENT OF PRINCIPAL AND INTEREST FOR LOAN 81 AND 82 DUE MAY 2023	\$65,222.77
EFT14430	05/05/2023	AGI BURMAS	REFUND OF PET BOND – 2/28 WILLIAMS STREET.	\$100.00
EFT14431	05/05/2023	BEN PEARSON	REFUND OF GYM KEY	\$70.00
EFT14432	05/05/2023	MARION HAEUSLER	REFUND OF GYM KEY	\$70.00
EFT14433	05/05/2023	SOMERSET CATERING COMPANY	REFUND OF BOND FOR HIRE OF WB EVA PAVILION	\$250.00
EFT14434	12/05/2023	3E ADVANTAGE PTY LTD	SHIRE OFFICE - PRINTING COSTS APRIL - 2023	\$1,200.29
EFT14435	12/05/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	500 HR SERVICE FOR GRADER PG9 + PG8 APRIL 2023	\$3,779.71
EFT14436	12/05/2023	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	HIRE OF MULTI ROLLER 01/04/2023-30/04/2023 – DANGIN MEARS ROAD	\$3,542.00
EFT14437	12/05/2023	AMD AUDIT & ASSURANCE PTY LTD	FEES FOR FINANCIAL MANAGEMENT REVIEW - MARCH 2023	\$2,750.00
EFT14438	12/05/2023	AMPAC DEBT RECOVERY	DEBT RECOVERY COSTS - A388, A111, A2682 - APRIL 2023	\$977.75
EFT14439	12/05/2023	ARMADALE MOWER WORLD & SERVICE CO	NEW CHUTE FOR RIDE ON MOWER - PM9 - APRIL 2023	\$110.00
EFT14440	12/05/2023	BEDFORD ARMS HOTEL	COUNCILLOR MEALS X5, STAFF MEALS X5 & REFRESHMENTS FOR COUNCIL MEETING	\$396.00
EFT14441	12/05/2023	BEST OFFICE SYSTEMS	CRC OFFICE - POSTAGE OF EXTRA TONER CARTRIDGE - APRIL 2023	\$21.00
EFT14442	12/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH BOND AND DEPOSITS - ADMIN - APRIL 2023	\$618.75

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14443	12/05/2023	BOC GASES	DEPOT GASES - MONTHLY CYLINDER RENTAL CHARGES - APRIL 2023	\$54.66
EFT14444	12/05/2023	BROOKTON 24/7 TOWING	REPLACE BRAKE PADS AND WIPER BLADES FOR TRITON UTE - PU33 - APRIL 2023	\$240.90
EFT14445	12/05/2023	BROOKTON PROFESSIONAL SERVICES CENTRE	RENT FOR CRC OFFICE SPACE - CRC BUILDING - JUNE 2023	\$935.00
EFT14446	12/05/2023	BROOKTON TYRE SERVICE	NEW TYRE AND FITTING - PU33 - MRL20 MITSUBISHI UTE - APRIL 2023	\$561.00
EFT14447	12/05/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BUILDING SERVICE LEVY PAYMENTS - 5X LEVY'S COLLECTED - APRIL 2023	\$358.60
EFT14448	12/05/2023	BURGESS RAWSON (WA) PTY LTD	WATER USAGE FEES - RAILWAY STATION - MARCH & APRIL 2023	\$2,187.54
EFT14449	12/05/2023	CATER CENTRAL	NEW HOT WATER URN - MEMORIAL HALL - 2023	\$676.00
EFT14450	12/05/2023	CORPORATE TRAVEL MANAGEMENT	REFUND OF DUPLICATE PAYMENT - CARAVAN PARK BOOKING - 10638944 - 03/04/2022-29/05/2022	\$9,120.00
EFT14451	12/05/2023	COTERRA ENVIRONMENT	KWEDA NORTH ROAD VEGETATION CLEARING PERMIT ASSISTANCE - WBSF1 - APRIL 2023	\$985.88
EFT14452	12/05/2023	EDGE PLANNING & PROPERTY	FEE FOR TOWN PLANNING SERVICES - APRIL 2023	\$3,254.62
EFT14453	12/05/2023	FUEL DISTRIBUTORS OF WA	7000L OF DIESEL DELIVERED TO SHIRE DEPOT ON 13/04/2023	\$12,427.31
EFT14454	12/05/2023	FULLPOWER ELECTRICS (WA) PTY LTD	SUPPLY AND INSTALL NEW PRESSURE PUMP, HOSE AND ONE WAY VALVE WITH TURLTE PROTECTION SEWAGE TREATMENT PLANT APRIL 2023	\$1,487.21
EFT14455	12/05/2023	G & M DETERGENTS AND HYGIENE SERVICES	CLEANING SUPPLIES - WB EVA PAVILION, CARAVAN PARK, ROBINSON ROAD TOILETS & SHIRE DEPOT - APRIL 2023	\$595.02
EFT14456	12/05/2023	GF & KJ BASSETT PTY LTD	SUPPLY AND DELIVERY OF SAND - TOWN OVAL - APRIL 2023	\$484.00
EFT14457	12/05/2023	H RUSHTON & CO	VALVES AND COUPLINGS FOR HINO TRUCK - PT14 - APRIL 2023	\$128.72
EFT14458	12/05/2023	HW & ASSOCIATES	CONCEPT DESIGN ESTIMATE - RAILWAY STATION - APRIL 2023	\$1,650.00
EFT14459	12/05/2023	INTEGRATED ICT	IMPLEMENTATION OF MFA - ALL STAFF AND ELECTED MEMBERS, MONTHLY NBN CONNECTION CRC APRIL 2023, IP TELEPHONY MONTHLY SERVICES & EQUIPMENT CHARGES JULY 2022 - JUNE 2023	\$1,442.96
EFT14460	12/05/2023	IT VISION	IT VISION TRAINING - CHARLOTTE COOKE - EXCEL INTEGRATION	\$825.00



EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14461	12/05/2023	KWIK KOPY CANNING VALE CASSFAM PTY LTD T/A	COPY AND SCAN A1 PLANS - BAPTISTCARE - APRIL 2023	\$161.65
EFT14462	12/05/2023	MARKET CREATIONS AGENCY MARKET CREATIONS AGENCY PTY LTD	COUNCIL CONNECT WEBSITE - ADD FIRE RATING MODULE	\$825.00
EFT14463	12/05/2023	MOORE AUSTRALIA (WA) PTY LTD	2023 FINANCIAL REPORTING WORKSHOP - MCC LIVESTREAM ATTENDANCE - APRIL 2023	\$2,090.00
EFT14464	12/05/2023	NARROGIN GLASS	REPAIRS TO WB EVA PAVILION - REGLAZE ENTRANCE DOOR TOP PANEL - APRIL 2023	\$312.90
EFT14465	12/05/2023	NOURISH BROOKTON	SHIRE DEPOT REFRESHMENTS INCLUDING MILK COFFEE SUGAR AND CATERING OF TOOLBOX MEETING & ADMINISTRATION OFFICE REFRESHMENTS AND SUPPLIES INCLUDING MILK COFFEE, SUGAR, DISHWASHER TABLETS - CARAVAN PARK SUPPLIES INCLUDING MILK AND COFFEE - APRIL 2023	\$356.51
EFT14466	12/05/2023	PERTH GEOTECHNICS PTY LTD	GEOTECHNICAL INVESTIGATION REPORT AT YORK WILLIAMS ROAD – WEST BROOKTON FIRE SHED - APRIL 2023	\$2,530.00
EFT14467	12/05/2023	PLAY CHECK	AUDIT OF PLAYGROUNDS - FITNESS EQUIPMENT CIRCLE, OVAL PLAYGROUND, FLYING FOX AND SWINGS, MEMORIAL PARK PLAYGROUND, BROOKTON-KWEDA PLAYGROUND, MADDISON SQUARE PLAYGROUND - APRIL 2023	\$1,320.00
EFT14468	12/05/2023	RESONLINE	CARAVAN PARK BOOKING MANAGEMENT SYSTEM - MONTHLY FEE - APRIL 2023	\$242.00
EFT14469	12/05/2023	RURAL TRAFFIC SERVICES PTY LTD	2 X TRAFFIC CONTROLLERS WITH VEHICLES, SIGNS AND TRAFFIC LIGHTS - DANGIN MEARS ROAD WORKS -26/04/2023 TO 27/04/2023	\$2,091.98
EFT14470	12/05/2023	SHERRIN RENTALS PTY LTD	HIRE OF WATER TRUCK AND SMOOTH DRUM ROLLER - 01/04/2023 TO 30/04/2023 – DANGIN MEARS ROAD - APRIL 2023	\$10,230.00
EFT14471	12/05/2023	SIGNS PLUS	NAME BADGES - SHIRE ADMIN STAFF X 8 & ELECTED MEMBERS X 2 - APRIL 2023	\$166.00
EFT14472	12/05/2023	SKYE FISHER	STAFF REIMBURSEMENT - SKYE FISHER - KEY CUTTING - GIRL GUIDE SHED	\$9.95

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14473	12/05/2023	SWAN TOWING SERVICES PTY LTD	TOWING OF TRUCK FROM DANGIN-MEARS ROAD TO SHIRE DEPOT - PT10 - APRIL 2023	\$1,650.00
EFT14474	12/05/2023	T/AS DOWNER EDI LTD DOWNER EDI WORKS PTY LTD	SUPPLY AND INSTALL AGGREGATE - DANGIN-MEARS ROAD - APRIL 2023	\$79,996.98
EFT14475	12/05/2023	WA CONTRACT RANGER SERVICES	RANGER SERVICES - 20/04/2023 - 26/04/2023 - APRIL 2023	\$836.00
EFT14476	12/05/2023	WA LOCAL GOVERNMENT ASSN	WALGA TRAINING - INTRODUCTION TO LOCAL GOVERNMENT ELEARNING - ABBIE SMITH - APRIL 2023	\$242.00
EFT14477	12/05/2023	WALLIS COMPUTER SOLUTIONS	UPDATED TO LATEST VERSION OF SYNERGY SOFT - ADMIN - APRIL 2023	\$1,483.90
EFT14478	12/05/2023	WHEATBELT ELECTRICS	CALLOUT TO REPAIR DAMAGED CABLING AND REPLACE SMASHED POWER OUTLET AT CRICKET SHED & DISCONNECT AND MAKE SAFE OLD SWITCHBOARD - DEPOT BUILDING - APRIL 2023	\$442.71
EFT14479	12/05/2023	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE OF ARCHIVE BOXES - MONTHLY FEE - APRIL 2023	\$ 52.16
EFT14480	19/05/2023	3E ADVANTAGE PTY LTD	PRINT AND COPY FEES - CRC OFFICE - APRIL 2023	\$1,718.48
EFT14481	19/05/2023	B & N EYRE BROOKTON NEWSAGENCY	CRC OFFICE - CARVEN CERTIFICATE FRAME, KODAK PHOTO PAPER, 6 BOXES (30 REAMS) A4 PAPER - MARCH 2023 & ADMIN OFFICE - USB MEMORY STICK, PAPER A3, VEHICLE LOG BOOKS X2, A5 NOTEBOOK, CITIZEN OF THE YEAR AWARD NAME PLATES, PINGELLY TIMES, LASER POINTER NOBO	\$1,206.35
EFT14482	19/05/2023	BROOKTON 24/7 TOWING	REPAIRS TO ISUZU TRUCK - DIAGNOSTIC, REPLACE BATTERY, CHECK COOLANT AND CHANGE OIL - INCLUDING TRAVEL TO DANGIN-MEARS ROAD - PT10 - APRIL 2023	\$577.50
EFT14483	19/05/2023	BUILDING & ENERGY	BUILDING SERVICES LEVY - 5 X BUILDING PERMITS ISSUED - APRIL 2023	\$358.60
EFT14484	19/05/2023	CERIS MAY ROBERTS	RATES REFUND FOR ASSESSMENT A737 UNIT 2 7 FALLS STREET	\$740.00
EFT14485	19/05/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$195.67
EFT14486	19/05/2023	FCM TRAVEL SOLUTIONS	REFUND CARAVAN PARK - POWEDERBARK & SALMONGUM- #19370314 - 01/05/2023	\$270.00
EFT14487	19/05/2023	ISWEEP TOWN & COUNTRY	STREET SWEEPING - TOWN STREETS - MARCH 2023	\$2,310.00

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14488	19/05/2023	KEVIN D'ALTON	STAFF REIMBURSEMENT - MP - KEVIN DALTON - PROJECT MANAGEMENT TRAINING - MEALS X2 - MAY 2023	\$81.95
EFT14489	19/05/2023	LGRCEU	PAYROLL DEDUCTIONS	\$174.50
EFT14490	19/05/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$235.00
EFT14491	19/05/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$780.00
EFT14492	19/05/2023	SILVERCHAIN	REFUND OF CARAVAN PARK BOOKING - WANDOO - DUPLICATE PAYMENT - #11356851 - APRIL 2023	\$185.00
EFT14493	19/05/2023	TIA RANELLI	REFUND OF CARAVAN PARK CHALET - CANCELLED BOOKING - #11810885 - MAY 2023	\$185.00
EFT14494	19/05/2023	TOLL TRANSPORT PTY LTD	SHIPPING OF A1 PLANS TO KWIK KOPY - BAPTISTCARE PLANS - APRIL 2023	\$15.69
EFT14495	19/05/2023	WHEATBELT ELECTRICS	REPAIRS TO 3/33 WHITTINGTON STREET - REPAIR AIR CON & CHECK POWER CIRCUIT - APRIL 2023	\$121.00
EFT14496	19/05/2023	EMMA FRY	REFUND GYM KEY BOND - KEY 1280 - MAY 2023	\$70.00
EFT14497	26/05/2023	HAZEL SEAMAN	FACILITY HIRE BOND REFUND – WB EVA PAVILION	\$250.00
EFT14498	26/05/2023	MITCHELL WHILLIER	GYM KEY REFUND	\$60.00
EFT14499	26/05/2023	BROOKTON 24/7 TOWING	\$300 EXCESS ON REPAIRS TO SKID STEER - PTR4 - REGO BO5459 INSURANCE CLAIM	\$300.00
EFT14500	26/05/2023	BROOKTON PLUMBING	REPAIRS TO PUMP @ SEWERAGE PLANT - 22/03/2023 & REPAIRS AT WASTE WATER TREATMENT PLANT - 28/03/2023	\$1,501.50
EFT14501	26/05/2023	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD STATEMENT FOR THE PERIOD APRIL 2023 CEO, MCC, MIW & CESM	\$1,076.04
EFT14502	26/05/2023	JESKY BUILDING AND SUPPLIES	YOUTH PRECINCT SHED / BUILDING (YOUTH GROUP) - CUT OUT PARTITION WALL OPENING AS MARKED, FINISH WITH COLORBOND FLASHINGS	\$1,210.00
EFT14503	26/05/2023	OR VALLENTINE PTY LTD	RATES REFUND FOR ASSESSMENT A108 YOURALING-WILLIAMS ROAD BROOKTON 6306	\$802.23
EFT14504	26/05/2023	PREPLAN PTY LTD	20% DEPOSIT OF CONFIRMATION OF BUSHFIRE MITIGATION WORKS FORESTRY MULCHING AROUND 13 BRIDGES, MEALS & ACCOMMODATION	\$27,727.31
EFT14505	26/05/2023	SHERRIN RENTALS PTY LTD	HIRE OF WATER CART 01/05/2023 TO 04/05/2023 (4 DAYS) 83 LITRES OF FUEL REQUIRED INCLUDES FEES & DUTIES ENVIRONMENTAL FEE	\$3,182.02

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14506	26/05/2023	ROADSIDE PRODUCTS	FSG2143 300 X STEEL GUIDE POST PREMIUM (MEETS REQUIREMENTS MRWA) FPD2680 1 X CHPD78 PETROL GUIDE POST DRIVER TO SUIT FSG2143/FSG2142 SHIRE TO PICK UP FROM OSBOURNE PARK DEPOT	\$9,171.80
EFT14507	31/05/2023	ALLWEST PLANT HIRE AUSTRALIA PTY LTD	HIRE OF SMOOTH ROLLER - DANGIN MEARS ROAD - 5 DAYS 01/05/2023-05/05/2023 & DAMAGE TO HIRE MULTI ROLLER - RH CAB MIRROR CRACKED	\$2,399.68
EFT14508	31/05/2023	AUSTRALIA POST	AUSTRALIA POST CHARGES - ADMINISTRATION OFFICE AND CRC OFFICE - APRIL 2023	\$193.58
EFT14509	31/05/2023	BKS ELECTRICAL PTY LTD	INSTALLATION OF POINT TO POINT LINKS - DEPOT BUILDING, CRC OFFICE - MAY 2023	\$2,519.00
EFT14510	31/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	BOB WADDELL - ASSISTANCE WITH 2022/2023 BUDGET - MAY 2023	\$288.75
EFT14511	31/05/2023	BOC GASES	BOC GASSES - MONTHLY SERVICE CHARGES - MAY 2023	\$56.49
EFT14512	31/05/2023	BROOKTON 24/7 TOWING	VEHICLE TOWING PM10 - TOW TO T.QUIP IN BELMONT - 03/05/2023 & PTR4 - AIR CONDITIONER FAULT, AUTO ELECTRICIAN TO EVALUATE & FIX FAULT & PF8 - ISUZU FIRE TENDER, GENERAL SERVICE/INSPECTION , INCLUDES 2X AIR FILTER, 1X FUEL FILTER, 1X OIL FILTER, 2X WIPER BLADES, AND COOLANT & PM10 - SHARPEN ROTORS AND PASS BLADE AND ADJUST CUTTING CLEARANCE, DELIVERY TO AND FROM BELMONT & PU33 - 1 X N70ZZ6 MF CENTURY BATTERY & PU37 - FOTON TUNLAND, INVESTIGATE PROBLEMS WITH HORN, WINDOW WASHER AND RADIO CONTINUALLY CRACKLING. - REWIRE HORN,	\$7,164.09
EFT14513	31/05/2023	BROOKTON TYRE SERVICE	VEHICLE REPAIRS - TRUCK -PU34 - TYRE PUNCTURE REPAIR - MAY 2023	\$66.00
EFT14514	31/05/2023	CENTRAL REGIONAL TAFE	TRAINING - OPERATE AND MAINTAIN CHAINSAWS - LOUIS NIKOLA & RUDY ROVACSEK - 2023	\$139.06
EFT14515	31/05/2023	CORSIGN WA PTY LTD	PVC FLEXIBLE GUIDEPOSTS X 200 - DANGIN MEARS ROAD - MAY 2023, BROOKTON SHIRE STREET SIGN - "MATTHEWS RD", VARIOUS MAGNETIC SIGNS.	\$4,756.40
EFT14516	31/05/2023	DEANNE SWEENEY	STAFF REIMBURSEMENT - DEANNE SWEENEY - MCC - INTERNET COST AS PER EMPLOYMENT CONTRACT- JULY 2022 - JUNE 2023	\$853.89

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14517	31/05/2023	DELTA AGRIBUSINESS WA BROOKTON RURAL TRADERS	FERTILIZER AND MUCCLCH - X4 SODIUM BISULPHATE (DRY ACID) 25KG FOR POOL, PG8 - TRALER ADAPTOR, PT14 - FUEL CAN FOR ADBLUE DIESEL, TAPE MEASURE - TIM JURMANN, DEPOT BUILDING - DISINFECTANT SURFACE SPRAY, PT12 - TANK OUTLET, POLY PIPES, VINYL & CLAMPS, PARKS AND GARDENS MAINTENANCE - BBQ CLEANING AND ELECTRICAL TAPE, DEPOT - THREAD TAPE, DEPOT - STAR FENCE POSTS, DEPOT - FYSCREEN AND ZIP TIES, GORILLA DOUBLE SIDED STEP LADDER, PRIME MOVER WATER REPELLENT BRUSH FLEECE JACKET, DEPOT SUPPLIES - 4L KEROSENE, RED AND WHITE CAUTION TAPE, STAR POSTS, HANDWASH, CRC OFFICE - HDMI TO VGA ADAPTOR, CHAINSAW 40V, MAS BRUSHLESS 300MM TOP HANDLE KIT UC003GM1 FOR PARKS AND GARDENS, BRUSHCUTTER U HANDLE 40V MAX BI HIGH OUTPUT KIT, DEPOT - SCREWDRIVER SET, HUSQVARNA TRIMMER LINE, OSY DEGREASER, SCW MT HX C3 12- 14X20, PARKS AND GARDENS - CLAMP, PARKS AND GARDENS - VALVE IN LINE BARB, SHELF UNIT 3 TIER HEAVY DUTY 1954MM X 610MM X 1830MM, PARKS AND GARDENS - CLAMP & VALVE, PARKS AND GARDENS - GRIDING STONE, RATSAK BAIT, APOLLO SUPERFLEX SUCTION HOSE X6, CAMPLOCK NY GLASS, CAMLOCK PP TYPE C3, CLAMP WORM DRIVE 60-80MM X3, SHOCK CHORD 8MM, HARD YAKKA LEGENDS SLIM PANT NAVY 77R - GEOFF THRIFT, STAFF UNIFORM – SOCKS, SCRAPER SOFT GRIP, SCRAPER SOFT GRIP, BANNISTER BRUSH, FERTILISER 20KG BAGS,	\$7,712.06
EFT14518	31/05/2023	DFES	DFES - ESL - QUARTER 4 - 2022/2023	\$7,181.47
EFT14519	31/05/2023	ELAINE PATRICIA WILLIAMS	RATES REFUND FOR ASSESSMENT A2562 473 BUCKINGHAM ROAD JELCOBINE 6306	\$113.76
EFT14520	31/05/2023	FULTON HOGAN	SUPPLY SPRAY AND COVER PRIMSEAL AND AGGREGATE - DANGIN MEARS ROAD - MAY 2023	\$202,436.08
EFT14521	31/05/2023	G & M DETERGENTS AND HYGIENE SERVICES	CLEANING SUPPLIES - MONTHLY ORDER - ROBINSON ROAD TOILETS, WB EVA PAVILION, ADMINISTRATION OFFICE - MAY 2023	\$357.09
EFT14522	31/05/2023	GREAT SOUTHERN FUEL SUPPLIES	DEPOT - BULK FUEL DELIVERY - DIESEL - 18/05/2023	\$11,477.25

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14523	31/05/2023	GREAT SOUTHERN WASTE DISPOSAL	GREAT SOUTHERN WASTE DISPOSAL - MONTHLY WASTER DISPOSAL SERVICE – 30/03/2023 TO 27/04/2023	\$14,729.66
EFT14524	31/05/2023	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	ENGINEERING AND ELECTRICAL REPAIRS TO STANDPIPE - MAY 2023 & REMOTE ACCESS OPERATIONAL COST FROM 1 JANUARY 2023 TO 30 JUNE 2023	\$12,356.30
EFT14525	31/05/2023	LANDGATE (DOLA)	LANDGATE - ANNUAL VALUATIONS - RURAL UV GENERAL REVALUATIONS - 2022/2023 & LANDGATE - URBAN UV ANNUAL REVALUATION MAY 2023, LANDGATE - VALUATION ROLL - CONSOLIDATED MINING TENEMENT ROLL - 2023	\$7,669.75
EFT14526	31/05/2023	LES VIDOVIICH	STAFF REIMBURSEMENT - LES VIDOVIICH - MIW- INTERNET EXPENSES AS PER EMPLOYMENT CONTRACT - APRIL 2023	\$80.27
EFT14527	31/05/2023	MCPEST PEST CONTROL	PEST CONTROL - TERMITE INSPECTIONS - BRIDGES X 13 - 3162A, 4863, 3158A, 3159A, 3156A, 3143, 3154A, 3150A, 4834, 4878A, 3152A, 3163A AND 3146A & ADDITIONAL TREATMENT COSTS FOR ANNUAL BRIDGE TERMITE INSPECTION - BRIDGE 3154 SPOT TREAT, BRIDGE 4878 SPOT TREAT, BRIDGE 3152 SPOT AND TREE, BRIDGE 3146 2 X TREES & SPIDER SPRAY	\$2,849.00
EFT14528	31/05/2023	OFFICE OF THE AUDITOR GENERAL	AUDIT FEE - CERTIFICATION OF THE LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM - PERIOD ENDING JUNE 2022	\$2,640.00
EFT14529	31/05/2023	OFFICEWORKS BUSINESS DIRECT	MINOR EQUIPMENT - CRC OFFICE DESK - MAY 2023 & ADMINISTRATION ORDER – VARIOUS STATIONARY ITEMS	\$783.63
EFT14530	31/05/2023	PINGELLY TYRE SERVICE TRAVEX ENTERPRISES ATF HODGES FAMILY TRUST	VEHICLE REPAIRS - HINO TIP TRUCK - PT14 - NEW TYRE - MAY 2023	\$823.90
EFT14531	31/05/2023	REDFISH TECHNOLOGIES PTY LTD	CCTV - SUPPLY AND INSTALL – LOCATIONS - WB EVA PAVILION, CARAVAN PARK, ROBINSON ROAD TOILETS - MAY 2023	\$68,946.37
EFT14532	31/05/2023	RURAL TRAFFIC SERVICES PTY LTD	TRAFFIC SERVICES - 1X TRAFFIC CONTROLLER AND VEHICLE - DANGIN-MEARS RD - MAY 2023	\$315.04
EFT14533	31/05/2023	SHIRE OF GINGIN	DAMSTRA ELEARNING - ANNUAL SUBSCRIPTION - 01/12/2022 - 24/11/2023	\$1,089.22
EFT14534	31/05/2023	SHREDX PTY LTD	SECURE DOCUMENT BINS - MONTHLY RENTAL FEE - 2X BINS - APRIL 2023	\$26.00
EFT14535	31/05/2023	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	ROOF WORKS DOCUMENTATION- MEMORIAL HALL - MAY 2023	\$13,200.00



EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT14536	31/05/2023	STUMPY'S GATEWAY ROADHOUSE	WORKS DEPARTMENT PURCHASES - UNLEADED PETROL, PARKS AND GARDENS - UNLEADED PETROL - SLASHER - PM9 , DRIP TORCH FUEL DIESEL 57.39L, DRIP TORCH FUEL UNLEADED 24.42L, DRIP TORCH FUEL DIESEL 10.75L, DRIP TORCH FUEL UNLEADED 4.62L, - APRIL 2023	\$526.81
EFT14537	31/05/2023	SUBSURFACE MAPPING	SUB SURFACING MAPPING SERVICES - FOR CCTV INSTALLATION - ROBINSON ROAD	\$943.25
EFT14538	31/05/2023	THE LOCAL GUYS -TEST AND TAG WA TNT	REPLACE FIRE EXTINGUISHER - CARAVAN PARK KITCHEN - MAY 2023	\$132.00
EFT14539	31/05/2023	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES - WESTATE EMBROIDERY MADDINGTON, INDUSTRIAL AUTOMATION, SGS – MAY 2023	\$51.11
EFT14540	31/05/2023	WA CONTRACT RANGER SERVICES	WA CONTRACT RANGER SERVICES - 3 DAYS - 03/05/2023, 08/05/2023, 10/05/2023 - MAY 2023	\$1,672.00
EFT14541	31/05/2023	WA LIBRARY SUPPLIES	RANGER SERVICES 16/05/2023	\$5,163.54
EFT14542	31/05/2023	WALLIS COMPUTER SOLUTIONS	NEW EQUIPMENT - CRC OFFICE - NEW LIBRARY SHELVING & BARCODE SCANNER - WIRELESS - SHIPPING - APRIL 2023	\$985.91
EFT14543	31/05/2023	WHEATBELT ELECTRICS	IT HARDWARE - SUPPLY UBIQUITI WI-FI LONG RANGE EXTENDER - ADMINISTRATION OFFICE	\$8,090.99
DD6679.1	02/05/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$300.95
DD6679.2	02/05/2023	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$881.10
DD6679.3	02/05/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$94.84
DD6679.4	02/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$79.17
DD6679.5	02/05/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$272.98
DD6679.6	02/05/2023	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$496.49
DD6679.7	02/05/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$6,457.32
DD6679.8	02/05/2023	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$868.85
DD6679.9	02/05/2023	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$768.17
DD6682.1	03/05/2023	SYNERGY	SYNERGY CHARGES FOR WB EVA PAVILION, CARAVAN PARK, TOWN OVAL - MARCH 08/03/2023 TO 11/04/2023	\$2,663.49



EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD6694.1	11/05/2023	SYNERGY	SYNERGY ELECTRICITY CHARGES 20/01/2023 TO 30/03/2023 - WHITE STREET UNITS	\$1,665.64
DD6699.1	16/05/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$306.58
DD6699.2	16/05/2023	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$881.10
DD6699.3	16/05/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$108.13
DD6699.4	16/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$79.17
DD6699.5	16/05/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$272.98
DD6699.6	16/05/2023	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$447.04
DD6699.7	16/05/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$7,024.73
DD6699.8	16/05/2023	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$878.94
DD6699.9	16/05/2023	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$768.17
DD6701.1	17/05/2023	MELISA ZINZAN	CARAVAN PARK CHALET - REFUND - BOOKING #11790452 & 11790453 - MAY 2023	\$669.99
DD6713.1	18/05/2023	WATER CORPORATION OF WA	WATER CHARGES - CARAVAN PARK & WB EVA PAVILION 22/03/2023 TO 19/04/2023	\$783.16
DD6708.1	14/05/2023	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD PURCHASES - CESM - APRIL 2023	\$4.00
DD6708.2	14/05/2023	SHIRE OF BROOKTON - MASTERCARD - MIW	CREDIT CARD PURCHASES - APRIL 2023 - MIW	\$398.25
DD6708.3	14/05/2023	SHIRE OF BROOKTON - MASTERCARD - MCC	CREDIT CARD PURCHASES -APRIL 2023 - MCC	\$164.00
DD6708.4	14/05/2023	SHIRE OF BROOKTON - MASTERCARD - CEO	CREDIT CARD PURCHASES - APRIL 2023 - CEO	\$588.00
DD6728.1	23/05/2023	SYNERGY	SYNERGY CHARGES - TOWN STREETLIGHT X 184 25/03/2023 TO 24/04/2023	\$3,685.06
DD6728.2	25/05/2023	WATER CORPORATION OF WA	WATER CORP SERVICE CHARGES - 3/28 WILLIAMS ST - MAY & JUNE	\$1,339.35
DD6730.1	22/05/2023	TELSTRA CORPORATION	TELSTRA CHARGES - STAFF MOBILE PHONES - CEO, BMO, PWS, MIW, MCC, MP, CARAVAN PARK CARETAKER, CESM, SWIMMING POOL, WORKS LH, P&G LH APRIL 2023	\$657.71
DD6736.1	30/05/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$304.84
DD6736.2	30/05/2023	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$881.10
DD6736.3	30/05/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$90.41
DD6736.4	30/05/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$98.96
DD6736.5	30/05/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$272.98

EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD6736.6	30/05/2023	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$446.40
DD6736.7	30/05/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$6,678.89
DD6736.8	30/05/2023	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$878.94
DD6736.9	30/05/2023	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$768.17
DD6741.1	30/05/2023	WATER CORPORATION OF WA	WATERCORP CHARGES - DEPOT BUILDING, BROOKTON STANDPIPE - MARCH AND APRIL 2023	\$16,442.97
DD6743.1	31/05/2023	SYNERGY	SYNERGY CHARGES - 28A WILLIAMS STREET - APRIL	\$183.32
PAYJRUN *1136	02/05/2023	SALARIES & WAGES	WEEK 44 PPE 02/05/2023	\$64,125.21
PAYJRUN *1140	16/05/2023	SALARIES & WAGES	WEEK 46 PPE 16/05/2023	\$64,589.50
PAYJRUN *1142	30/05/2023	SALARIES & WAGES	WEEK 48 PPE 30/05/2023	\$64,154.97
<b>TOTAL</b>				<b>\$1207936.49</b>

## List of Credit Card Transactions Paid in May 2023

## Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD6708.2	14/05/2023	HINO TRUCK PT16 - ANNUAL LICENCE	\$394.25
		BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$398.25</b>

## Shire of Brookton – Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD6708.1	14/05/2023	BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$4.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD6708.3	14/05/2023	TRAINING - PROVIDE FIRST AID - PORTIA HALL	\$160.00
		BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$164.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD6708.4	14/05/2023	ANNUAL SUBSCRIPTION FEE - SURVEY MONKEY	\$384.00
		REGISTRATION FOR CBH WHEATBELT FUTURES FORUM - 03/05/2023 - GARY SHERRY	\$200.00
		BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$588.00</b>

**14.06.23.06 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2023**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Charlotte Cooke – Senior Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	30/04/2023

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**Summary of Item:**

The Statement of Financial Activity for period ending 31 May 2023 together with associated commentaries are presented for Council's consideration.

**Description of Proposal:**

That Council receives the Statement of Financial Activity for the period ended 31 May 2023, 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 required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

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 14.06.23.06A.

#### **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.

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

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

#### **Community & Strategic Objectives:**

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government's resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services support the following Business Unit and Functions:

18. *Financial Control*
  - 18.2 *Conduct external/internal audits and reporting*
  - 18.4 *Review/Manage financial investments*
  - 18.5 *Process rates, other revenues, timely payments*

#### **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 May 2023, in as presented in attachment 14.06.23.06A.***

*(Simple majority Vote required)*

### **Attachments**

Attachment 14.06.23.06A – Monthly Statements of Financial Activity 31<sup>st</sup> May 2023.



## SHIRE OF BROOKTON

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2023

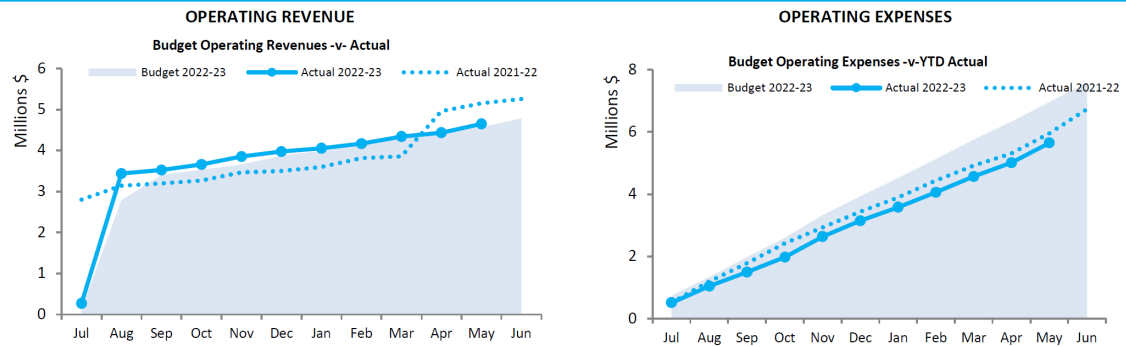
*LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

#### TABLE OF CONTENTS

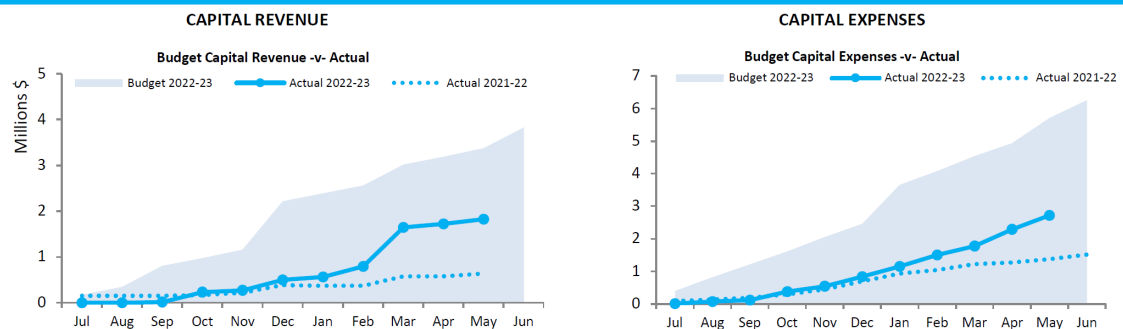
Summary Information - Graphs	2
Executive Summary	3
Statement of Financial Activity by Nature	4
Statement of Financial Activity by Program	6
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 1 Statement of Financial Activity Information (Alternative Presentation)	10
Note 2 Cash and Financial Assets	11
Note 3 Receivables	12
Note 4 Other Current Assets	13
Note 5 Payables	14
Note 6 Rate Revenue	15
Note 7 Disposal of Assets	16
Note 8 Capital Acquisitions	17
Note 9 Borrowings	19
Note 10 Lease Liabilities	20
Note 11 Reserve Accounts	21
Note 12 Other Current Liabilities	22
Note 13 Grants, subsidies and contributions	23
Note 14 Capital grants, subsidies and contributions	24
Note 15 Trust Fund	25
Note 16 Budget Amendments	26
Note 17 Explanation of Material Variances	29



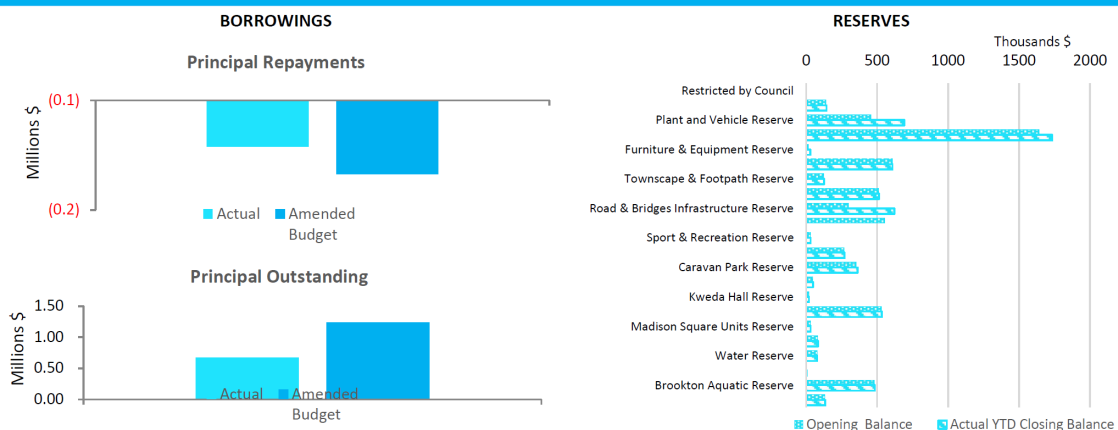
OPERATING ACTIVITIES



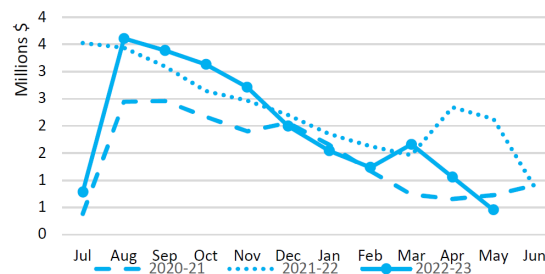
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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	\$0.94 M	\$0.87 M	\$0.87 M	\$0.00 M
Closing	\$0.00 M	\$1.27 M	\$0.45 M	(\$0.82 M)

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.08 M	% of total		\$0.10 M	% Outstanding		\$0.31 M	% Collected
Unrestricted Cash	\$1.06 M	7.5%	Trade Payables	\$0.00 M		Rates Receivable	\$0.17 M	94.7%
Restricted Cash	\$13.02 M	92.5%	0 to 30 Days		100.0%	Trade Receivable	\$0.14 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		5.0%
			Over 90 Days		0%	Over 90 Days		1.3%

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				Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	#REF!	% Variance	YTD Actual	\$0.88 M	% Variance	YTD Actual	\$0.85 M	% Variance
(\$0.16 M)	\$0.31 M	\$1.02 M	\$0.71 M	YTD Budget	#REF!	0.0%	YTD Budget	\$0.84 M	3.7%	YTD Budget	\$0.81 M	4.0%

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				Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.12 M	%	YTD Actual	\$2.74 M	% Spent	YTD Actual	\$1.77 M	% Received
(\$2.31 M)	(\$2.62 M)	(\$0.80 M)	\$1.82 M	Adopted Budget	\$0.17 M	(32.2%)	Adopted Budget	\$5.72 M	(52.1%)	Adopted Budget	\$3.10 M	(42.8%)

Refer to Statement of Financial Activity

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				Borrowings			Reserves			Lease Liability		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.14 M		Reserves balance	\$13.02 M		Principal repayments	\$0.00 M	
\$1.52 M	\$2.71 M	(\$0.64 M)	(\$3.35 M)	Interest expense	\$0.05 M		Interest earned	\$0.05 M	0.0%	Interest expense	\$0.00 M	
				Principal due	\$0.67 M					Principal due	\$0.02 M	

Refer to Statement of Financial Activity

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.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2023**

**NATURE DESCRIPTIONS**

**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 MAY 2023

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		2,555,172	2,555,172	2,555,074	2,571,698	16,624	0.65%	
Grants, subsidies and contributions	13	700,317	994,564	844,157	875,575	31,418	3.72%	
Fees and charges		852,164	849,164	812,592	845,349	32,757	4.03%	
Interest revenue		41,797	143,797	132,734	92,063	(40,671)	(30.64%)	▼
Other revenue		236,859	230,254	211,921	256,159	44,238	20.87%	▲
Profit on disposal of assets	7	6,977	9,781	8,954	9,780	826	9.23%	
		4,393,286	4,782,732	4,565,432	4,650,623	85,191	1.87%	
<b>Expenditure from operating activities</b>								
Employee costs		(2,268,611)	(2,182,024)	(1,977,389)	(1,908,155)	69,234	3.50%	
Materials and contracts		(1,706,273)	(1,883,165)	(1,728,643)	(1,142,457)	586,186	33.91%	▲
Utility charges		(196,100)	(197,260)	(180,554)	(204,346)	(23,792)	(13.18%)	▼
Depreciation		(2,890,397)	(2,890,397)	(2,649,394)	(2,032,148)	617,246	23.30%	▲
Finance costs		(70,753)	(70,753)	(70,748)	(47,643)	23,105	32.66%	▲
Insurance expenses		(220,653)	(223,378)	(223,049)	(222,323)	726	0.33%	
Other expenditure		(81,609)	(82,253)	(68,256)	(90,615)	(22,359)	(32.76%)	▼
Loss on disposal of assets	7	(36,710)	(57,410)	(52,624)	0	52,624	100.00%	▲
		(7,471,106)	(7,586,640)	(6,950,657)	(5,647,688)	1,302,969	(18.75%)	
Non-cash amounts excluded from operating activities	1(a)	2,920,130	2,938,026	2,693,064	2,017,367	(675,697)	(25.09%)	▼
<b>Amount attributable to operating activities</b>		<b>(157,690)</b>	<b>134,118</b>	<b>307,839</b>	<b>1,020,303</b>	<b>712,464</b>	<b>231.44%</b>	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	3,204,793	3,204,793	2,746,350	1,798,541	(947,809)	(34.51%)	▼
Proceeds from disposal of assets	7	180,501	170,956	161,745	115,955	(45,790)	(28.31%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	26,140	26,140	26,140	26,140	(0)	(0.00%)	
		3,411,434	3,401,889	2,934,235	1,940,636	(993,599)	(33.86%)	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(5,720,451)	(6,107,892)	(5,557,156)	(2,740,133)	2,817,023	50.69%	▲
		(5,720,451)	(6,107,892)	(5,557,156)	(2,740,133)	2,817,023	(50.69%)	▲
<b>Amount attributable to investing activities</b>		<b>(2,309,017)</b>	<b>(2,706,003)</b>	<b>(2,622,921)</b>	<b>(799,497)</b>	<b>1,823,424</b>	<b>(69.52%)</b>	▲
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new debentures	9	600,000	600,000	600,000	0	(600,000)	(100.00%)	▼
Transfer from reserves	11	2,347,223	2,498,401	2,290,200	568,858	(1,721,342)	(75.16%)	▼
		2,947,223	3,098,401	2,890,200	568,858	(2,321,342)	(80.32%)	▼
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(167,267)	(167,267)	(165,195)	(142,462)	22,733	13.76%	▲
Payments for principal portion of lease liabilities	10	(1,467)	(1,467)	(1,467)	(1,467)	0	0.01%	
Transfer to reserves	11	(1,256,210)	(1,256,210)	(10,384)	(1,066,445)	(1,056,061)	(10170.07%)	▼
		(1,424,944)	(1,424,944)	(177,046)	(1,210,373)	(1,033,327)	583.65%	▼
<b>Amount attributable to financing activities</b>		<b>1,522,279</b>	<b>1,673,457</b>	<b>2,713,154</b>	<b>(641,515)</b>	<b>(3,354,669)</b>	<b>(123.64%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1(c)	944,428	873,428	873,428	873,428	0	0.00%	
Amount attributable to operating activities		(157,690)	134,118	307,839	1,020,303	712,464	231.44%	
Amount attributable to investing activities		(2,309,017)	(2,706,003)	(2,622,921)	(799,497)	1,823,424	(69.52%)	▲
Amount attributable to financing activities		1,522,279	1,673,457	2,713,154	(641,515)	(3,354,669)	(123.64%)	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1(c)	<b>0</b>	<b>(25,000)</b>	<b>1,271,500</b>	<b>452,719</b>	<b>(818,782)</b>	<b>64.39%</b>	▼

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.

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b> 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.
<b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>HEALTH</b> 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.
<b>EDUCATION AND WELFARE</b> The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
<b>HOUSING</b> Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
<b>COMMUNITY AMENITIES</b> 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
<b>RECREATION AND CULTURE</b> 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.
<b>TRANSPORT</b> 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.
<b>ECONOMIC SERVICES</b> 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.
<b>OTHER PROPERTY AND SERVICES</b> 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.



	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>									
<b>Revenue from operating activities</b>									
Governance		21,510	34,220	31,665	33,624	1,959	6.19%	▲	
General Purpose Funding - Rates	6	2,555,172	2,555,172	2,555,074	2,571,698	16,624	0.65%	▲	
General Purpose Funding - Other		221,974	465,560	427,759	415,166	(12,593)	(2.94%)	▼	
Law, Order and Public Safety		173,472	336,747	299,362	190,645	(108,717)	(36.32%)	▼	\$
Health		300	300	275	253	(22)	(8.09%)	▼	
Education and Welfare		79,165	84,165	77,132	65,394	(11,738)	(15.22%)	▼	\$
Housing		133,397	130,637	119,735	103,188	(16,547)	(13.82%)	▼	\$
Community Amenities		418,023	421,705	420,016	427,523	7,507	1.79%	▲	
Recreation and Culture		46,342	40,842	38,924	46,747	7,823	20.10%	▲	
Transport		103,963	106,074	97,716	108,351	10,635	10.88%	▲	\$
Economic Services		621,268	587,428	479,569	642,111	162,542	33.89%	▲	\$
Other Property and Services		18,700	19,882	18,205	45,923	27,718	152.26%	▲	\$
		4,393,286	4,782,732	4,565,432	4,650,623	85,191	1.87%	▲	
<b>Expenditure from operating activities</b>									
Governance		(580,714)	(496,607)	(449,841)	(426,226)	23,615	5.25%	▲	
General Purpose Funding		(254,060)	(254,060)	(233,873)	(201,039)	32,834	14.04%	▲	\$
Law, Order and Public Safety		(343,249)	(509,724)	(465,188)	(390,259)	74,929	16.11%	▲	\$
Health		(41,545)	(40,545)	(36,552)	(32,405)	4,147	11.35%	▲	
Education and Welfare		(179,000)	(162,920)	(149,753)	(137,004)	12,749	8.51%	▲	
Housing		(262,781)	(241,111)	(221,598)	(170,047)	51,551	23.26%	▲	\$
Community Amenities		(617,820)	(638,020)	(586,041)	(518,072)	67,969	11.60%	▲	\$
Recreation and Culture		(1,097,996)	(1,059,263)	(975,156)	(992,109)	(16,953)	(1.74%)	▼	
Transport		(3,563,077)	(3,617,099)	(3,319,593)	(2,287,104)	1,032,489	31.10%	▲	\$
Economic Services		(522,546)	(564,993)	(512,948)	(481,208)	31,740	6.19%	▲	
Other Property and Services		(8,318)	(2,298)	(114)	(12,216)	(12,102)	(10616.13%)	▼	\$
		(7,471,106)	(7,586,640)	(6,950,657)	(5,647,688)	1,302,969	18.75%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,920,130	2,938,026	2,693,064	2,017,367	(675,697)	(25.09%)	▼	
<b>Amount attributable to operating activities</b>		<b>(157,690)</b>	<b>134,118</b>	<b>307,839</b>	<b>1,020,303</b>	<b>712,464</b>	<b>231.44%</b>		
<b>INVESTING ACTIVITIES</b>									
<b>Inflows from investing activities</b>									
Proceeds from capital grants, subsidies and contributions	14	3,204,793	3,204,793	2,746,350	1,798,541	(947,809)	(34.51%)	▼	\$
Proceeds from Disposal of Assets	7	180,501	170,956	161,745	115,955	(45,790)	(28.31%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	26,140	26,140	26,140	26,140	(0)	(0.00%)	▼	
		3,411,434	3,401,889	2,934,235	1,940,636	(993,599)	(33.86%)	▼	
<b>Outflows from investing activities</b>									
Payments for inventories, property, plant and equipment and infrastructure	8	(5,720,451)	(6,107,892)	(5,557,156)	(2,740,133)	2,817,023	50.69%	▲	\$
		(5,720,451)	(6,107,892)	(5,557,156)	(2,740,133)	2,817,023	(50.69%)	▲	
<b>Amount attributable to investing activities</b>		<b>(2,309,017)</b>	<b>(2,706,003)</b>	<b>(2,622,921)</b>	<b>(799,497)</b>	<b>1,823,424</b>	<b>(69.52%)</b>	▲	
<b>FINANCING ACTIVITIES</b>									
<b>Inflows from financing activities</b>									
Proceeds from New Debentures	9	600,000	600,000	600,000	0	(600,000)	(100.00%)	▼	\$
Transfer from Reserves	11	2,347,223	2,498,401	2,290,200	568,858	(1,721,342)	(75.16%)	▼	\$
		2,947,223	3,098,401	2,890,200	568,858	(2,321,342)	(80.32%)	▼	
<b>Outflows from financing activities</b>									
Repayment of borrowings	9	(167,267)	(167,267)	(165,195)	(142,462)	22,733	13.76%	▲	\$
Payments for principal portion of lease liabilities	10	(1,467)	(1,467)	(1,467)	(1,467)	0	0.01%	▲	
Transfer to Reserves	11	(1,256,210)	(1,256,210)	(10,384)	(1,066,445)	(1,056,061)	(10170.07%)	▼	\$
		(1,424,944)	(1,424,944)	(177,046)	(1,210,373)	(1,033,327)	583.65%	▼	
<b>Amount attributable to financing activities</b>		<b>1,522,279</b>	<b>1,673,457</b>	<b>2,713,154</b>	<b>(641,515)</b>	<b>(3,354,669)</b>	<b>(123.64%)</b>	▼	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1	944,428	873,428	873,428	873,428	0	0.00%		
Amount attributable to operating activities		(157,690)	134,118	307,839	1,020,303	712,464	231.44%		
Amount attributable to investing activities		(2,309,017)	(2,706,003)	(2,622,921)	(799,497)	1,823,424	(69.52%)	▲	
Amount attributable to financing activities		1,522,279	1,673,457	2,713,154	(641,515)	(3,354,669)	(123.64%)		
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1	<b>0</b>	<b>(25,000)</b>	<b>1,271,500</b>	<b>452,719</b>	<b>(818,782)</b>	<b>64.39%</b>	▼	

KEY INFORMATION

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

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

**BASIS OF PREPARATION**

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

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

**CRITICAL ACCOUNTING ESTIMATES**

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

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable 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 07 May 2023



(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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	7	(6,977)	(9,781)	(8,954)	(9,780)
Movement in share investment (non-current)		0	0	0	(5,000)
Add: Loss on asset disposals	7	36,710	57,410	52,624	0
Add: Depreciation on assets		2,890,397	2,890,397	2,649,394	2,032,148
<b>Total non-cash items excluded from operating activities</b>		<b>2,920,130</b>	<b>2,938,026</b>	<b>2,693,064</b>	<b>2,017,367</b>

(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 2022	Amended Budget Opening 30 June 2022	Last Year Closing 30 June 2022	Year to Date 31 May 2023
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	11	(12,518,616)	(12,518,616)	(12,518,616)	(13,016,203)
Less: - Financial assets at amortised cost - self supporting loans	4	(26,140)	(26,140)	(26,140)	0
Less: - Land held for resale		(53,524)	(59,454)	(59,454)	0
Add: Borrowings	9	142,462	142,462	142,462	0
Add: Lease liabilities	10	1,467	1,467	1,467	0
<b>Total adjustments to net current assets</b>		<b>(12,454,351)</b>	<b>(12,460,281)</b>	<b>(12,460,281)</b>	<b>(13,016,203)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	13,981,041	13,981,032	13,981,032	14,075,733
Financial assets at amortised cost	4	26,140	0	0	0
Rates receivables	3	103,760	102,783	102,783	116,682
Receivables	3	55,538	42,705	42,705	137,921
Other current assets	4	65,449	97,519	97,519	26,423
<b>Less: Current liabilities</b>					
Payables	5	(195,121)	(252,302)	(252,302)	(100,800)
Borrowings	9	(142,462)	(142,462)	(142,462)	0
Contract liabilities	12	(295,020)	(295,020)	(295,020)	(587,958)
Lease liabilities	10	(1,467)	(1,467)	(1,467)	0
Provisions	12	(199,079)	(199,079)	(199,079)	(199,079)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(12,454,351)</b>	<b>(12,460,281)</b>	<b>(12,460,281)</b>	<b>(13,016,203)</b>
<b>Closing funding surplus / (deficit)</b>		<b>944,428</b>	<b>873,428</b>	<b>873,428</b>	<b>452,719</b>

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)

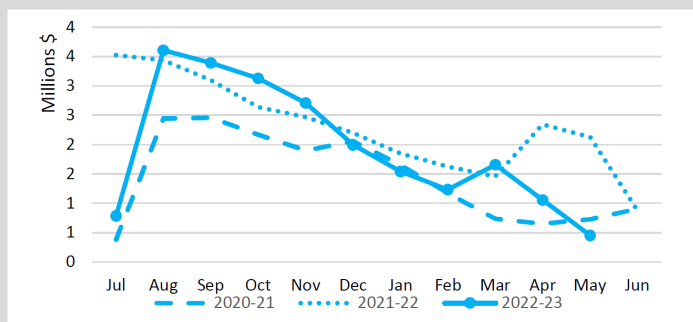
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2022	This Time Last Year 31/05/2022	Year to Date Actual 31/05/2023
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	1,462,415	2,229,273	1,059,530
Cash Restricted - Reserves	2	12,518,616	11,636,874	13,016,203
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	102,783	137,065	116,682
Receivables - Other	3	42,705	313,835	137,921
Other Financial Assets	4	26,140	12,415	0
Other Assets Other Than Inventories	4	0	0	0
Inventories	4	71,379	78,913	26,423
		14,224,038	14,408,375	14,356,759
<b>Less: Current Liabilities</b>				
Payables	5	(251,764)	(36,038)	(86,860)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(295,020)	(286,906)	(587,958)
Bonds & Deposits	5	(538)	(2,740)	(13,940)
Loan and Lease Liability	9	(143,929)	0	0
Provisions	12	(199,079)	(250,465)	(199,079)
		(890,329)	(576,149)	(887,837)
<b>Less: Cash Reserves</b>	11	(12,518,616)	(11,636,874)	(13,016,203)
<b>Add Back: Component of Leave Liability not Required to be funded</b>		0	0	0
<b>Add Back: Loan and Lease Liability</b>		143,929	0	0
<b>Less : Loan Receivable - clubs/institutions</b>		(26,140)	(12,415)	0
<b>Less : Land Held For Resale</b>		(59,454)	(53,523)	0
<b>Less : Trust Transactions Within Muni</b>		0	0	0
<b>Net Current Funding Position</b>		<b>873,428</b>	<b>2,129,414</b>	<b>452,719</b>

## 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)

**\$ .45 M**

Last Year YTD

Surplus(Deficit)

**\$2.13 M**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
<b>At Call Deposits</b>								
Municipal Cash At Bank	Cash and cash equivalents	117,884		117,884		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	328,156		328,156		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	600,000		600,000		Bendigo	1.00%	19/06/2023
Bond Cash At Bank	Cash and cash equivalents	13,140		13,140		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
<b>Term Deposits</b>								
Reserves Cash At Bank	Cash and cash equivalents		13,016,203	13,016,203		Bendigo	3.20%	20/06/2023
<b>Total</b>		<b>1,059,530</b>	<b>13,016,203</b>	<b>14,075,733</b>	<b>13,820</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,059,530	13,016,203	14,075,733	13,820			
		<b>1,059,530</b>	<b>13,016,203</b>	<b>14,075,733</b>	<b>13,820</b>			

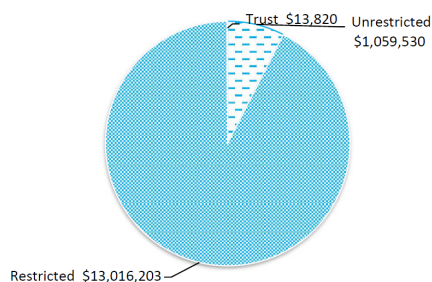
#### KEY INFORMATION

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.

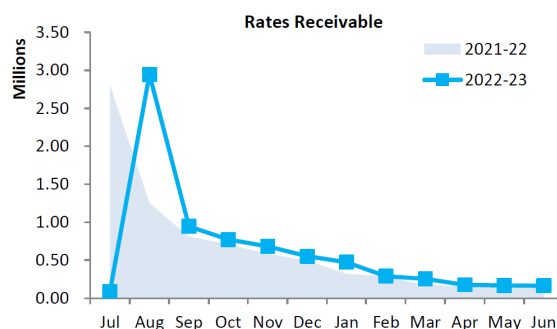
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	118,641	153,188
Levied this year	2,801,953	2,975,379
Less - collections to date	(2,767,406)	(2,961,479)
Gross rates collectable	153,188	167,088
Net rates collectable	153,188	167,088
% Collected	94.8%	94.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(77)	67,641	2,196	439	931	71,130
Percentage	(0.1%)	95.1%	3.1%	0.6%	1.3%	
<b>Balance per trial balance</b>						
Sundry receivable						71,130
GST receivable						54,952
Other Receivables						11,838
<b>Total receivables general outstanding</b>						<b>137,921</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

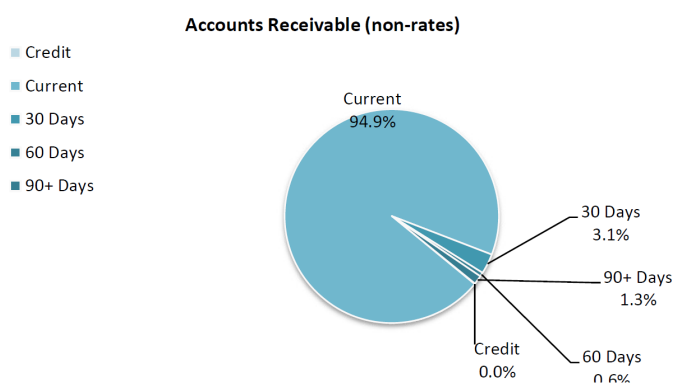
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 2022	Asset Increase	Asset Reduction	Closing Balance 31 May 2023
<b>Other current assets</b>	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	26,140	0	(26,140)	0
<b>Inventory</b>				
Fuel and materials (including gravel)	11,925	14,498	0	26,423
<b>Land held for resale</b>				
Cost of acquisition	59,454	0	(59,454)	0
<b>Total other current assets</b>	<b>97,519</b>	<b>14,498</b>	<b>(85,594)</b>	<b>26,423</b>
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.

##### Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

Borrowing costs and holding charges incurred after development is completed are expensed.

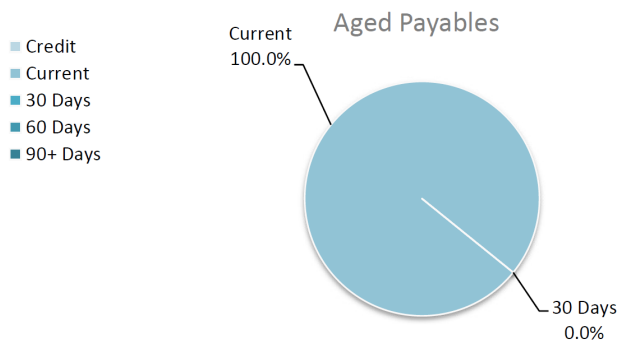
Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed onto the buyer at this point.

Land held for resale is classified as current except where it is held as non-current based on the Council's intentions to release for sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,435	0	0	0	1,435
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						1,435
Other creditors						(1,088)
ATO liabilities						3,251
Payroll creditors						58,670
Bonds and deposits held						13,940
Prepaid (Excess) Rates						24,592
<b>Total payables general outstanding</b>						<b>100,800</b>
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 MAY 2023

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				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.09620	249	2,960,210	284,772	0	0	284,772	284,772	743	0	285,516
Industrial	0.09620	5	78,870	7,587	0	0	7,587	7,587	0	0	7,587
Commercial	0.09620	21	660,464	63,537	0	0	63,537	63,537	0	0	63,537
GRV	0.09620	2	303,500	29,197	500	0	29,697	29,197	0	0	29,197
<b>Unimproved value</b>											
Unimproved	0.00850	205	215,291,000	1,829,974	500	0	1,830,474	1,829,974	12,898	0	1,842,872
<b>Non Rateable</b>											
Non Rateable	0.00000	246	118,755	0	0	0	0	0	0	0	0
Exempt Property	0.00000	18	54,240	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>746</b>	<b>219,467,039</b>	<b>2,215,067</b>	<b>1,000</b>	<b>0</b>	<b>2,216,067</b>	<b>2,215,066</b>	<b>13,642</b>	<b>0</b>	<b>2,228,708</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
Residential	835	66	170,415	55,110	0	0	55,110	55,110	0	0	55,110
Industrial	835	2	9,280	1,670	0	0	1,670	1,670	0	0	1,670
Commercial	835	10	51,660	8,350	0	0	8,350	8,350	0	0	8,350
GRV	835	1	7,000	835	0	0	835	835	0	0	835
<b>Unimproved value</b>											
Unimproved	1,420	168	16,258,463	238,560	0	0	238,560	238,560	0	0	238,560
<b>Sub-total</b>		<b>247</b>	<b>16,496,818</b>	<b>304,525</b>	<b>0</b>	<b>0</b>	<b>304,525</b>	<b>304,525</b>	<b>0</b>	<b>0</b>	<b>304,525</b>
		<b>993</b>	<b>235,963,857</b>	<b>2,519,592</b>	<b>1,000</b>	<b>0</b>	<b>2,520,592</b>	<b>2,519,591</b>	<b>13,642</b>	<b>0</b>	<b>2,533,233</b>
Discount							(2,300)				(2,102)
<b>Amount from general rates</b>							<b>2,518,292</b>				<b>2,531,131</b>
Ex-gratia rates (CBH)	Tonnage	2	481,945	36,880	0	0	36,880	40,567	0	0	40,567
<b>Total general rates</b>							<b>2,555,172</b>				<b>2,571,698</b>

KEY INFORMATION

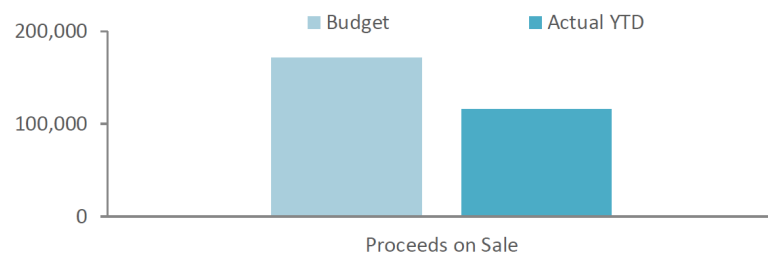
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2022 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability 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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Land held for resale</b>								
6918	LOT 104 - 8 AVONBANK CLOSE, BROOKTON - A2775	59,454.00	60,501.00	1,046	0	59,454	60,500	1,046	0
	<b>Plant and equipment</b>								
	<b>Governance</b>								
PAV316	2020 MITSUBISHI TRITON DUAL CAB UTE	29,061.00	36,364.00	7,303	0	29,061	36,364	7,303	0
PU32	2018 MITSUBISHI TRITON MQ3L20 4 X 2 SINGLE CAB - MO	17,659.00	19,091.00	1,432	0	17,659	19,091	1,432	0
	<b>Transport</b>								
PT12	2010 ISUZU GIGA 2 X 2 HP TIP BODY BO437	50,000	35,000	0	(15,000)	0	0	0	0
PT10	ISUZU GIGA TIPTRUCK-1CQL067	52,210	10,000	0	(42,210)	0	0	0	0
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,200	10,000	0	(200)	0	0	0	0
		<b>218,584</b>	<b>170,956</b>	<b>9,781</b>	<b>(57,410)</b>	<b>106,174</b>	<b>115,955</b>	<b>9,780</b>	<b>0</b>



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	1,497,020	1,635,830	1,424,704	176,829	(1,247,875)
Furniture and equipment	28,900	34,272	32,077	25,105	(6,972)
Plant and equipment	842,341	912,176	868,641	346,308	(522,333)
Infrastructure - roads	2,685,905	2,822,993	2,587,684	2,153,947	(433,737)
Infrastructure - parks and gardens	2,285	32,285	29,590	2,285	(27,305)
Infrastructure - sewerage	650,000	650,000	595,826	15,323	(580,503)
Infrastructure - water	14,000	20,336	18,634	20,336	1,702
<b>Payments for Capital Acquisitions</b>	<b>5,720,451</b>	<b>6,107,892</b>	<b>5,557,156</b>	<b>2,740,133</b>	<b>(2,817,023)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,099,735	3,099,735	2,667,557	1,772,996	(894,561)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	120,000	110,455	59,994	55,455	(4,539)
Cash backed reserves					
Plant and Vehicle Reserve	591,341	591,341	0	0	0
Municipal Building & Facility Reserve	314,209	387,958	0	0	0
Sewerage Scheme Reserve	50,000	127,429	0	0	0
Road & Bridges Infrastructure Reserve	301,489	301,489	0	0	0
Railway Station Reserve	252,000	252,000	0	0	0
Water Reserve	14,000	14,000	0	0	0
Brookton Aquatic Reserve	226,000	226,000	0	0	0
Contribution - operations	151,677	397,485	1,660,747	342,824	(1,317,923)
<b>Capital funding total</b>	<b>5,720,451</b>	<b>6,107,892</b>	<b>5,557,156</b>	<b>2,740,133</b>	<b>(2,817,023)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

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

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

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

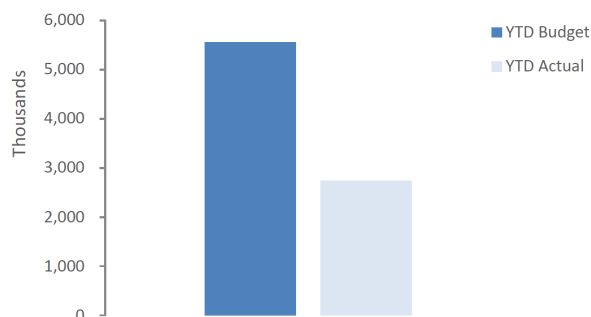
#### Initial recognition and measurement for assets held at cost

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

#### Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions



Capital expenditure total					Level of completion indicators				
					Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.				
					Level of completion indicator, please see table at the end of this note for further detail.				
Account Number		Job Number	Balance Sheet Category	Account/Job Description	Adopted Budget	Amended		YTD Actual	Variance (Under)/Over
					Budget	Budget	YTD Budget		
					\$	\$	\$	\$	\$
Buildings									
	Law, Order & Public Safety								
	E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(573,811)	(647,560)	(647,560)	(25,202)	(622,358)
	Total - Law, Order & Public Safety				(573,811)	(647,560)	(647,560)	(25,202)	(622,358)
	Community Amenities								
	E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(42,000)	(41,057)	(37,631)	0	(37,631)
	E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(40,000)	0	0	0	0
	E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(55,000)	(121,408)	(111,287)	0	(111,287)
	Total - Community Amenities				(137,000)	(162,465)	(148,918)	0	(148,918)
	Recreation And Culture								
	E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(288,209)	(288,209)	(264,187)	(107,898)	(156,289)
	E112510	POOLCAP	9230	POOL - CAPITAL	(180,000)	(180,000)	(165,000)	0	(165,000)
	E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(292,000)	(292,000)	(146,000)	(21,550)	(124,450)
	Total - Recreation And Culture				(760,209)	(760,209)	(575,187)	(129,448)	(445,739)
	Economic Services								
	E132511		9230	RENEW & UPDATE INFORMATION BAY	(17,000)	(17,000)	(8,500)	(9,590)	1,090
	Total - Economic Services				(17,000)	(17,000)	(8,500)	(9,590)	1,090
	Other Property & Services								
	E142519		9230	SHIRE DEPOT IMPROVEMENTS	(9,000)	(23,000)	(21,076)	(3,568)	(17,508)
					0	0	0	0	0
	Total - Other Property & Services				(9,000)	(23,000)	(21,076)	(3,568)	(17,508)
	Total - Buildings				(1,497,020)	(1,610,234)	(1,401,241)	(167,809)	(1,233,432)
Plant & Equipment									
	Governance								
	E042533		9234	ADMIN PURCHASE BMO VEHICLE	(40,000)	(40,000)	(36,663)	(30,581)	(6,082)
	E042534		9234	ADMIN PURCHASE MIW VEHICLE	(50,000)	(50,000)	(45,826)	(50,721)	4,895
	Total - Governance				(90,000)	(90,000)	(82,489)	(81,302)	(1,187)
	Law, Order & Public Safety								
	E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(85,000)	(75,386)	(69,102)	(75,717)	6,615
	Total - Law, Order & Public Safety				(85,000)	(75,386)	(69,102)	(75,717)	6,615
	Community Amenities								
	E102530		9234	PURCHASE PLANT & EQUIPMENT	0	(74,429)	(68,222)	(74,429)	6,207
	Total - Community Amenities				0	(74,429)	(68,222)	(74,429)	6,207
	Recreation & Culture								
	E112530		9234	PURCHASE PLANT & EQUIPMENT	(46,000)	(51,020)	(47,183)	(50,120)	2,937
	Total - Recreation & Culture				(46,000)	(51,020)	(47,183)	(50,120)	2,937
	Transport								
	E143530	EP001	9234	PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BOI	(65,000)	(320,000)	(320,000)	0	(320,000)
	E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(320,000)	(236,341)	(216,645)	0	(216,645)
	E143530	TRUCKL	9234	PURCHASE P&E - TIP TRUCK LIGHT SINGLE AXLE	(236,341)	(65,000)	(65,000)	(64,740)	(260)
	Total - Transport				(621,341)	(621,341)	(601,645)	(64,740)	(536,905)
	Total - Plant & Equipment				(842,341)	(912,176)	(868,641)	(346,308)	(522,333)
Furniture & Equipment									
	Governance								
	E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	0	(13,225)	(12,122)	(13,225)	1,103
	E042520	ITINFCAP	9232	IT INFRASTRUCTURE	0	(7,998)	(7,998)	(2,290)	5,708
	Total - Governance				0	(21,223)	(20,120)	(15,515)	6,811
	Recreation & Culture								
	E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(28,900)	(13,049)	(11,957)	(9,590)	(2,367)
	Total - Recreation & Culture				(28,900)	(13,049)	(11,957)	(9,590)	(2,367)
	Total - Furniture & Equipment				(28,900)	(34,272)	(32,077)	(25,105)	4,444
Infrastructure - Roads									
	Transport								
	E121555	BRKWRRG	9250	BROOKTON-KWEDA ROAD (RRG)	(630,502)	(819,613)	(751,289)	(757,470)	6,181
	E121560	GLENR2R	9250	GLENESTER ROAD - CULVERT REPLACEMENT & GRAVEL OVEF	(47,000)	(47,000)	(43,076)	(3,899)	(39,177)
	E121560	RICHR2R	9250	RICHARDSON STREET - RESEAL (RTR)	(13,920)	(13,920)	(12,760)	(17,512)	4,752
	E121560	SEVER2R	9250	SEVERIN ROAD - CULVERT REPLACEMENT & GRAVEL OVERLA	(26,200)	(26,200)	(24,013)	(991)	(23,022)
	E121560	WOODR2R	9250	WOODS LOOP ROAD (RTR)	(45,000)	(45,000)	(41,250)	(7,377)	(33,873)
	E121565	COPRSFC	9250	COPPING ROAD RESEAL - LRCI PHASE 3	(38,100)	(38,100)	(34,925)	(31,916)	(3,009)
	E121565	KOORSFC	9250	KOORRNONG DRIVE - DRAINAGE	(62,523)	0	0	0	0
	E121565	LENNNSFC	9250	LENNARD STREET RESEAL - LRCI PHASE 3	(28,500)	(28,500)	(26,125)	(33,699)	7,574
	E121565	STRASFC	9250	STRANGE ROAD - RESEAL	(133,400)	(133,400)	(122,276)	(105,126)	(17,150)
	E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,588,445)	(1,588,445)	(1,456,070)	(1,115,787)	(340,283)
	E121570	BRIDGE02	9250	BRIDGE 3154A DAVIS ROAD	(33,787)	(44,800)	(41,063)	(43,250)	2,187
	E121570	BRIDGE03	9250	BRIDGE 3143 YEO ROAD	(38,528)	(27,515)	(25,212)	(26,420)	1,208
	E121570	BRIDGE04	9250	BRIDGE 3146A BOYAGARRA ROAD	0	(10,500)	(9,625)	(10,500)	875
	Total - Transport				(2,685,905)	(2,822,993)	(2,587,684)	(2,153,947)	(433,737)
	Total - Infrastructure - Roads				(2,685,905)	(2,822,993)	(2,587,684)	(2,153,947)	(433,737)
Infrastructure - Sewerage									
	Community Amenities								
	E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(650,000)	(650,000)	(595,826)	(15,323)	(580,503)
	Total - Community Amenities				(650,000)	(650,000)	(595,826)	(15,323)	(580,503)
	Total - Infrastructure - Sewerage				(650,000)	(650,000)	(595,826)	(15,323)	(580,503)
Infrastructure - Water									
	Community Amenities								
	E107541		9262	WATER INFRASTRUCTURE	(14,000)	(20,336)	(18,634)	(20,336)	1,702
Total - Community Amenities					(14,000)	(20,336)	(18,634)	(20,336)	1,702
	Total - Infrastructure - Water				(14,000)	(20,336)	(18,634)	(20,336)	1,702
Infrastructure - Parks & Gardens									
	Recreation And Culture								
	E115550	OVALCAP	9256	OVAL RENOVATIONS	(2,285)	(2,285)	(2,090)	(2,285)	195
	E115550	OVALBRK	9256	BROOKTON OVAL RETICULATION	0	(30,000)	(27,500)	0	27,500
	E116510	NATPLACAP	9230	YOUTH PRECINCT - NATURE PLAY AREA	0	(25,596)	(23,463)	(9,020)	14,443
	Total - Recreation And Culture				(2,285)	(57,881)	(53,053)	(11,305)	42,138
	Total - Infrastructure - Parks & Gardens				(2,285)	(57,881)	(53,053)	(11,305)	42,138
Grand Total					(5,720,451)	(6,107,892)	(5,557,156)	(2,740,133)	(2,721,721)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2022	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>														
Kalkarni Residency (20%)	80	44,707	0	0	0	(10,264)	(10,264)	(10,264)	34,443	34,443	34,443	(1,664)	(2,693)	(2,693)
<b>Housing</b>														
Staff Housing (33%)	80	73,767	0	0	0	(16,935)	(16,935)	(16,935)	56,832	56,832	56,832	(2,773)	(4,443)	(4,443)
<b>Community amenities</b>														
Sewerage (14%)	80	31,295	0	0	0	(7,185)	(7,185)	(7,185)	24,110	24,110	24,110	(1,176)	(1,885)	(1,885)
Effluent Loan	83	0	0	600,000	600,000	0	(24,805)	(24,805)	0	575,195	575,195	0	(12,978)	(12,978)
<b>Recreation and culture</b>														
Sport & Recreation	81	419,295	0	0	0	(65,003)	(65,003)	(65,003)	354,293	354,292	354,292	(29,713)	(31,020)	(31,020)
<b>Other property and services</b>														
Grader (33%)	80	73,767	0	0	0	(16,935)	(16,935)	(16,935)	56,832	56,832	56,832	(2,773)	(4,543)	(4,543)
		642,832	0	600,000	600,000	(116,322)	(141,127)	(141,127)	526,510	1,101,705	1,101,705	(38,098)	(57,562)	(57,562)
<b>Self supporting loans</b>														
<b>General purpose funding</b>														
Country Club	82	168,613	0	0	0	(26,140)	(26,140)	(26,140)	142,474	142,473	142,473	(8,830)	(12,476)	(12,476)
		168,613	0	0	0	(26,140)	(26,140)	(26,140)	142,474	142,473	142,473	(8,830)	(12,476)	(12,476)
<b>Total</b>		811,445	0	600,000	600,000	(142,462)	(167,267)	(167,267)	668,983	1,244,178	1,244,178	(46,928)	(70,038)	(70,038)
Current borrowings		142,462							0					
Non-current borrowings		668,983							668,983					
		811,445							668,983					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**New borrowings 2022-23**

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	0	600,000	WATC	Debenture	20	130,698	0.00	0	(600)	0
	0	600,000				130,698		0	(600)	0

The Shire has no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

**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 MAY 2023**

**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 2022	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>														
Re-Use Water Dam	LE-03	22,019	0	0	0	(1,467)	(1,467)	(1,467)	20,552	20,552	20,552	(715)	(715)	(715)
<b>Total</b>		22,019	0	0	0	(1,467)	(1,467)	(1,467)	20,552	20,552	20,552	(715)	(715)	(715)
Current lease liabilities		1,467							0					
Non-current lease liabilities		20,552							20,552					
		22,019							20,552					

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.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES  
NOTE 11  
RESERVE ACCOUNTS**

**Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave Reserve	138,959	150	355	2,800	2,800	0	0	141,909	142,114
Plant and Vehicle Reserve	458,416	494	1,751	400,195	231,817	(617,341)	0	241,764	691,984
Land and Housing Development Reserv	1,640,520	1,769	4,224	87,971	87,971	0	0	1,730,260	1,732,716
Furniture & Equipment Reserve	13,584	15	46	30,000	30,000	(17,000)	(14,272)	26,599	29,358
Municipal Building & Facility Reserve	607,292	655	1,541	9,122	0	(387,958)	0	229,111	608,833
Townscape & Footpath Reserve	125,231	135	319	1,584	1,584	0	0	126,950	127,134
Sewerage Scheme Reserve	510,977	551	1,296	25,435	0	(127,429)	0	409,534	512,273
Road & Bridges Infrastructure Reserve	296,802	320	1,572	330,938	322,769	(301,489)	0	326,571	621,142
Health & Wellbeing Reserve	554,586	598	0	0	0	(555,184)	(554,586)	(0)	0
Sport & Recreation Reserve	31,667	34	80	0	0	0	0	31,701	31,747
Rehabilitation & Refuse Reserve	266,081	287	678	4,354	4,354	0	0	270,722	271,113
Caravan Park Reserve	354,213	382	904	7,138	7,138	0	0	361,733	362,254
Brookton Musuem/Heritage Reserve	47,209	51	120	0	0	0	0	47,260	47,329
Kweda Hall Reserve	18,050	19	46	364	364	0	0	18,433	18,460
Railway Station Reserve	530,223	572	1,345	0	0	(252,000)	0	278,795	531,568
Madison Square Units Reserve	30,693	33	78	619	619	0	0	31,345	31,390
Cemetery Reserve	80,748	87	205	820	820	0	0	81,655	81,774
Water Reserve	75,795	82	192	1,370	0	(14,000)	0	63,247	75,988
Developer Contribution Reserve	2,743	3	7	55	55	0	0	2,801	2,805
Brookton Aquatic Reserve	481,502	519	1,223	9,099	0	(226,000)	0	265,120	482,726
Cash Contingency Reserve	131,745	142	334	2,655	2,655	0	0	134,542	134,734
Future Fund Reserve	4,104,617	4,426	19,219	82,603	82,603	0	0	4,191,646	4,206,439
Innovations Fund Reserve	2,016,963	2,174	9,404	30,590	30,590	0	0	2,049,727	2,056,957
Brookton Community Resource Centre	0	0	153	215,000	215,214	0	0	215,000	215,367
	<b>12,518,616</b>	<b>13,498</b>	<b>45,091</b>	<b>1,242,712</b>	<b>1,021,353</b>	<b>(2,498,401)</b>	<b>(568,858)</b>	<b>11,276,425</b>	<b>13,016,203</b>

	Note	Opening Balance 1 July 2022	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2023
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		8,114	0	82,638	(33,972)	56,780
- Capital grant/contribution liabilities		286,906	0	1,396,527	(1,152,254)	531,178
<b>Total other liabilities</b>		295,020	0	1,479,165	(1,186,226)	587,958.04
<b>Employee Related Provisions</b>						
Annual leave		137,121	0	0	0	137,121
Long service leave		61,957	0	0	0	61,957
<b>Total Employee Related Provisions</b>		199,079	0	0	0	199,079
<b>Total other current assets</b>		<b>494,098</b>	<b>0</b>	<b>1,479,165</b>	<b>(1,186,226)</b>	<b>787,037</b>
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 MAY 2023

NOTE 13  
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Amended	Amended	YTD
	1 July 2022	in Liability	Reduction (As revenue)	31 May 2023	Liability 31 May 2023	Budget Revenue	YTD Budget	Annual Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>									
<b>Governance</b>									
Dept of Training & Workforce Development	0	0	0	0	0	0	1,166	1,275	1,275
<b>General purpose funding</b>									
Grants Commission - General (WALGGC)	0	0	0	0	0	112,957	208,340	227,290	227,290
Grants Commission - Roads (WALGGC)	0	0	0	0	0	53,116	73,667	80,369	80,369
<b>Law, order, public safety</b>									
DFES Grant - Operating Bush Fire Brigade	0	0	0	0	0	55,745	41,808	55,745	55,745
DFES Grant - Fire Mitigation Activity Fund	0	82,638	(25,858)	56,780	56,780	0	151,492	165,275	25,858
<b>Recreation and culture</b>									
Queens Golden Jubilee Grant	8,114.00	0	(8,114)	0	0	8,114	8,114	8,114	8,114
Seniors Week Grant	0	0	0	0	0	4,000	913	1,000	1,000
<b>Transport</b>									
Direct Grant (MRWA)	0	0	0	0	0	98,163	91,916	100,274	100,274
<b>Economic services</b>									
CRC - Operating Grants Income	0	0	0	0	0	353,222	264,915	353,222	375,651
	<b>8,114</b>	<b>82,638</b>	<b>(33,972)</b>	<b>56,780</b>	<b>56,780</b>	<b>685,317</b>	<b>842,331</b>	<b>992,564</b>	<b>875,575</b>
<b>Contributions</b>									
CRC - Community Events & Programs Income	0	0	0	0	0	15,000	1,826	2,000	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>1,826</b>	<b>2,000</b>	<b>0</b>
<b>TOTALS</b>	<b>8,114</b>	<b>82,638</b>	<b>(33,972)</b>	<b>56,780</b>	<b>56,780</b>	<b>700,317</b>	<b>844,157</b>	<b>994,564</b>	<b>875,575</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue						
	Liability 1 July 2022	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2023	Current Liability 31 May 2023	Adopted Budget Revenue	Amended YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual	Forecast 30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>												
<b>General purpose funding</b>												
LRCI - Waterless Public Toilet Cemetery	0	30,000	0	30,000	30,000	40,000	30,000	40,000	0	40,000	2,171	(7,829)
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	41,250	0	41,250	41,250	55,000	41,250	55,000	0	55,000	2,985	(10,765)
LRCI - Replacement Public Bins - Robinson Road	0	31,500	0	31,500	31,500	42,000	31,500	42,000	0	42,000	2,279	(8,221)
LRCI - Park Furniture & Light Pole Railway Station Park	0	21,675	0	21,675	21,675	28,900	21,675	28,900	0	28,900	1,568	(5,657)
LRCI - Copping Road Reseal	0	28,575	(28,575)	0	0	38,100	28,575	38,100	0	38,100	30,643	21,118
LRCI - Lennard Street Reseal	0	21,375	(21,375)	0	0	28,500	21,375	28,500	0	28,500	22,922	15,797
LRCI - Strange Road Reseal	0	100,050	0	100,050	100,050	133,400	100,050	133,400	0	133,400	7,239	(26,111)
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	63,750	(63,750)	0	0	85,000	63,750	85,000	0	85,000	68,363	47,113
LRCI - Street Gardens - White & Cumming Streets Replace Bottelbrush Trees	0	45,000	0	45,000	45,000	60,000	45,000	60,000	0	60,000	3,255	(11,745)
LRCI - Caravan Park Upgrade - Stage 1	0	0	0	0	0	43,849	32,886	43,849	0	43,849	24,849	13,886
LRCI - Youth Precinct - Nature Play Area	0	0	0	0	0	1,229	921	1,229	0	1,229	696	388
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	40,000	30,000	40,000	0	40,000	0	(10,000)
<b>Law, order, public safety</b>												
DFES Capital Grant Income (West Brookton BFB Shed)	286,906	0	(25,202)	261,703	261,703	573,811	526,009	573,811	0	573,811	25,202	(22,600)
<b>Transport</b>												
RRG - Brookton-Kweda Road - Income	0	420,335	(420,335)	0	0	420,335	315,252	420,335	0	420,335	420,335	315,252
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	13,920	10,440	13,920	0	13,920	0	(3,480)
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	26,200	19,650	26,200	0	26,200	0	(6,550)
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	47,000	35,250	47,000	0	47,000	0	(11,750)
R2R - Woods Loop Road - Income	0	0	0	0	0	45,000	33,750	45,000	0	45,000	0	(11,250)
WSFN - Dangin-Mears Road - Income	0	593,017	(593,017)	0	0	1,482,549	1,359,017	1,482,549	0	1,482,549	1,186,034	1,062,502
	286,906	1,396,527	(1,152,254)	531,178	531,178	3,204,793	2,746,350	3,204,793	0	3,204,793	1,798,541	1,340,098

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**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 2022	Amount Received	Amount Paid	Closing Balance 31 May 2023
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Nil				
Bus Bonds	0	2,080	0	2,080
Facility Hire Bonds	0	6,830	(500)	6,330
Gym Bonds	0	5,240	(510)	4,730
<b>Sub-Total</b>	0	14,150	(1,010)	13,140
<b>Trust Funds</b>				
Public Open Space Contributions	13,820	0	0	13,820
<b>Sub-Total</b>	13,820	0	0	13,820
	13,820	14,150	(1,010)	26,960

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**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
				\$	\$	\$	\$
	<b>Budget adoption</b>						0
	Accrued Expense Recognised – Office Auditor						
	General Audit Fees year end 30/06/2021 received 07/12/22		Opening Surplus(Deficit)			(71,000)	(71,000)
							(71,000)
	Water Drinking Fountain - Brookton Aquatic						
E112530.327	Centre	OCM 12.22-04	Capital Expenses			(5,020)	(76,020)
E041020.338	Memb General Operating Expenses	OCM 02.23-10	Operating Expenses		1,500		(74,520)
E041020.340	Memb General Operating Expenses	OCM 02.23-10	Operating Expenses		1,600		(72,920)
E041020.349	Memb General Operating Expenses	OCM 02.23-10	Operating Expenses		3,000		(69,920)
E041020.604	Memb General Operating Expenses	OCM 02.23-10	Operating Expenses		12,500		(57,420)
FIREGO.350	Fire General Operating Expenses	OCM 02.23-10	Operating Expenses		1,650		(55,770)
FIREGO.379	Fire General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,650)	(57,420)
FIREM.327	Fire General Operating Expenses	OCM 02.23-10	Operating Expenses			(165,275)	(222,695)
E054100.379	Esl Emergency Services Levy	OCM 02.23-10	Operating Expenses		9,407		(213,288)
E054100.742	Esl Emergency Services Levy	OCM 02.23-10	Operating Expenses			(9,407)	(222,695)
I051020.150	Fire Grants & Subsidies	OCM 02.23-10	Operating Revenue		165,275		(57,420)
E072020.327	Hea-Bk General Operating Expenses	OCM 02.23-10	Operating Expenses		1,000		(56,420)
E104030.327	Tpb General Operating Expenses	OCM 02.23-10	Operating Expenses			(4,000)	(60,420)
I104010.129	Tpb Fees & Charges	OCM 02.23-10	Operating Revenue		4,000		(56,420)
MARKOP.379	Marketing & Promotional Material	OCM 02.23-10	Operating Expenses		1,000		(55,420)
KOOROP.379	Avon Bank Estate Lots - Resale	OCM 02.23-10	Operating Expenses			(6,530)	(61,950)
I032010.150	Gpg Grants Commission - General	OCM 02.23-10	Operating Revenue		114,333		52,383
I032020.150	Gpg Grants Commission - Roads	OCM 02.23-10	Operating Revenue		27,253		79,636
I033020.140	Genfin Interest On Investments	OCM 02.23-10	Operating Revenue		15,000		94,636
I033020.142	Genfin Interest On Investments	OCM 02.23-10	Operating Revenue		87,000		181,636
I033550.230	Transfer From Reserve To Muni	OCM 02.23-10	Capital Revenue		77,429		259,065
E042010.300	Admin Employee Costs	OCM 02.23-10	Operating Expenses		110,000		369,065
E042010.305	Admin Employee Costs	OCM 02.23-10	Operating Expenses			(10,076)	358,989
E042010.309	Admin Employee Costs	OCM 02.23-10	Operating Expenses		2,000		360,989
E042010.311	Admin Employee Costs	OCM 02.23-10	Operating Expenses			(10,000)	350,989
E042020.320	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,000)	349,989
E042020.323	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses		39,830		389,819
E042020.335	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses			(65,280)	324,539
E042020.338	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,250)	323,289
E042020.340	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses		13,225		336,514
E042020.343	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses		5,000		341,514
E042020.349	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses			(4,000)	337,514
E042020.413	Admin General Operating Expenses	OCM 02.23-10	Operating Expenses			(2,725)	334,789
E042499.440	Admin Loss On Sale Of Asset	OCM 02.23-10	Operating Expenses				334,789
I042020.152	Admin Grants & Subsidies	OCM 02.23-10	Operating Revenue		1,275		336,064
I042040.191	Admin Other Revenue	OCM 02.23-10	Operating Revenue		2,700		338,764
I042499.210	Admin Profit On Sale Of Asset	OCM 02.23-10	Operating Revenue				338,764
I052010.111	Admin Fees & Charges	OCM 02.23-10	Operating Revenue			(2,000)	336,764
I087040.169	Independent Living Units - Other Income	OCM 02.23-10	Operating Revenue		5,000		341,764
I091030.160	Staffh Reimbursements & Donations	OCM 02.23-10	Operating Revenue			(2,760)	339,004
I105010.115	Amen Fees & Charges	OCM 02.23-10	Operating Revenue			(2,500)	336,504
E112010.300	Pool Employee Costs	OCM 02.23-10	Operating Expenses		20,000		356,504
POOLGO.325	Swimming Pool General Operating	OCM 02.23-10	Operating Expenses			(200)	356,304
POOLGO.327	Swimming Pool General Operating	OCM 02.23-10	Operating Expenses		10,000		366,304
POOLGO.340	Swimming Pool General Operating	OCM 02.23-10	Operating Expenses		1,880		368,184
POOLGO.379	Swimming Pool General Operating	OCM 02.23-10	Operating Expenses			(5,300)	362,884
E115040.338	Oth-Cult Community Events	OCM 02.23-10	Operating Expenses		3,000		365,884
I112010.122	Pool Fees & Charges	OCM 02.23-10	Operating Revenue		500		366,384
I113010.139	Oth-Rec Fees & Charges	OCM 02.23-10	Operating Revenue			(3,000)	363,384
I115020.150	Oth-Cult Grants & Subsidies	OCM 02.23-10	Operating Revenue			(3,000)	360,384
E123499.440	Poc Loss On Sale Of Asset	OCM 02.23-10	Operating Expenses				360,384
I122010.150	Infra Mrwa Direct Grant	OCM 02.23-10	Operating Revenue		2,111		362,495
CARAOP.379	Caravan Park	OCM 02.23-10	Operating Expenses			(14,500)	347,995
I136499.210	Econ Profit On Sale Of Asset	OCM 02.23-10	Operating Revenue				347,995



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**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
				\$	\$	\$	\$
E147010.300	Sal Gross Salaries & Wages	OCM 02.23-10	Operating Expenses		130,000		477,995
E147030.810	Sal Less: Salaries & Wages Allocated	OCM 02.23-10	Operating Expenses			(130,000)	347,995
E148010.420	Unclas Write-Offs Prior Years	OCM 02.23-10	Operating Expenses			(644)	347,351
I148020.160	Unclas Reimbursements	OCM 02.23-10	Operating Revenue			(12,318)	335,033
ELECCAP.340	Purchase Furniture & Equipment	OCM 02.23-10	Capital Expenses			(13,225)	321,808
I042497.201	Admin - Realisation On Disposal Of Assets	OCM 02.23-10	Non Cash Item				321,808
I042498.200	Admin - Proceeds On Disposal Of Assets	OCM 02.23-10	Capital Revenue		15,455		337,263
I143497.201	Poc - Realisation On Disposal Of Assets	OCM 02.23-10	Non Cash Item				337,263
I143498.200	Poc - Proceeds On Disposal Of Assets	OCM 02.23-10	Capital Revenue			(25,000)	312,263
RUBBOP.614	Waste Collection	OCM 02.23-10	Operating Expenses			(4,200)	308,063
TIPOP.379	Refuse Site	OCM 02.23-10	Operating Expenses		3,500		311,563
SEWEOP.379	Sewerage Treatment Works	OCM 02.23-10	Operating Expenses			(20,000)	291,563
SEWEOP.380	Sewerage Treatment Works	OCM 02.23-10	Operating Expenses			(4,500)	287,063
RRTL0P.325	Public Toilets Robinson Road	OCM 02.23-10	Operating Expenses			(1,000)	286,063
CEMOP.327	Cemetery	OCM 02.23-10	Operating Expenses		10,000		296,063
I107030.160	Water Reimbursements & Donations	OCM 02.23-10	Operating Expenses		2,182		298,245
OVALOP.379	Oval Maintenance	OCM 02.23-10	Operating Expenses			(4,600)	293,645
OVALOP.381	Oval Maintenance	OCM 02.23-10	Operating Expenses		4,000		297,645
MEMPOP.379	Memorial Park	OCM 02.23-10	Operating Expenses		2,000		299,645
TOWNOP.300	Town Street Maintenance	OCM 02.23-10	Operating Expenses			(13,931)	285,714
TOWNOP.327	Town Street Maintenance	OCM 02.23-10	Operating Expenses		10,000		295,714
TOWNOP.379	Town Street Maintenance	OCM 02.23-10	Operating Expenses			(2,000)	293,714
TOWNOP.381	Town Street Maintenance	OCM 02.23-10	Operating Expenses			(360)	293,354
TOWNOP.801	Town Street Maintenance	OCM 02.23-10	Operating Expenses			(16,088)	277,266
TOWNOP.802	Town Street Maintenance	OCM 02.23-10	Operating Expenses			(7,876)	269,390
OTHMRRM.327	Other Road Maintenance	OCM 02.23-10	Operating Expenses		24,483		293,873
DEPOOP.340	Shire Depot - Building Maintenance	OCM 02.23-10	Operating Expenses		3,000		296,873
DEPOOP.379	Shire Depot - Building Maintenance	OCM 02.23-10	Operating Expenses			(3,000)	293,873
E122090.379	Infra Ramm (Previously Roman)	OCM 02.23-10	Operating Expenses			(23,250)	270,623
E142010.302	Pw-Oh Employee Costs	OCM 02.23-10	Operating Expenses		6,748		277,371
E142010.305	Pw-Oh Employee Costs	OCM 02.23-10	Operating Expenses			(2,084)	275,287
E142010.307	Pw-Oh Employee Costs	OCM 02.23-10	Operating Expenses		2,000		277,287
E143020.620	Poc General Operating Expenses	OCM 02.23-10	Operating Expenses		20,000		297,287
E143020.622	Poc General Operating Expenses	OCM 02.23-10	Operating Expenses			(20,000)	277,287
I143030.160	Poc Reimbursements & Donations	OCM 02.23-10	Operating Revenue		13,500		290,787
E102530.502	Purchase Plant & Equipment	OCM 02.23-10	Capital Expenses			(74,429)	216,358
BRKWRRG.327	Brookton-Kweda Road	OCM 02.23-10	Capital Expenses			(166,119)	50,239
BRKWRRG.379	Brookton-Kweda Road	OCM 02.23-10	Capital Expenses			(22,992)	27,247
KOORSFC.300	Koornong Drive - Drainage	OCM 02.23-10	Capital Expenses		13,931		41,178
KOORSFC.327	Koornong Drive - Drainage	OCM 02.23-10	Capital Expenses		11,666		52,844
KOORSFC.379	Koornong Drive - Drainage	OCM 02.23-10	Capital Expenses		12,962		65,806
KOORSFC.801	Koornong Drive - Drainage	OCM 02.23-10	Capital Expenses		16,088		81,894
KOORSFC.802	Koornong Drive - Drainage	OCM 02.23-10	Capital Expenses		7,876		89,770
WBSF1.327	Dangin-Mears Road Wheatbelt Secondary Freight Network	OCM 02.23-10	Capital Expenses			(207,354)	(117,584)
WBSF1.379	Dangin-Mears Road Wheatbelt Secondary Freight Network	OCM 02.23-10	Capital Expenses		207,354		89,770
BRIDGE02.327	Bridge 3154A Davis Road	OCM 02.23-10	Capital Expenses			(11,013)	78,757
BRIDGE04.379	Bridge 3146A Boyagarra Road	OCM 02.23-10	Capital Expenses			(10,500)	68,257
BRIDGE03.327	Bridge 3143 Yeo Road	OCM 02.23-10	Capital Expenses		11,013		79,270
ADMIOP.327	Administration Centre	OCM 02.23-10	Operating Expenses		1,500		80,770
ADMIOP.379	Administration Centre	OCM 02.23-10	Operating Expenses			(6,300)	74,470
ADMIOP.381	Administration Centre	OCM 02.23-10	Operating Expenses			(1,100)	73,370
SENIOP.380	Senior Citizen Homes - Common Area	OCM 02.23-10	Operating Expenses		2,800		76,170
U133WS.379	Unit 1 33 Whittington Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		1,500		77,670
U133WS.381	Unit 1 33 Whittington Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses			(1,000)	76,670
U140WS.379	Unit 1 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		750		77,420
U233WS.379	Unit 2 33 Whittington Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		3,180		80,600

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**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
				\$	\$	\$	\$
U240WS.379	Unit 2 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		750		81,350
U340WS.379	Unit 3 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		750		82,100
U440WS.379	Unit 4 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		750		82,850
U540WS.379	Unit 5 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		2,550		85,400
U640WS.379	Unit 6 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		1,500		86,900
U740WS.379	Unit 7 40 White Street Brookton - Independent Living Units	OCM 02.23-10	Operating Expenses		2,550		89,450
10MAOP.379	10 Marsh Ave Brookton	OCM 02.23-10	Operating Expenses		5,900		95,350
23WHITOP.379	23 Whittington Street Brookton	OCM 02.23-10	Operating Expenses		3,900		99,250
25WHITOP.379	25 Whittington Street Brookton	OCM 02.23-10	Operating Expenses		1,500		100,750
25WHITOP.380	26 Whittington Street Brookton	OCM 02.23-10	Operating Expenses			(1,000)	99,750
28AWSOP.379	U5 28 William Street	OCM 02.23-10	Operating Expenses		1,500		101,250
28BWSOP.379	U6 28 William Street	OCM 02.23-10	Operating Expenses		3,870		105,120
U2MSUOP.379	U2 4 Matthew Street	OCM 02.23-10	Operating Expenses		4,000		109,120
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.23-10	Operating Expenses		2,000		111,120
WBOP.325	Wb Eva Pavilion	OCM 02.23-10	Operating Expenses		1,000		112,120
RWSTOP.327	Brookton Railway Station	OCM 02.23-10	Operating Expenses		17,255		129,375
E107541.379	Water Infrastructure	OCM 02.23-10	Capital Expenses			(6,336)	123,039
E136100.311	Crc Employee Costs	OCM 02.23-10	Operating Expenses			(1,982)	121,057
E136101.343	Crc General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,000)	120,057
E136101.350	Crc General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,040)	119,017
I136100.170	Crc Community Events & Programs Revenue	OCM 02.23-10	Operating Revenue			(13,000)	106,017
I136100.191	Crc Community Events & Programs Revenue	OCM 02.23-10	Operating Revenue			(14,909)	91,108
CCTV.327	Town Cctv Installtion - Security & Safety	OCM 02.23-10	Capital Expenses		9,614		100,722
ROBICAP.500	Townscape - Robinson Road	OCM 02.23-10	Capital Expenses		943		101,665
CEMABLU.500	Cemetery Ablution Facility	OCM 02.23-10	Capital Expenses		40,000		141,665
ROBABLU.327	Robinson Road Toilet Upgrade - Lrci Phase 3	OCM 02.23-10	Capital Expenses			(66,408)	75,257
E113520.501	Purchase Furniture & Equipment	OCM 02.23-10	Capital Expenses		15,851		91,108
OVALBRK.504	Brookton Oval Reticulation	OCM 02.23-10	Capital Expenses			(30,000)	61,108
E142519.500	Shire Depot Improvements	OCM 02.23-10	Capital Expenses			(14,000)	47,108
FIREGO.340	Fire General Operating Expenses	OCM 02.23-10	Operating Expenses			(1,200)	45,908
E114020.340	Libr General Operating Expenses	OCM 02.23-10	Operating Expenses			(6,302)	39,606
GYMOP.340	Gymnasium Operating	OCM 02.23-10	Operating Expenses			(4,000)	35,606
CARAOP.340	Caravan Park	OCM 02.23-10	Operating Expenses			(10,010)	25,596
NATPLACAP.379	Youth Precinct - Nature Play Area	OCM 02.23-10	Capital Expenses			(25,596)	0
E042020.327	Admin General Operating Expenses General	OCM 05.23-03	Operating Expenses		41,048		41,048
ITINFCAP.340	IT Infrastructure	OCM 05.23-03	Operating Expenses			(7,998)	33,050
E042020.335	Admin General Operating Expenses General	OCM 05.23-03	Operating Expenses			(24,665)	8,385
E136101.335	Crc General Operating Expenses	OCM 05.23-03	Operating Expenses			(8,385)	0
WBSHEDCAP	West Brookton BFB Appliance Bay Facility & Amenities (Shed)	OCM 05.23-04	Capital Expenses			(73,749)	(73,749)
I033550.230	Transfer From Reserve To Muni	OCM 05.23-04	Capital Expenses		73,749		0
E042020.336	Admin General Operating Expenses General	OCM 02.23-20	Operating Expenses			(25,000)	(25,000)
				0	1,506,936	(1,531,936)	(25,000)

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**NOTE 17  
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.  
The material variance adopted by Council for the 2022-23 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
<b>Revenue from operating activities</b>	\$	%				
Interest revenue	(40,671)	(30.64%)	▼		Budget profiling & budget review increase - will correct when Term deposit matures	
Other revenue	44,238	20.87%	▲	Higher than expected revenue in POC reimbursements, workers compensation claims & Bring to account PPE Brookton CRC		
<b>Expenditure from operating activities</b>						
Materials and contracts	586,186	33.91%	▲	The major variances relate to provisions for consultants, IT initial onboarding, Audit Fees and Fire Mitigation		
Utility charges	(23,792)	(13.18%)	▼		Variances relates to higher volume of usage at Parks & Gardens & Standpipe water usage	
Depreciation	617,246	23.30%	▲	Depreciation set on prior year budgeting, Fair Value review completed 30 June 2022		
Finance costs	23,105	32.66%	▲		The variance relates to budget profiling as Effluent Loan 83 has not been drawn down	
Other expenditure	(22,359)	(32.76%)	▼		The major variances being bringing CRC PPE to account & higher than expected bond refunds	
Loss on disposal of assets	52,624	100.00%	▲	No loss on disposals year to date		
Non-cash amounts excluded from operating activities	(675,697)	(25.09%)	▼		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation set on prior year budgeting	
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(947,809)	(34.51%)	▼		The major variances relate to the budget profiling and recognition of revenue for LRCI Phase 3, DFES and Wheatbelt Secondary Freight grant funding	
Proceeds from disposal of assets	(45,790)	(28.31%)	▼			Variance relates to Budget profiling. No further assets to be disposed of FY22/23
Payments for inventories, property, plant and equipment and infrastructure	2,817,023	50.69%	▲	A number of variances relate to underspend YTD being Capital spending on Infrastructure - Brookton Railway station, Memorial Hall, Cemetery & Robinson Road toilets , Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works. Some works rescheduled to FY23/24		
<b>Financing activities</b>						
Proceeds from new debentures	(600,000)	(100.00%)	▼		The variance relates to the Effluent Scheme Upgrade loan not yet drawn down.	
Transfer from reserves	(1,721,342)	(75.16%)	▼			Variance due to budget profiling. Transfer to be done in June 2023
Repayment of borrowings	22,733	13.76%	▲	The variance relates to budget profiling and the Effluent Scheme Upgrade loan not yet drawn down		
Transfer to reserves	(1,056,061)	(10170.07%)	▼		A portion of reserves have be transferred at the TDA maturity and the remainder to occur at the end of the financial year	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>(818,782)</b>	<b>64.39%</b>	<b>▼</b>			This is a timing variance and will self correct overtime



## 15.06.23 GOVERNANCE REPORTS

### 15.06.23.01 APPOINTMENT OF FIRE CONTROL OFFICERS – 2023/24

<b>File No:</b>	EME 002
<b>Date of Meeting:</b>	21 July 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	BFAC
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer – Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is to consider the recommendation of the Shire of Brookton Bush Fire Advisory Committee (BFAC) for appointment of Fire Control Officers (FCOs).

#### Description of Proposal:

The BFAC Recommendation seeks to confirm all of Council's previously appointed FCO's for the Shire of Brookton.

The current listing of appointments of CBFCO, Deputy Chief Bushfire Fire Control Officer's and FCOs for the Shire of Brookton are:

Position	Proposal
Chief Bush Fire Control Officer	Murray Hall
Deputy Chief Bush Fire Control Officer	Travis Eva
FCO's – Central Brigade	Troy Bassett, Andrew Pike, Les Eyre, Ashley Hobbs, Blair Montague; Neville Messenger, William Wilkinson
FCO's – East Brigade	Bevan Walters, Darrell Turner, Dennis Wilkinson
FCO's – West Brigade	Tim Evans, Jamie Blight, Ross Evans, Len Simmons, Mark Whittington
FCO – Shire of Brookton	Jason Carrall

The recommendation of the BFAC is to add:

- Anton de Lange as a replacement for Mr Les Eyre in the Central Brigade;
- Michael Eva in the East Brigade.

#### Background:

Under the *Bush Fires Act 1954*, a FCO has significant authority in a fire emergency where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policies – 4.4 – Use of Council Equipment and Machinery for Bushfire Control and 4.5 Expenditure Limit – Bush Fire Control Officers. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority suspended by the Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conversation and Attractions, Parks and Wildlife Service Officer in certain situations.

#### **Consultation:**

The BFAC's Recommendation reflects the minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 29<sup>th</sup> March 2023.

#### **Statutory Environment:**

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

40. Local governments may join in appointing and employing bush fire control officers

(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

#### **Relevant Plans and Policy:**

The Shire of Brookton has two policies that are aligned to these appointments being:

- 4.4 – Use of Council Equipment and Machinery for Bushfire Control; and
- 4.5 – Expenditure Limit – Bush Fire Control Officers.

**Financial Implications:** Nil

#### **Risk Assessment:**

Without the required authorisation from Council there is a perceived medium level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process. Therefore, the level of risk is assessed against the following matrix table as 'Medium'.

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

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

**Community & Strategic Objectives:** Nil

**Comment:** Nil

### **BFAC'S RECOMMENDATION**

*That Council, for the 2023/24, bush fire season appoints:*

**Chief Bush Fire Control Officer**                      **Murray Hall**

**Deputy Chief Bush Fire Control Officer**        **Travis Eva**

**FCO's – Central Brigade**                              **Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Anton de Lange.**

**FCO's – East Brigade**                                  **Bevan Walters, Darrell Turner, Dennis Wilkinson, Michael Eva.**

**FCO's – West Brigade**                                **Tim Evans, Ross Evans, Len Simmons, Mark Whittington, Jamie Blight.**

**FCO – Shire of Brookton**                            **Jason Carrall**

*(Simple majority vote required)*

**15.06.23.02 SHIRE OF BROOKTON DELEGATION REGISTER – ANNUAL REVIEW 2022/2023**

<b>File No:</b>	GOV028C
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

The Council is to consider an annual review the Shire of Brookton Delegation Register.

**Description of Proposal:**

A revised draft list of Council's delegations is included at attachment 15.06.23.02A, with new additions included in red and deletions struck out.

There are no significant changes other proposed, with amendments relating to punctuation or spelling corrections, more efficient use of on-delegation.

**Background:**

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year.

Council last reviewed this entire register on Wednesday 16<sup>th</sup> June 2022.

Council should note that under section 5.44 of the Local Government Act, Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is able to delegate to Council employees. Therefore, although Council policy requires approval by two staff for some activities, the Council delegation is to the Chief Executive Officer and the Chief Executive Officer then on delegate, in writing, to additional staff. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

Currently the Chief Executive Officer's delegation of authority to Council employees possible under section 5.44 of the Local Government Act is recorded in the same document as Council's delegations to the Chief Executive Officer. In addition all staff who are provided with delegated authority by the Chief Executive Officer are formally advised in writing of that delegation.

**Consultation:**

As the proposed amendments to the current Delegation Register are considered minor, there has been no prior discussion on this matter.

## **Statutory Environment:**

### **Local Government Act 1995**

#### **5.17 Limits on delegation of powers and duties to certain committees**

- 1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - i. any power or duty that requires a decision of an absolute majority of the council; and
    - ii. any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - i. the local government's property; or
    - ii. an event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

#### **5.42. Delegation of some powers and duties to CEO**

- 1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### 5.44. CEO may delegate powers and duties to other employees

- 1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### Relevant Plans and Policy:

There are no plans or policies directly applicable to this report, however compliance with Council Policy is required with the exercise of delegated authority by staff.

#### Financial Implications:

There are no direct financial implications arising from this report.

#### Risk Assessment:

Risk exists for Council that:

- In not ensuring appropriate level of delegation and sub-delegation, and/or not maintaining an up to date delegation register, the Shire of Brookton will find it difficult to operate in an effective and efficient manner;
- Officers who are delegated authority exceeding that authority.

While the consequences could be *Moderate* or *Major* depending on the nature or circumstances of the consequence, the risk has been assessed as 'Medium.'

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:**

This proposal relates to delivery of Council business and services. This indirectly supports achieving community and strategic objectives.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended Shire of Brookton Delegation Register, as included at Attachment 15.06.23.02A.***

*(Simple majority vote required)*

**Attachments**

**Attachment 15.06.23.02A – Delegation Register - Amended**





## Delegation Register

*Version 14*



## CONTENTS

AMENDMENTS .....	2
INTRODUCTION.....	5
1.0 COUNCIL DELEGATIONS .....	8
1.1 Power to Make Payments .....	8
1.2 Tenders for Goods and Services – Calling For .....	9
1.4 Financial Investments.....	10
1.5 Disposal of Assets.....	11
1.6 Relocation Expenses.....	13
1.7 Employee Housing.....	14
1.8 Engagement of Professional Services.....	15
1.9 Local Laws Administration.....	16
1.10 Liquor Licensing and Permits .....	17
1.11 Rate Book .....	18
1.12 Closure of thoroughfares to vehicles .....	19
1.13 Native Title .....	20
1.14 Impounding Goods – Authorised Employee .....	21
1.15 Offences – Bush Fires Act.....	22
1.17 Dog Act 1976 .....	23
1.18 Gates on Road Reserves.....	24
1.19 Notices and Orders - Health Act 1911 and Public Health Act 2016 .....	25
1.20 Advertising - Development Applications.....	26
1.21 Traffic Regulatory Signs.....	27
1.22 Events on Roads .....	28
1.23 Restricted Access Vehicles (RAV) .....	29
1.24 Additional Powers Exercised When Notices Given Requiring Certain Things to be Done by Owners or Occupiers of Land.....	30
1.25 Lodgement of Caveats.....	31
1.26 Reserves Under Control of The Local Government.....	32
1.27 Thoroughfares: Notification to Affected Owners .....	33
1.29 Powers of Entry onto Land .....	34
1.30 Execution of Leases Licence Agreements and Contracts .....	35
1.33 Registration of Dogs .....	36
1.34 Planning Compliance .....	37
1.35 Authorised Officers .....	38
1.36 Purchasing Authority.....	40
1.37 Specific Provisions Under Local Planning Scheme No. 4.....	41
1.38 Common Seal .....	43
1.39 Authorised Officer – Food Act 2008.....	44
1.40 Variations to Firebreak Order .....	45
1.41 Building Matters – Permits, Certificates & Orders.....	46
1.42 Building Matters – Building Authorisations .....	47
1.43 Building Matters – Fines, Penalties & Enforcement.....	48
1.44 Employment Committee .....	49
1.45 Issue of Corporate Credit Cards .....	50
1.48 Graffiti Vandalism Act 2013 .....	53
1.49 Behaviour Complaints Committee .....	54
1.50 Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act.....	55
1.51 Write Off of Rates and Sundry Debts .....	56
1.52 Appointment of Acting CEO .....	57
1.53 Issuing of Permits to Burn – Bush Fires Act.....	58

## 1.0 COUNCIL DELEGATIONS

### 1.1 Power to Make Payments

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to make payment of accounts from Council's Municipal, Bond, and Trust Funds in accordance with Local Government (Financial Management) Regulations, 1996; r.12(1)(a)		
<b>Conditions of Delegation:</b>	a) Payments to be made by cheque and Electronic Funds Transfer (EFT). b) Monthly cheque listing as presented to Council.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Manager Infrastructure and Works ✓ Executive Governance Officer ✓ <del>Governance</del> Senior Finance Officer		
<b>Additional conditions of Sub-delegation:</b>	a) Sub-delegates must comply with the Council finance policies and procedures approved in accordance Financial Management Regulation 5.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act 1995; s6.10</i> ✓ <i>Local Government (Financial Management) Regulations, 1996; r.12 and r.13.</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.2 Tenders for Goods and Services – Calling For

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to invite and evaluate tenders for goods and services that are adequately funded in the annual budget.		
<b>Conditions of Delegation:</b>	a) This delegation extends to conformity with Section 3.57 of the <i>Local Government Act, 1995</i> and the prescribe functions under r.11; r.13; r.14; r.18 and r.20 of the Local Government (Functions and General) Regulation, 1996. b) Tenders may only be called where this is a sufficient allocation in the adopted annual budget for the proposed goods or services or where the Council has seriously entertained the draft annual budget with incorporation of the funding for the required goods or services that are deemed essential to the continuity of service delivery as part of the Shire core business.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b> OCM	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.57</i> ✓ <i>Local Government (Functions and General) Regulations 1996; r.11; r.13; r.14; r.18; r.20</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.4 Financial Investments

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to invest money held in the municipal fund or trust fund that is not required at the time for any purpose.		
<b>Conditions of Delegation:</b>	a) This delegation extends compliance with the prescribe provisions under s.614(1) of the <i>Local Government Act 1995</i> . and r.19 of the <i>Local Government (Financial Management) Regulations, 1996</i> and any applicable Council Policy at the time of investment. b) All investment of funds must be with a reputable Australian Banking institution governed by the <i>Banking Act, 1959</i> . c) Investments must be spread across more than one financial institution to minimise financial risk. d) A monthly report on investments is to be presented to Council.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; S6.14</i> ✓ <i>Trustees Act, 1962; Part III</i> ✓ <i>Local Government (Financial Management) Regulations; r. 19</i> ✓ <i>Policy 2.19 - Financial Reserves</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the <i>Local Government (Admin) Regulations 1996</i> .		
<b>Version No.</b>	12		

## 1.5 Disposal of Assets

<b>Delegator:</b>	Council
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO
<b>Delegated to:</b>	Chief Executive Officer
<b>Delegated Function:</b>	Power to dispose of: 1) Shire owned property to: a) The highest bidder at public auction [s. 358(2)(a)]. b) The person who at public tender called by the local government makes what is considered (by the delegate) to be the most acceptable tender, whether or not it's the highest tender [s.358(2)(b)]. 2) Property by private treaty only in accordance with section 3.58(3) and prior to disposal, to conder any submissions received following the giving of public notice [s. 3.58(3)]. Including the execution of all transfer and sale documents. 3) Heavy plant and vehicles included in the budget for disposition/trade. 4) Shire owned property by way of periodic, or fixed-term residential tenancy and leave agreements, and associated documents.
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions under s3.58, s5.42, s6.10 of the Local Government Act 1995. and r.30 of the Local Government (Functions and General) Regulations, 1996 and any applicable Council Policy at the time of disposal. b) Action performed under this delegation shall as a minimum be advertised through local media platforms (print and digital) to ensure maximum circulation. c) Where public auction is determined as the method of disposal. Disposal of land or buildings is limited to items specified in the Annual Budget, and Policy 2.11 Koornong Residential Estate, and in any other case, a Council resolution is required. d) In accordance with s.5.43(d), disposal of property, for any single project where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000.00, or less, and equal to, or above, the reserve price in regard to land identified in Policy 2.11. e) Where public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>The reserve price has been set by independent valuation. If the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> f) Where a public tender is determined as the method of disposal, and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method, and if so, must determine not to accept any tender, and use an alternative disposal method. g) Where a private treaty is determined [s.358(3)], as the method of disposal, authority to: <ul style="list-style-type: none"> <li>Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>Consider any public submissions received, and determined if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> h) Where the market value of the property is determined as being less than \$20,000 [(F&G r30(3) excluded] disposal may be undertaken: <ul style="list-style-type: none"> <li>Without reference to Council for resolution; and</li> <li>In any case, be undertaken to ensure that the best value return is achieved, however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</li> </ul>

	i) This delegation allows for a surplus asset of less than \$300.00 to be gifted to a local community group of incorporated status, without the need to advertise the item.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> Dec 2021	<b>Minute:</b> OCM 12.21-15
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act 1995 s3.58, s5.42, s6.10</i> ✓ Local Government (Functions and General) Regulations 1996, r.30 ✓ Policy 2.11 – Koornong Residential Estate ✓ Policy 2.33 – Employee and Community Housing ✓ Policy 2.37 – Lease Licence and Tenancy Agreements ✓ Policy 2.41 – Community Engagement ✓ Delegation 1.38 - Common Seal
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12



## 1.6 Relocation Expenses

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine level of payment for relocation expenses for new employee appointed to a Managerial position with the Shire of Brookton.		
<b>Conditions of Delegation:</b>	a) Sufficient funds being available in the Salaries and Wages allocation of the municipal Budget at the time of paying expenses. b) The expenses may include a motor vehicle, kilometre rate allowance in lieu of airfares for the employee and immediate family, plus out-of-pocket expenses, meals and sundries to a value set by Council Policy.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.32 – Employee Remuneration		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.7 Employee Housing

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to allocate accommodation and make all arrangements necessary in relation to occupancy and maintenance of Employee housing as provided by Council.		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions under applicable Council Policy 2.33 – Employee and Community Housing at the time of allocation. b) The employee is to enter into a formal Tenancy Agreement with responsibility placed on the employee for payment of rent and utilities, maintenance of lawn and garden areas and repair of damage not deemed general wear and tear.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Residential Tenancies Act, 1987</i> ✓ Policy 2.32 – Employee Remuneration ✓ Policy 2.33 – Employee and Community Housing ✓ Policy 2.37 – Lease Licence and Tenancy Agreements		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.8 Engagement of Professional Services

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to engage appropriate professional services and obtain legal advice and representation were considered necessary in the interest of providing good governance.		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions and statements under Council Policy 1.19 – Legal Representation for Council Members and Employees, and Council Policy 1.20 – Legal Advice, Proceedings and Prosecutions. b) The engagement of all professional services must be sufficiently funded within the municipal budget.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Council Policy 1.19 – Legal Representation for Council Members and Employees ✓ Policy 1.20 – Legal Advice, Proceedings and Prosecutions		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.9 Local Laws Administration

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to administer provisions, determine applications received, and exercise powers, duties and functions detailed in all Shire of Brookton Local Laws as prepared and adopted under Division 2 of Part 3 of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Manager Infrastructure and Works ✓ Contract Ranger		
<b>Additional conditions of Sub-delegation:</b>	a) Authority to perform administration and enforcement functions inclusive infringement notices and fines only.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; Part 9; Divisions 1 and 2 ✓ Local Government Amendment Property Local Law 2013 ✓ Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012 ✓ Dogs Amendment Local Law 2012 ✓ Cemeteries Amendment Local Law 2012 ✓ Pest Plants Local Laws 2012 ✓ Health Local Laws 2000 ✓ By-law relating to the establishment, maintenance, and equipment of Bush Fire Brigades 1993
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.10 Liquor Licensing and Permits

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to issue: a) Certificates of the Local Government pursuant to s.39 of the <i>Liquor Control Act 1988</i> . b) Certificates of the Local Planning Authority pursuant to s.40 of the <i>Liquor Control Act 1988</i> . c) Consent requirements to applicants seeking approval for the consumption of alcohol for special occasions and events on Council owned or vested property in accordance with s.59 of the <i>Liquor Control Act 1988</i> .		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions under 39, 40 and 59 of the <i>Liquor Control Act, 1988</i> and any applicable guidelines.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees.		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Liquor Control Act, 1988; s.39; s.40 and s.59.</i> ✓ Policy 2.25 - Hall Hire		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.11 Rate Book

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995:</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to: a) Determine the time allowed for payment of rates before it becomes in arrears. b) Exercise discretion to grant an extension of time to process objections to the Rate Book. c) Recover rates pursuant to the provisions of s.6.56(1) of the <i>Local Government Act, 1995</i> . d) Enter into agreement with a rate payer for the payment of rates and service charges in accordance with the provisions s.6.49 of the <i>Local Government Act, 1995</i> . e) Require a lessee to pay rent to the Council in satisfaction of rates and service charges due and payable in accordance with s.6.60(2) of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; Part 6; Division 6; s.6.26 LGA Rateable land
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.12 Closure of thoroughfares to vehicles

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to: a) Close a thoroughfare (wholly or partially/ constructed or unconstructed) to a particular class(s) of vehicle for a period not exceeding four (4) weeks in accordance with s.3.50(1) of the <i>Local Government Act, 1995</i> . However, before doing so: i. Giving public notice of the pending closure. ii. Giving written to the Commissioner of Main Roads and landowners directly affected by the closure. iii. Consider submissions to the proposed road closure in accordance with s.3.50(1a), (2) and (4) of the <i>Local Government Act, 1995</i> . b) Revoke an order to close a thoroughfare in accordance with s.3.50(6) of the <i>Local Government Act, 1995</i> . c) Close a thoroughfare (wholly or partially) without public notice for repairs or maintenance where it is unlikely to have significant adverse effect on users in accordance with s.3.50(A) of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees.		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.50 s.3.50A s.3.51 ✓ <i>Local Government (Functions and General) Regulations 1996</i> r4, r5 and r6
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12



### 1.13 Native Title

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to register an interest in any native title claim affecting the Shire thus ensuring the Council to have sufficient interest to become a party to the native title application.		
<b>Conditions of Delegation:</b>	✓ Where possible discussion with Councillors should first be entertained to understand the required level of involvement in a native title application.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Native Title Act, 1999</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.14 Impounding Goods – Authorised Employee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping has been paid to the Local Government [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].		
<b>Conditions of Delegation:</b>	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value for the Local Government. Disposal process must be transparent and accountable.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Works Coordinator ✓ Contract Rangers		
<b>Additional conditions of Sub-delegation:</b>	Nil		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.46 s.3.47 s.3.48
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.15 Offences – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. To consider allegations of offences alleged to have been committed under the <i>Bush Fires Act, 1954</i> in the district of the Shire of Brookton and, if the Chief Executive Officer sees fit, to institute and carry-on proceedings in the name of the Shire of Brookton against any person alleged to have committed any of those offences. 2. This delegation extends to the issue and/or withdrawal of infringement notices in accordance with the provisions of s. 59A.		
<b>Conditions of Delegation:</b>			
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by s.48(3)</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.59 s.59A(2)</i> ✓ <i>Bush Fires (Infringement) Regulations 1978 r.4a</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.17 Dog Act 1976

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Dog Act, 1976</i> ✓ S.10AA – Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. All powers, duties, and functions of the local government under the <i>Dog Act, 1976</i> . 2. Authorise the CEO to further delegate powers and duties under the <i>Dog Act, 1976</i> and associated Regulations.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Dog Act, 1976</i> ✓ s.10AA(3) Delegation of local government powers and duties (NOTE sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works (Administration; fines and infringements only) ✓ Section 10AA(5) of the <i>Dog Act, 1976</i> does not limit the ability of the CEO to perform a function through an officer or agent.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Dog Act, 1976; s.29, s.33E and s.44</i> ✓ <i>Dog Regulations 2013</i> ✓ <i>Local Government (Miscellaneous Provisions) Act 1960</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.18 Gates on Road Reserves

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To approve the erection of gates on road reserves.		
<b>Conditions of Delegation:</b>	✓ In any circumstances considered controversial, the application is to be referred to Council. ✓ A Register of Gates with fences / gates across road reserves is required pursuant to legislation – <i>Local Government Act, 1995; Schedule 9.1, cl 5</i> .		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; Schedule 9.1 cl.5</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.19 Notices and Orders - Health Act 1911 and Public Health Act 2016

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Public Health Act, 2016</i> ✓ S.21 Enforcement agency may delegate		
<b>Delegated to:</b>	✓ Chief Executive Officer		
<b>Delegated Function:</b>	To designate a person or class of persons to exercise and discharge all the following powers and functions under the <i>Health Act, 1911</i> and <i>Public Health Act, 2016</i> as an authorised officer: ✓ The forming of opinions and making of declarations. ✓ The grant and issue of licenses, permits, certificates and approvals. ✓ The issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions. ✓ The ordering and authorisation of legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made there under.		
<b>Conditions of Delegation:</b>	✓ Compliance with adopted Health Local Laws ✓ Applicant must be advised of objections and/or appeal rights ✓ Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No. 22 on 24 January 2017 – <i>Public Health Act, 2016</i> – Guidelines on the Designation of Authorised Officer. ✓ A register of authorised officers is to be maintained in accordance with s.27.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	<b>Environmental Health Officer/Building Surveyor</b>		
<b>Additional conditions of Sub-delegation:</b>	✓ The sub-delegation does not include authorisation to instigate legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made there under.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Health Act, 1911</i> ✓ <i>Public Health Act, 2016</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.20 Advertising - Development Applications

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To advertise development applications for public comment where required by legislation or where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council, and to make available from Council's files information regarding the development application so that the public are in a position to make a proper assessment.		
<b>Conditions of Delegation:</b>	Subject to the provisions of Council Policy 2.41 - Community Engagement.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Planning Officer		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Local Planning Scheme No. 4 ✓ Council Policy 2.41 - Community Engagement.		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		



## 1.21 Traffic Regulatory Signs

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To install appropriate traffic regulatory signs at such places as the Chief Executive Officer considers necessary.		
<b>Conditions of Delegation:</b>	Subject to Main Roads WA approval where appropriate.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Works Coordinator		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Main Roads WA Guideline "Traffic Signals" D09#88641
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	12

## 1.22 Events on Roads

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine applications for the temporary closure of roads for the purpose of conducting events.		
<b>Conditions of Delegation:</b>	The road closure request must be accompanied by a Road Traffic Management Plan prepared by a person certified to prepare such plans.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Road Traffic (Events on Roads) Regulations, 1991</i> ✓ <i>Local Government Act, 1995; S3.50</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

## 1.23 Restricted Access Vehicles (RAV)

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue Letters of Approval to RAV operators specifying which roads they may use and the conditions that apply to that use.		
<b>Conditions of Delegation:</b>	✓ Subject to the provisions of Council Policy 4.8 - Restricted Access Vehicles.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Road Traffic Act, 1974</i> ✓ <i>Road Traffic (Vehicles) Regulations, 2014</i> ✓ Council Policy 4.8 - Restricted Access Vehicles		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

## 1.24 Additional Powers Exercised When Notices Given Requiring Certain Things to be Done by Owners or Occupiers of Land

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	A Local Government may give a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of the land a notice in writing relating to the land requiring the person to do anything specified in the notice that – <ol style="list-style-type: none"> <li>1. Is prescribed in Schedule 3.1, Division 1; or</li> <li>2. Is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 of the Act.</li> <li>3. To take what action is deemed necessary to cover the costs incurred in achieving the purpose for which a notice was given pursuant to Section 3.25 of the <i>Local Government Act, 1995</i> from persons who failed to comply with the said notice</li> </ol>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil		
<b>Additional conditions of Sub-delegation:</b>	✓ <del>The sub-delegation does not include the instigation of action to cover the costs incurred in achieving the purpose for which a notice was given pursuant to Section 3.25 of the Local Government Act, 1995 from persons who failed to comply with the said notice.</del>		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.25(1) s.3.26(2), (3) s.3.27(1)</i> ✓ <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.25 Lodgement of Caveats

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect to the land is unpaid for at least (3) three years.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Act, 1995; s6.64</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.26 Reserves Under Control of The Local Government

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].		
<b>Conditions of Delegation:</b>	✓ Excludes the execution of lease or licence agreements for Crown Reserve Land with a third party. All lease and licence matters are to be referred to Council for determination. ✓ Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.54(1)</i> ✓ <i>Parks and Reserves Act 1895; s.5</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.27 Thoroughfares: Notification to Affected Owners

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To ensure the requirements of Section 3.51(3) of the <i>Local Government Act, 1995</i> are observed relating to affected landowners being notified of proposals and allowed a reasonable time to make submissions in order that such may be considered.		
<b>Conditions of Delegation:</b>	Notification where possible should be presented to landowners in writing.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Works Coordinator		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.51(3)</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		



## 1.29 Powers of Entry onto Land

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To undertake the functions and duties required under the <i>Local Government Act, 1995</i> in respect of: Section 3.39 Appointment of Authorised Persons for the purpose of removing and impounding goods that are involved in a contravention which can lead to impounding. Section 3.40 Removal of vehicle and impounding of goods by an authorised person. Section 3.42 Action required in respect to impounding of non-perishable goods. Section 3.44 Issuance of Notices regarding collection of goods if not confiscated. Section 3.46 Withholding of goods pending payment of costs. Section 3.47 Disposal of confiscated or uncollected goods. Section 3.48 Recovery of Costs incurred in the impounding exercise.		
<b>Conditions of Delegation:</b>	Compliance with the requirements of r.29 of the Local Government (Functions and General) Regulations, 1996 and Council Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Contract Rangers		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; s.3.39, s3.40, s3.42, s.3.44, s.3.46, s.3.47, s.3.48; s3.51 (3); Part 3; Division 3 and 4 ✓ Local Government (Functions and General) Regulations, 1996
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.30 Execution of Leases Licence Agreements and Contracts

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To execute and apply the Common Seal to new leases for properties that Council has previously resolved to lease.		
<b>Conditions of Delegation:</b>	✓ Compliance with Delegation 1.38 Common Seal. ✓ Chief Executive Officer and Shire President jointly to sign the lease licence or contract document. ✓ Wording for Council motions is to read as follow: <i>"That Council authorises the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Brookton on this documentation."</i>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	Not Applicable		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.33 Registration of Dogs

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Dog Act, 1976</i> ✓ S.10AA Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>The Chief Executive Officer is delegated authority to keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting through arrangement.</p> <p>The following functions are performed under delegation</p> <ul style="list-style-type: none"> <li>✓ s.16(3) Refuse to register dog</li> </ul> <p>A dog may be registered by a person appointed as a 'registration officer'.</p> <p>The following functions are performed under authorisation</p> <ul style="list-style-type: none"> <li>✓ s.16(2a) Register a dog</li> <li>✓ s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46</li> <li>✓ s.16(3c) Cancel a registration if a dog has died</li> <li>✓ s.16(6) Provide the registration certificate</li> </ul>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Dog Act, 1976</i> ✓ S.10AA(3) Delegation of local government powers and duties		
<b>Subdelegated to:</b>	<ul style="list-style-type: none"> <li>✓ Manager Corporate and Community</li> <li>✓ Administration Records Officer</li> <li>✓ Finance Administration Officer</li> <li>✓ Finance Officer</li> <li>✓ Trainee Business Administration</li> <li>✓ Corporate Administration Officer</li> <li>✓ Community Development Officer</li> <li>✓ Governance Officer</li> <li>✓ Executive Governance Officer</li> </ul>		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Dog Act, 1976; s.11, s.14, s.16(3)</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.34 Planning Compliance

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO  Planning and Development (Local Planning Schemes) Regulations, 2015 ✓ Schedule 2 cl.82 Delegations by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To enter properties and buildings at all reasonable times for the purpose of ascertaining whether the provisions of the Town Planning Scheme and conditions of Development Approvals are being complied with.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Planning and Development Act, 2005</i> ✓ Town Planning Scheme No. 4 ✓ Planning and Development (Local Planning Schemes) Regulations, 2015		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.35 Authorised Officers

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>Appoint persons or classes of persons to be authorised for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <ul style="list-style-type: none"> <li>a) <i>Local Government Act, 1995</i> and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act, 1960</i> and Local Laws made under the Local Government Act.</li> <li>b) <i>Caravan Parks and Camping Grounds Act, 1995</i></li> <li>c) <i>Bush Fires Act, 1954</i></li> <li>d) <i>Cat Act, 2011</i></li> <li>e) <i>Litter Act, 1979</i></li> <li>f) <i>Public Health Act, 2016</i></li> <li>g) <i>Food Act, 2008</i></li> <li>h) <i>Emergency Management Act, 2005</i></li> <li>i) <i>Building Act, 2011</i></li> <li>j) <i>Planning and Development Act, 2005</i></li> <li>k) <i>Cemeteries Act, 1986</i></li> <li>l) <i>Control of Vehicles (Off-road Areas) Act, 1978</i></li> <li>m) <i>Dog Act, 1976</i></li> <li>n) <i>Graffiti Vandalism Act, 2016</i> – refer s.15</li> <li>o) Any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act, 1995</i>.</li> </ul> <p>Appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions with the Shire's local laws made under the <i>Local government Act, 1995</i>.</p>		
<b>Conditions of Delegation:</b>	✓ A register of Authorised Persons is to be maintained as a Local Government Record. ✓ Only person who are appropriately qualified and trained may be appointed as Authorised persons.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act, 1995; s.3.24</i></li> <li>✓ <i>Various Acts and Regulations</i></li> </ul>
<b>Record Keeping:</b>	<p>The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register. Instruments or Certificates of Authorisation are to be provided to Authorised Persons and copies of these documents are to be retained in records management system.</p>
<b>Version No.</b>	12

### 1.36 Purchasing Authority

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Complete purchasing authority across all Budget lines (in accordance with Council's Policies and the tender threshold of \$249,999 (GST Exclusive).		
<b>Conditions of Delegation:</b>	Provision made for purchase in the Council's Budget. Compliance with Council Policy including but not limited to; ✓ 2.20 Purchasing.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12
<b>Delegation reviewed by:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-10
<b>Delegation reviewed by:</b>	<b>Meeting:</b>	<b>Date:</b> 17 Nov 2022	<b>Minute:</b> OCM 11.22-08

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Complete purchasing authority across all Budget lines up to the following limits: ✓ Manager Corporate and Community \$49,999 ✓ Manager Infrastructure and Works \$49,999 ✓ Manager Projects \$49,999 ✓ Works Coordinator \$ 5,000 ✓ Building Maintenance Officer \$ 5,000 ✓ Executive Governance Officer \$ 3,000 ✓ CRC Coordinator \$ 3,000 ✓ Community Emergency Service Manager \$ 1,500		
<b>Additional conditions of Sub-delegation:</b>	For expediency and practicality, the above officers also have general purchasing authority, across all Budget lines, subject to provision being contained in the Budget, regardless of the relevant 'Responsible Officer'.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ✓ <i>Council Procurement Policy 2.36</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	14



### 1.37 Specific Provisions Under Local Planning Scheme No. 4

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.82 Delegations by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority to: ✓ Issue Council response to Western Australian Planning Commission for subdivision/amalgamation applications and clear conditions relating to subdivision and amalgamations. ✓ Sign outward correspondence relating to local planning matters. ✓ Sign strata titles in accordance with the <i>Strata Titles Act WA, 2020</i> . ✓ Determine and approve all Development Applications classified as a “P” and “D” use under the Shire of Brookton’s Local Planning Scheme No. 4 - Zoning Table. ✓ Determine and approve Grouped Dwelling Development Applications that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4. ✓ Determine and approve Single Dwelling Development Applications that comply with Local Planning Scheme No. 4, on Commercial, Residential, Rural Residential, Rural Small Holdings, Rural Enterprise and Rural zoned land. ✓ Determine and approve Development Applications in Avon River South Flood Plain areas that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4. ✓ Determine and approve Outbuilding Development Applications that comply with the Residential Design Codes (2021), the Shire of Brookton’s Outbuilding Policy and Local Planning Scheme No. 4. ✓ Determine and approve Development Applications that contain minor variations to Local Planning Scheme No. 4 or the Residential Design Codes (2021). ✓ Issue certificates of compliance for the Residential Design Codes (2021); ✓ Respond to development applications relating to public housing from the Department of Housing and be the principal Shire contact point for the Department of Housing. ✓ Determine and respond to subdivision referrals from the Western Australian Planning Commission, which relate to the alignment of roads or do not exceed creation of five (5) new additional lots. ✓ Approve signage applications in accordance with Local Planning Scheme, No. 4. ✓ Determine and approve Home Based Occupation Permits.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.83 Delegations by Local Government		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b> Ian D’Arcy	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act 1995 s5.44</i></li> <li>✓ <i>Planning and Development Act 2005</i></li> <li>✓ <i>Town Planning Scheme No. 4</i></li> <li>✓ <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li> <li>✓ <i>Residential Design Codes 2015</i></li> </ul>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.38 Common Seal

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	✓ To affix the common seal to documents and execute formal documents that accord with a Council resolution. ✓ The following wording must be used for Council motions in relation to affixing the Common Seal: <i>"That Council authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Brookton on this documentation."</i>		
<b>Conditions of Delegation:</b>	Use of the seal to be recorded in the Council's Seal Register.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Amendment Act, 2009; S9.49A, S9.49B</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.39 Authorised Officer – Food Act 2008

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Food Act, 2008</i> ✓ S.122 Appointment of authorised officers ✓ S.126(13) Appointment of designated officers		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>To exercise and discharge all or any of the powers or functions of the local government pursuant to the <i>Public Health Act, 2016</i> and in regard to the following sections of the <i>Food Act, 2008</i>:</p> <ul style="list-style-type: none"> <li>• Appoint authorised officers in accordance with section 122.</li> <li>• Appoint designated officers to issue infringement notices in accordance with section 126(2).</li> <li>• Appoint designated officers to extend the payment period for infringement notices or withdraw infringement notices in accordance with sections 126(6) and 126(7).</li> </ul> <p>To exercise and discharge all or any of the powers and functions of the local government pursuant to the <i>Public Health Act, 2016</i> and in regard to the following sections of the <i>Food Act, 2008</i>:</p> <ul style="list-style-type: none"> <li>• Issue prohibition orders in accordance with section 65.</li> <li>• Clear and remove a prohibition order in accordance with section 66.</li> <li>• Provide written notification not to issue a certificate of clearance in accordance with section 67.</li> <li>• Grant, apply conditions, refuse, vary, or cancel registration of a food business in accordance with section 110 and 112.</li> </ul>		
<b>Conditions of Delegation:</b>			
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	Nil – <i>Food Regulations, 2009</i> do not provide for sub-delegation.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Food Act, 2008; S.122, S.123, S.126</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.40 Variations to Firebreak Order

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Bush Fires Act 1954:</i> ✓ S.48 Delegation by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine applications for the provision of firebreaks in alternative positions and to determine applications for the provision of alternative fire protection measures on the land, in accordance with the provisions of Clause 7.1 of Council's Firebreak Order and in consultation with the Chief Bush Fire Control Officer		
<b>Conditions of Delegation:</b>	The Chief Executive Officer has the right to grant, refuse, alter or add any conditions to any application		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1951; s.48</i> ✓ <i>Bush Fires Regulations, 1954</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.41 Building Matters – Permits, Certificates & Orders

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To perform the duties and functions of the Building Act 2011 pertaining to buildings and associated incidental structures: ✓ Section 20 – Granting of Building Permits ✓ Section 21 – Granting of Demolition Permits ✓ Section 22 – Refusal of Permits ✓ Section 58 – Granting and Refusing Occupancy Permits and Building Approval Certificates ✓ Section 65 – Consider Extending the Period of Duration of an Occupancy Permit or Building Approval Certificate ✓ Section 110 – Issue Building Orders ✓ Section 117 – Revoke Building Orders		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012 and the Building Code of Australia, and other relevant Local Laws and Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ <del>Contract</del> Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011; s.18, s.20, s.21, s.22, s.27(1) ✓ Building Regulations, 2012; r.23, r.24, r.26 ✓ Building Services (Registration Act), 2011 ✓ Building Code of Australia ✓ Local Planning Scheme No. 4
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.42 Building Matters – Building Authorisations

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To execute action in respect of compliance matters pertaining to buildings and associated incidental structures: ✓ Section 100 – Entry Powers ✓ Section 101 – Powers After Entry for Compliance Purposes ✓ Section 102 – Obtaining Information & Documents ✓ Section 103 – Use of Force and Assistance ✓ Section 106 – Application for Warrant to Enter a Place		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012, the Building Code of Australia, and other relevant Local Laws and Council Policy.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ <del>Contract</del> Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b> <del>Ian D'Arcy</del>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011 Part 8 ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ Building Regulations, 2012		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		



### 1.43 Building Matters – Fines, Penalties & Enforcement

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	In respect of enforcement matters pertaining to buildings and associated incidental structures, and authorises them to prepare, sign and serve notices in relation to fines, penalties, and enforcement: Section 96 – Authorised Persons.		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012, the Building Code of Australia, and other relevant Local Laws and Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ <del>Contract</del> Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011 Part 8 ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ Building Regulations, 2012
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.44 Employment Committee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.16 Delegation of some powers or duties to certain committees ✓ S.5.17 Limits on delegation of powers and duties to certain committees ✓ S.5.38 Annual review of certain employees' performances		
<b>Delegated to:</b>	Employment Committee		
<b>Delegated Function:</b>	To conduct the performance review and salary package review and amend the Chief Executive Officer's salary package.		
<b>Conditions of Delegation:</b>	Compliance with the terms of the contract, the Salaries and Allowances Tribunal CEO Determinations and to be conducted annually prior to anniversary and April / May for the Budget Meeting. Subject to the provisions of Council Policy including but limited to: ✓ 1.12 CEO Performance and Salary Review ✓ 1.13 Council Committees – Terms of Reference		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Act 1995 s.5.16, s.5.17 and s.5.38</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.45 Issue of Corporate Credit Cards

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue corporate credit cards to senior employees and CESM to a maximum collective credit limit of \$21,500		
<b>Conditions of Delegation:</b>	Subject to the provisions of Council Policy including: ✓ Policy 2.18 - Use of Corporate Credit Cards ✓ Policy 2.36 - Procurement		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-05
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.18 - Use of Corporate Credit Cards		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	13		

## 1.47 Appointed/Designated Officers

<b>Delegator:</b>	Council
<b>Express Power to Delegate:</b>	<p><i>Local Government Act, 1995</i></p> <ul style="list-style-type: none"> <li>✓ S.5.42 Delegation of some powers or duties to the CEO</li> <li>✓ S.5.43 Limitations on delegations to the CEO</li> </ul>
<b>Delegated to:</b>	Chief Executive Officer
<b>Delegated Function:</b>	<p>The persons in the following positions are appointed as Authorised or Designated Officers, either until their employment ceases or their appointment is withdrawn by the Chief Executive Officer (CEO), whichever comes first:</p> <p><b>Rules of Conduct Complaints Officer</b> The Chief Executive Officer is designated as Council's Complaints Officer for receiving, investigating and, if deemed valid, registering, and reporting Elected Member breaches or alleged breaches of the Council's Code of Conduct or Rules of Conduct. <i>Local Government Act, 1995</i> (Section 5.120 (1) (2)).</p> <p><b>Public Interests Disclosure Officer</b> The Chief Executive Officer has designated the Manager Corporate and Community as the Local Government's Public Interest Disclosure Officer for receiving and registering disclosures of public information relating to matters falling within the sphere of responsibility of the Shire of Brookton. <i>Public Interest Disclosure Act, 2003</i> (Section 23 (1) (a)).</p> <p><b>Freedom of Information (FOI) Coordinator</b> The Chief Executive Officer, as the Shire of Brookton's Principal Officer for the purposes of the Act, designates the Manager Corporate and Community as the Council's Freedom of Information Coordinator, for receiving, investigating, registering and reporting Freedom of Information requests. <i>Freedom of Information Act, 1992</i> (Section 100 (1)).</p> <p><b>Freedom of Information Internal Review Officer</b> The Chief Executive Officer is designated as the Local Government's Internal Review Officer. <i>Freedom of Information Act, 1992</i> (Section 41).</p> <p><b>Equal Employment Opportunity (EEO) Officer</b> The Chief Executive Officer designates the Manager Corporate and Community as the Local Government's Equal Employment Opportunity Officer for implementing Council's Equal Employment Opportunity Management Plan and promoting Council's Equal Employment Opportunity Policy. <i>Equal Opportunity Act, 1984</i> (Section 145).</p> <p><b>Litter Officers</b> All members of the Council and all employees of the local government are authorised officers. <i>Litter Act, 1979</i> (Sections 26, 27, 27A and 30).</p> <p><b>Citizenship Officers</b> The Minister for Immigration and Citizenship, acting under subsection 27(5) of the <i>Australian Citizenship Act, 2007</i> authorises the classes or person from time to time holding, occupying, or performing the duties of a person, mentioned in the Second Schedule to this Instrument, to receive a pledge of commitment. The persons in the following positions of the Shire of Brookton are authorised to receive a pledge of commitment:</p> <ul style="list-style-type: none"> <li>✓ President of the Shire</li> <li>✓ Deputy President of the Shire</li> <li>✓ Chief Executive Officer of the Shire</li> </ul>
<b>Conditions of Delegation:</b>	Nil.

<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community - Local Government's Public Interest Disclosure Officer - Freedom of Information Coordinator - Equal Employment Opportunity Officer		
<b>Additional conditions of Sub-delegation:</b>			
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.5.120(1)(2)</i> ✓ <i>Public Interest Disclosure Act, 2003; s.23(1)(a)</i> ✓ <i>Freedom of Information Act, 1992; s.41</i> ✓ <i>Equal Opportunity Act, 1984; s.145</i> ✓ <i>Litter Act, 1979; s.26, s.27, s.27A, s.30</i> ✓ <i>Australian Citizenship Act, 2007</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.48 Graffiti Vandalism Act 2013

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To discharges all of the Shire of Brookton and Council's duties under section 16 of <i>Graffiti Vandalism Act, 2013</i> . The right to utilise, and modify as necessary, Forms 4 and 6 in Schedule 1 to the <i>Local Government (Functions and General) Regulations 1996</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Graffiti Vandalism Act 2013</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.49 Behaviour Complaints Committee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.16 Delegation of some powers or duties to certain committees		
<b>Delegated to:</b>	Behaviour Complaints Committee		
<b>Delegated Function:</b>	<ol style="list-style-type: none"> <li>1. Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur – Members Code of Conduct (MCC_ - [MCC.cl.12(1) and (3)]). In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)].</li> <li>2. Where a finding is made that a breach has occurred, authority to:               <ol style="list-style-type: none"> <li>a. take no further action [MCC.cl.12(4)(a)]; or</li> <li>b. prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)].</li> </ol> </li> <li>3. Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].</li> </ol>		
<b>Conditions of Delegation:</b>	<ul style="list-style-type: none"> <li>✓ The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy 1.26 Code of Conduct Behaviour Complaints Management.</li> <li>✓ That part of a committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the <i>Local Government Act, 1995</i>.</li> <li>✓ The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a committee meeting is either the Complainant or Respondent to the Complaint subject of a committee agenda item.</li> <li>✓ In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent, and a Deputy Committee Member is in attendance.</li> </ul>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act 1995; S. 5.10(1),</i></li> <li>✓ <i>Local Government (Model Code of Conduct) Regulations 2021; cl.15(2)</i></li> <li>✓ <i>Shire of Brookton Code of Conduct for Council Members, Committee Members and Candidates</i></li> <li>✓ <i>Shire of Brookton Council Policy 1.26 - Code of Conduct Behaviour Complaints Management</i></li> </ul>
<b>Record Keeping:</b>	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.
<b>Version No.</b>	12



## 1.50 Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To vary the: 1. Prohibited burning times 2. Restricted burning times in Shire of Brookton by shortening, extending, suspending, or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times.		
<b>Conditions of Delegation:</b>	The Chief Executive Officer will only exercise this delegation after consultation with Council's Chief Bushfire Control Officer.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b> Ordinary Meeting of Council	<b>Date:</b> 17 February 2022	<b>Minute:</b> OCM 02.22-07
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by s.48(3)</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.17</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.51 Write Off of Rates and Sundry Debts

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority 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.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 <sup>th</sup> June 2022	<b>Minute:</b> OCM 06.22-13
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.21 – Financial Hardship ✓ Policy 2.37 – Lease Licence and Tenancy Agreements; r.20 ✓ Policy 2.46 - Recovery of Rates and Service Charges Policy
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the authority.
<b>Version No.</b>	12

## 1.52 Appointment of Acting CEO

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To appoint either the Manager Corporate and Community or the Manager Infrastructure and Works to be Acting Chief Executive Officer during the absence of the Chief Executive Officer		
<b>Conditions of Delegation:</b>	✓ In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, Council will authorise the appointment. ✓ Any appointment by the Chief Executive Officer of an Acting Chief Executive Officer cannot be for a period greater than four weeks. ✓ Council is to be provided with prior notice whenever possible or notice as soon as practicable after any appointment is made.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 July 2022	<b>Minute:</b> OCM 07.22-18
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Council Policy 1.18 Appointing Acting or TEMPORARY CEO
<b>Record Keeping:</b>	The delegate must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.53 Issuing of Permits to Burn – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Bush Fires Act, 1954</i> ✓ S.48 Delegation by local governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue Permits to Burn under Regulation 15 of the Bush Fire Regulations 1954 and Section 18 of the Bush Fires Act 1954.		
<b>Conditions of Delegation:</b>	Permits to Burn to be exercised on properties within the townsite of Brookton.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-13
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by S.48 Delegation by local governments</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Regulations, 1954 R.15</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	13		

<b>16.06.23</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil

<b>17.06.23</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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<b>17.06.23.01</b>	<b>URGENT BUSINESS</b>
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<b>File No:</b>	COM002
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider urgent business relating to:

- Tender 2/2023 for the Memorial Hall Roof that closed on Thursday 8 June 2023; and
- Promoting the Spay it Forward pet desexing program.

**Description of Proposal:** Nil

**Background:**

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time within the district, would be delayed by Council not considering the item.

**Consultation:** Nil

**Statutory Environment:** Nil

**Relevant Plans and Policy:**

Shire of Brookton Policy

1.17 STANDING ORDERS AND MEETING PROTOCOL LOCAL GOVERNMENT (Council Meetings)

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

**Financial Implications:** Nil

**Risk Assessment:**

Should the Council not support this item, there is a small reputational risk arising from not considering the urgent business.

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

**PRESIDING MEMBER'S RECOMMENDATION**

*That Council consider the urgent business relating to:*

- 1. Tender 2/2023 for the Memorial Hall Re-Roof; and**
- 2. Promoting and supporting the Spay it Forward pet desexing program.**

*(Simple majority Vote required)*

**17.06.23.02 RFT 2/2023 - BROOKTON MEMORIAL HALL ROOF**

<b>File No:</b>	FIN012I
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	Brookton Memorial Hall cnr White Street & Whittington Street
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kevin DÁlton- Manager Projects
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider the selection of a building contractor to complete the reroofing of the Brookton Memorial Hall.

**Description of Proposal:**

The Shire of Brookton received 5 submitted tender submission for RFT 2/2023. The submitted tenders included:

<b>Tenderer</b>	<b>Tendered Price</b>	<b>GST</b>	<b>Total</b>
CLPM	\$437 480.44	\$43 748.04	\$481 228.48
Hickey Construction	\$597 707.00	\$59 770.70	\$657 477.70
BIDI	\$643 250.00	\$64 325.00	\$707 575.00
COLGAN	\$484 150.00	\$48 415.00	\$532 565.00
K-TEX Homes	\$602 500.00	\$60 250.00	\$662 750.00

Staff completed an assessment of the tenders received. This tender is included at Confidential Attachment 17.06.23.02A.

The Officer's Recommendation is to select the tender of Colgan Industries PTY LTD for \$532,565.00 (GST Inclusive) as the preferred tender.

In general, Colgan Industries PTY LTD have successfully completed heritage related projects and are currently working on several heritage sensitive projects. COLGAN's tender was the second lowest by \$51,336.52 (GST Inclusive).

With endorsement by Council, staff will move to complete a contract with the preferred tenderer.

**Background:**

In November 2022 Council decided to:

1. cease the Brookton Hall Adaption Project; and
2. seek to conserve the Brookton Hall at very near the current specification without:
  - a. constructing a ceiling in the Agricultural Hall space; and
  - b. relocating the Brookton CRC to the Brookton Hall; and



3. complete individual Brookton Hall renovation projects over a number of years that will include, but not be limited to:
  - a. replacement of the roof and ceiling repair;
  - b. repairing structural issues relating to foundations and brickwork;
  - c. renovation of the existing toilets;
  - d. upgrading the Hall kitchen;
  - e. installing additional heating and cooling; and
  - f. improving the landscaping of the Hall;as individual projects completed progressively over a number of years.

Staff subsequently developed a specification to complete the replacement of the Memorial Hall Roof. This tender was advertised on 3 May 2023 with a scheduled closing at 10am Tuesday 6 June 2023.

Staff experienced issues with the receipt of tenders by email and subsequently extended the closing to 10am Thursday 8 June 2023.

**Consultation:**

In 2021 an eight week public consultation process was completed, involving two public presentations, and an address to Council, by the Architect together with a household letter drop, and promotion of the concept designs through various print, and electronic mediums.

Council decided in October 2022 to complete a short Community Consultation involving:

1. Publication through letter drop and social media of a project summary information sheet, identifying:
  - a. the current design and cost estimates;
  - b. potential alternatives as included in this Report to Council;
2. holding a public meeting to discuss the current design;
3. seeking written community input.

The public meeting was attended by 75 local residents and 44 written submissions were received.

**Statutory Environment:** Nil.

**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:**

Council will meet the full cost of the works to the Memorial Hall. Funds will be made available in the 2023/24 Budget for this work.

Staging the restoration to the Brookton Memorial Hall in more manageable phases will have the following benefits to the Shire:

- Reduce upfront cost- Staging the project allows for the distribution of costs over time, reducing the immediate financial burden.
- Mitigated risk: Staging the project allows for ongoing evaluation and adjustment based on the results and feedback from each phase.
- Increased control and oversight: Each stage of the project can be thoroughly evaluated and monitored, allowing for better control over the project's progress and outcomes.
- Enhanced stakeholder engagement: Staging the project provides an opportunity to

engage stakeholders throughout the process, including community and regulatory bodies.

#### **Risk Assessment:**

Risk is assessed as high due to the Shire being able to provide the community with a safe and well-maintained environment.

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 relates to the Brookton 20, specifically aspirations:

- 14 – History, Heritage, Recreation and Culture
- 18 – Town Precinct

**Comment:** Nil

#### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. selects the tender of Colgan Industries PTY LTD provided for the RFT 2/2023 Memorial Hall Re-Roof for a cost of \$484,150.00 (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 17.06.23.02A - RFT 2/2023 Assessment Details.

**17.06.23.03 REGISTRATION OF DOGS & CATS - SPAY IT FORWARD**

<b>File No:</b>	REG050B
<b>Date of Meeting:</b>	15 June 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider supporting responsible pet ownership through promotion of subsidised pet sterilisation and pet registration fees for sterilised pets.

**Description of Proposal:**

The West Australian Pet Project are seeking to partner with the Shire of Brookton to locally publicise and promote the Spay it Forward pet desexing program in Brookton.

The West Australian Pet Project are proposing that Council:

1. Publicise in Brookton the Spay it Forward program. This could be done by:
  - direct mailing advertising material through the Brookton Post Office. Heartlands Veterinary Hospital would provide the artwork to prepare material. Printing and postage would cost approximately \$160;
  - advertising the program through Council's publications on Facebook, Brookton Telegraph;
  - provide information on the program to pet owners whom the Shire comes into contact with through animal control activities.
2. Provide registration relief to community members who have a Concession Card and who use the Spay it Forward service. Such a reduction in the cost of responsible pet ownership is expected to indirectly result in improved compliance with pet local laws and reduced costs of Shire animal compliance activities such as impoundments.

The Shire of Brookton waiving registration fees in partnership with Spay it Forward will also be a first in the State and may result in positive publicity. The West Australian Pet Project would list the Shire of Brookton as a community partner on their webpage.

The desexing and microchipping could be completed at the local Heartland Veterinary Hospital in Brookton or at other participating veterinarians.

Currently the overwhelming majority of Concession Card holders who register pets have unsterilised animals and only register their pets for a single year. The Shire could encourage responsible ownership and use of The Spay it Forward service by reducing the lifetime registration of sterilised pets registered by Concession Card holders. Concession Card holders who registered their pets as unsterilised, under the terms of the Dog Act 1976, could be refunded this registration fee if they sterilised their pet after registration.

The Officer's Recommendation suggests reducing the lifetime registration for dogs and cats for Concession Card holders from \$50 to Nil. To date in 2022/23 no concession card holders have registered their sterilised pet for life.

**Background:**

In 2022/23 Council has process the registration, either new or renewal, of 82 dogs and cats, 48 being sterilised and 34 being unsterilised.

With the financial support of the Vida Group Grant Program, WA Pet Project has developed an education based community support program – Spay it Forward - with the aim of reducing and preventing the number of unwanted pets in Western Australia.

Spay It Forward is a program that assists struggling pet owners through subsidised or partially subsidised desexing and microchipping at veterinary clinic.

Spay It Forward has achieved the following milestones since its inception in 2017:

- the longest-running, continuous desexing program in Western Australia;
- achieved national program recognition when the program coordinator was accepted guest speaker at 2019 Getting 2 Zero National Conference in Queensland and also via local government employees and animal welfare organisers across the country reaching out for sterilization program advise at the program's start;
- managed nearly 4,000 applications for assistance, with over 1,100 desexing surgeries completed;
- Spay It Forward is the RSPCA's and Cat Haven's most highly recommended sterilization program in Western Australia; and
- have been the recipient of multiple grants, including being the flagship recipient for the first round of the state government's Animal Welfare Grant receiving \$50,000 and a spot on Channel10 News for the acceptance of the award.

To be considered for a subsidised desexing surgery and microchip you must be:

- A resident of Western Australia;
- An owner over 18 years old; and
- A concession card holder.

Each successful applicant's pet is minimally desexed and microchipped to assist the owner's in complying with the Cat Act 2011 and the Dog Act 1976. After surgery, each animal is provided with appropriate pain relief and an Elizabethan collar for a successful and pain-free recovery in their own home.

**Consultation:**

The West Australian Pet Project  
Heartland Veterinary Hospital

**Statutory Environment:**

All dogs and cats are required to be registered under the Dog Act (1976) or Cat Act (2011).

**Dog Act 1976**

15. Registration periods and fees

- (4A) A local government may discount or waive a registration fee, including a registration fee prescribed under subsection (3), for any individual dog or any class of dogs within its district.

**Relevant Plans and Policy:** Nil

**Financial Implications:**

Council's current fees and charges include:

Registration Particular	Charge	Concession Card	Working
Unsterilised Dog - 1 year	\$50.00	\$25.00	\$12.50
Unsterilised Dog - 3 Year	\$120.00	\$60.00	\$30.00
Unsterilised Dog - Life	\$250.00	\$125.00	\$62.50
Sterilised Dog - 1 year	\$20.00	\$10.00	\$5.00
Sterilised Dog - 3 Year	\$42.50	\$21.25	\$10.63
Sterilised Dog - Life	\$100.00	\$50.00	\$25.00
Cat - Sterilised - 1 year	\$20.00	\$10.00	
Cat - Sterilised - 3 Year	\$42.50	\$21.25	
Cat - Sterilised - Life	\$100.00	\$50.00	

It is proposed to amend these fee in the following manner:

Registration Particular	Charge	Concession Card	Working
Sterilised Dog - Life	\$100.00	\$0	\$25.00
Cat - Sterilised - Life	\$100.00	\$0	\$25.00

If this charging structure was imposed in 2022/23, Council would have forgone \$71.25 on the registration of 6 sterilised animals.

**Risk Assessment:**

Currently Council's risk assessment has most animal control risk considered High with a likely likelihood with moderate to major outcomes. Methods to encourage responsible pet ownership reduce this risk.

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:**

Increased responsible pet ownership reduces risks to residents and Council and improves lifestyle for residents.

**Comment**

The proposed reduction of registration charge for the registration of concession card holder's sterilised dogs and cats is included in the draft 2023/24 Fees And Charges included in this Agenda at 14.06.23.03.

**OFFICER'S RECOMMENDATION**

***That Council support the pet Spay it Forward pet desexing program by:***

- 1. actively publicising and promoting the Spay it Forward pet desexing program in Brookton as part of Council's animal control activities; and***
- 2. adopting a life time registration charge for the registration of concession card holder's sterilised dogs and cats of \$0.***

*(Simple majority Vote required)*

<b>18.06.23</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil

<b>19.06.23</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on Thursday 20<sup>th</sup> July 2023 commencing at 6.00 pm.