



# MINUTES

## Ordinary Meeting of Council

Held on **Thursday 15 May 2025**

Shire of Brookton Council Chamber

14 White Street, Brookton

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 19 / 6 / 25.

Presiding Member: [Signature] Date: 19 June 2025.

### Disclaimer

Please read the following important disclaimer before proceeding:

Statements or decision made at this meeting should not be relied or acted on by any applicant or any other person until they have received written notification from the Shire. Notice of all approvals, include planning and building approvals, will be given to applicants in writing. The Shire of Brookton expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire .

# *Living Values*

## **Collaborate**

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

I will

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

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

I will

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

## **Learn**

## **Integrity**

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

I will

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

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

I will

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

## **Resilient**

## TABLE OF CONTENTS

<b>1.05.25</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>5</b>
<b>2.05.25</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>3.05.25</b>	<b>USE OF COMMON SEAL .....</b>	<b>6</b>
<b>4.05.25</b>	<b>DELEGATED AUTHORITY – ACTIONS PERFORMED .....</b>	<b>6</b>
<b>5.05.25</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>6</b>
<b>6.05.25</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>6</b>
6.05.25.01	BROOKTON RAILWAY STATION PROGRESS .....	6
6.05.25.02	PUBLIC QUESTION THROUGH WEBSITE .....	7
6.05.25.03	PUBLIC TOILETS AT CEMETERY .....	7
6.05.25.04	PAVING ROBINSON ROAD .....	7
6.05.25.05	PARKS AND GARDENS.....	7
6.05.25.06	CONES LEFT IN LANEWAY .....	7
6.05.25.07	SHIRE’S POLICY TO REPLACING PLANTS .....	8
<b>7.05.25</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>8</b>
<b>8.05.25</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>8</b>
8.05.25.01	SHIRE OF BROOKTON FINANCE STAFF.....	8
<b>9.05.25</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS .....</b>	<b>9</b>
9.05.25.01	ORDINARY MEETING OF COUNCIL – 20 FEBRUARY 2025.....	9
9.05.25.02	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 MAY 2025.....	9
<b>10.05.25</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION.....</b>	<b>9</b>
<b>11.05.25</b>	<b>DISCLOSURE OF INTERESTS.....</b>	<b>9</b>
<b>12.05.25</b>	<b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORTS .....</b>	<b>10</b>
12.05.25.01	BUDGET AMENDMENT MEMORIAL HALL CAR PARK CURBING INSTALLATION .....	10
12.05.25.02	BUDGET AMENDMENT MEMORIAL PARK RETICULATION & WITHALL STREET PIPE UPGRADE .....	13
<b>13.05.25</b>	<b>COMMUNITY SERVICES REPORTS .....</b>	<b>15</b>
13.05.25.01	STORAGE/OWNERSHIP OF ARTIFACTS – BROOKTON & DISTRICTS HISTORICAL SOCIETY.....	15
13.05.25.02	WRITE OFF - PORTION OF 2025 ANNUAL LEASE PAYMENT - OUR CRAFT COLLECTIVE.....	18
<b>14.05.25</b>	<b>CORPORATE SERVICES REPORTS .....</b>	<b>21</b>
14.05.25.01	COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – ALDERSYDE AGRICULTURAL HALL INC.....	21
14.05.25.02	BUDGET AMENDMENT AUDIT FEES 2025/26.....	34
14.05.25.03	LIST OF PAYMENTS – APRIL 2025 .....	37
14.05.25.04	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2025 .....	51
<b>15.05.25</b>	<b>GOVERNANCE REPORTS .....</b>	<b>84</b>
15.05.25.01	DRAFT POLICY – 1.30 PUBLIC QUESTION TIME .....	84
15.05.25.02	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS - ADOPTION.....	91
15.05.25.03	COMMITTEES OF COUNCIL - APPOINTMENT OF PRESIDING AND DEPUTY MEMBERS .....	94
15.05.25.04	FREEDOM OF INFORMATION STATEMENT – REVIEW 2025.....	97
15.05.25.05	2024-25 CEO PERFORMANCE REVIEW AND KPI SETTING .....	111

15.05.25.06	ELECTED MEMBER SUPERANNUATION .....	118
16.05.25	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	121
17.05.25	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING .....	121
18.05.25	CONFIDENTIAL REPORTS .....	121
19.05.25	NEXT MEETING & CLOSURE .....	121



<b>1.05.25</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS</b>
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The President, Cr Crute, declared the Meeting open at 6:00pm.

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.

**Recording of proceedings**

In accordance with Regulation 14I Local Government (Administration) Regulations this meeting is being recorded. Recordings will be available on the Shire's website.

By being present at this meeting, members of the public consent to the possibility that their voice will be recorded.

<b>2.05.25</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE</b>
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Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil.

Leave of Absence

Nil.

Members of the Public

Ms Sharon Williams

### **3.05.25 USE OF COMMON SEAL**

The Table below details the Use of Common Seal under delegated authority.

<b>Use of Common Seal Register</b>		
<b>File Ref:</b>	<b>Purpose</b>	<b>Date Granted</b>
A341	Subdivision Clearance - WAPC 200661 - 137 Richardson Street Brookton – Landgate Notifications	30 April 2025

### **4.05.25 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>
17-24/25	324 / 50 White Street	2 x Single Storey Grouped Dwellings	30/04/2025

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

<b>PLANNING</b>				
<b>File Ref</b>	<b>Application Ref</b>	<b>Subject Land (Inc. Scheme No.)</b>	<b>Purpose</b>	<b>Date Granted</b>
A563	P2025-003	44 Richardson Street	Mechanical Workshop	17/04/2025

### **5.05.25 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil.

### **6.05.25 PUBLIC QUESTION TIME**

#### **6.05.25.01 BROOKTON RAILWAY STATION PROGRESS**

Ms Sharon Williams asked for a progress report on the restoration on the Railway Station.

Mr Gary Sherry, Chief Executive Officer, explained that after Council's decision at their last meeting, staff have commenced discussions with the architect who has prepared the previous restoration plans and once this is complete, the tender will be advertised. There is now some haste required with this project because changes to the Local Government Act have introduced caretaker provisions where Councils are unable to enter into any large contracts after a certain time prior to the Local Government Elections in October. This tender and contract processes will need to be completed before the end of July 2025.

**6.05.25.02 PUBLIC QUESTION THROUGH WEBSITE**

Ms Sharon Williams asked if a read receipt could be issued once a question has been submitted through the website.

Cr Crute, Shire President, and Mr Sherry, Chief Executive Officer, explained that the submission of written questions was a matter for discussion at tonight's Council Meeting and the process of receiving questions may change making a read receipt for a written question submitted to a Council Meeting obsolete.

**6.05.25.03 PUBLIC TOILETS AT CEMETERY**

Ms Sharon Williams asked, why the toilets at the cemetery are locked during the day and what is the reason for this.

Mr Gary Sherry, Chief Executive Officer, explained that in the recent past the Shire had to deal with a person who was consistently sleeping in the toilets. Since this a Shire employee has been responsible for unlocking the toilets in the morning and locking them in the evening. However this employee has been on extended leave and this duty was overlooked. The employee has now returned from leave and the toilets will now be unlocked tomorrow morning.

**6.05.25.04 PAVING ROBINSON ROAD**

Ms Sharon Williams stated that she has sent several maintenance issues through to the Shire using Snap, Send, Solve. On 27<sup>th</sup> January 2025, had notified the Shire regarding dangerous paving on Robinson Road, opposite IGA in that it is a safety issue. Nothing has been done about it.

Mr Gary Sherry, Chief Executive Officer, took this question on notice.

**6.05.25.05 PARKS AND GARDENS**

Ms Sharon Williams asked how many people the Shire employees for the maintenance of parks and gardens and who oversees that work. Ms Sharon Williams stated there has been a dead branch at Memorial Park for a couple of months and wondering why the branch has not been removed.

Cr Katrina Crute, Shire President, stated that the Shire had two employees and a Supervisor with an extended chain of responsibility included the Works and the Acting Manager of Infrastructure and Works.

Mr Gary Sherry, Chief Executive Officer, explained that the branch is lodged very securely in the tree in Memorial Park at a point higher than any mechanical means that the Shire has of safely removing the branch. Tree pruners will be in town in the very near future to deal with a number of tree issues and at this time the contractor will safely and effectively attend to this issue.

**6.05.25.06 CONES LEFT IN LANEWAY**

Ms Sharon Williams explained that the laneway opposite where she lives, there have been red marking cones/witches hats left there since last year. Ms Williams assumes that the Shire of Brookton has not been finished this task.

Mr Gary Sherry, Chief Executive Officer, took the question on notice. Mr Sherry was aware of a water corporation leak in this area some considerable time ago and the cones may be to ensure that vehicles do not drive over their infrastructure.

#### **6.05.25.07 SHIRE'S POLICY TO REPLACING PLANTS**

Ms Sharon Williams asked what Council's policy for the replacement of dead plants is and in particular the conifers at the war memorial in Memorial Park which appear to have died without being replaced. Memorial Park and the war memorial garden should be a priority for Council.

Mr Gary Sherry, Chief Executive Officer, explained that while there was not written Council Policy there was an expectation of Shire staff to remove any plant that had died and seek to replace it at an appropriate time for planting.

In relation to the conifers in Memorial Park, Mr Sherry stated that it was not correct to say that they have not been replaced. Shire staff believe that the mature conifers that have died have done so from an infectious disease of conifer trees. The remaining mature conifers are deteriorating slowly over time and any new conifers that shire staff plant in replacement die very quickly. At some time in the future, should the mature conifers continue to die, staff believe that Council will be required to need to consider removing all the remaining mature conifers and replanting the war memorial garden with an alternative species of plant. At that time a conversation and consultation will be needed the Brookton RSL Sub-Branch and Brookton community.

Cr Katrina Crute, Shire President, explained that Memorial Park was not the original place for the war memorial. The war memorial was moved to Memorial Park in the late 1950's and the conifers were planted around 1992.

#### **7.05.25 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil.

#### **8.05.25 PETITIONS/DEPUTATIONS/PRESENTATIONS**

##### **8.05.25.01 SHIRE OF BROOKTON FINANCE STAFF**

Cr Copping requested to make a presentation to the Council Meeting formally acknowledging Mrs Deanne Sweeney and Council's finance staff for their diligence in again achieving best practice entity status and ensuring that Council's financial reports are up to date and in good order.

Cr Copping noted that for the second year running the Office of the Auditor General has acknowledged the Shire of Brookton's presentation of the financial records for auditing.

Cr Copping stated well done Shire of Brookton staff.

**9.05.25 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.05.25.01 ORDINARY MEETING OF COUNCIL – 20 FEBRUARY 2025****OCM 05.25-01****COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Wallis**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 16<sup>th</sup> April 2025, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis**

**Against: Nil**

**9.05.25.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 MAY 2025****OCM 05.25-02****COUNCIL RESOLUTION**

**MOVED Cr McCabe SECONDED Cr Bell**

*That the minutes of the Local Emergency Management Committee Meeting held in the Shire of Brookton Council Chambers, on 7<sup>th</sup> May 2025, be received by Council.*

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis**

**Against: Nil**

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

Nil.

**11.05.25 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.*

Item no.	Members	Type of Interest	Nature of Interest
13.05.25.01	Cr Crute	Impartiality	Member of Brookton & Districts Historical Society.
13.05.25.02	Cr de Lange	Impartiality	Former Committee Member of BCI.
13.05.25.02	Cr Bell	Impartiality	Former Committee Member of BCI.
15.05.25.05	Mr Gary Sherry	Financial	Employee being reviewed.

**12.05.25.01 BUDGET AMENDMENT MEMORIAL HALL CAR PARK CURBING INSTALLATION**

<b>File No:</b>	PRO010E
<b>Date of Meeting:</b>	15 May 2025
<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>	Kevin D'Alton– Acting Manager Infrastructure and Works
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

This report seeks Council approval for a 2024/25 budget amendment to reallocate identified savings towards out of budget expenditure to install curbing at the rear of the Memorial Hall car park to control stormwater runoff.

**Description of Proposal:**

This proposal outlines the reallocation of identified savings of \$6,431.00 (GST exclusive) from account 1E1220100 Infra Town Street Maintenance GEN to cover the expenditure for the curbing at the rear of the Memorial Hall to channel stormwater onto Whittington Street.

Upon investigation, it has become evident that the absence of drainage infrastructure in the Memorial Hall carpark bordering The Brookton results in water flowing unimpeded from the Memorial Hall carpark and surrounds, crossing over the right of way and into the private property due to inadequate stormwater redirection.

To mitigate this, the Shire of Brookton has identified the construction of profiled kerbing as a necessary and practical solution. The proposed kerbing will be designed to channel stormwater away from the property boundary and direct it onto Whittington Street, where it can then be safely managed through the existing drainage system.

This measure is considered essential not only to address the resident's concerns but also to prevent further property damage and ensure that future rainfall events are managed in a way that aligns with best practice stormwater control.

**Background:**

The Shire of Brookton has received multiple complaints from the owner of *The Brookton* regarding ongoing water ingress onto her property. The flooding issues are primarily caused by stormwater runoff from the Memorial Hall site, which currently lacks appropriate drainage infrastructure to manage surface water during rainfall events. The natural fall of the land directs water flow from the Hall carpark area toward the neighbouring property, resulting in repeated flooding that impacts both the usability and condition of the private premises.

**Consultation:**

Consultation was undertaken with the Chief Executive Officer and Ms Kerry Toop from The Brookton.

**Statutory Environment:**

Section 6.8 of the Local Government Act 1995 refers to expenditure from the municipal fund that is not included in the annual budget. Any adjustments to a budget allocation must be made by an absolute majority decision of the Council.

Additionally, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

There are no financial implications relating to 2024/25 budget, as the necessary savings have been identified to offset the unbudgeted expenditure.

**Risk Assessment:**

The risk in relation to this matter is assessed 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

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

**Community & Strategic Objectives:**

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

**Comment:**

The reallocation of the funds can take place with minimal risk to the organisation and with works undertaken in the current financial year.

**OFFICER'S RECOMMENDATION**

That Council reallocates the identified savings of \$6,431.00 from 1E1220100 Infra Town Street Maintenance GEN to complete the unbudgeted expenditure to install profiled curbing at the Memorial Hall carpark.

*(Absolute majority vote required)*

**COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr de Lange**

***That Council reallocates the identified savings of \$6,431.00 from 1E1220100 Infra Town Street Maintenance Gen to complete the unbudgeted expenditure to install profiled curbing at the Memorial Hall carpark.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***



<b>12.05.25.02 BUDGET AMENDMENT MEMORIAL PARK RETICULATION &amp; WITHALL STREET PIPE UPGRADE</b>
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<b>File No:</b>	PRO027
<b>Date of Meeting:</b>	15 May 2025
<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>	Kevin D'Alton– Acting Manager Infrastructure and Works
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	20/03/2025 Council Resolution 17.03.25.02

**Summary of Item:**

This report seeks Council approval for a 2024/25 budget amendment to reallocate identified savings towards additional out of budget expenditure at Memorial Park to that amount endorsed at the 20 February 2025 Ordinary Council Meeting.

**Description of Proposal:**

This proposal outlines the reallocation of identified savings of \$11,636 (GST Exclusive) from account *MENSSHED.379 Painting* to cover the additional expenditure for the Memorial Park Reticulation upgrade and the upgrading of the Withall Street 75mm pipe to a 100mm pipe. These savings identified are requested to be redirected to ensure the necessary funding for the upgrade of critical infrastructure, which was under stated in the original budget.

**Background:**

At their February 2025 Ordinary Meeting, Council endorsed an amendment to the current budget for the replacement of the Memorial Park reticulation and an upgrade to the water pipe supplying water from the Happy Valley system to the reticulation to the townsites parks. The funds that were allocated for the upgrade were based off a quote received that did not include the ability to switch from Happy Valley water supply to Mains Water Supply to ensure consistent available water supply to Memorial Park.

**Consultation:** Nil

**Statutory Environment:**

Section 6.8 of the Local Government Act 1995 refers to expenditure from the municipal fund that is not included in the annual budget. Any adjustments to a budget allocation must be made by an absolute majority decision of the Council.

Additionally, where no budget allocation exists, expenditure is not to be incurred until such time as it is authorised in advance, by an absolute majority decision of the Council.

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

There are no financial implications relating to 2024/25 budget, as the necessary savings have been identified to offset the unbudgeted expenditure.

**Risk Assessment:**

The risk in relation to this matter is assessed 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

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

**Community & Strategic Objectives:**

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

**Comment:**

The reallocation of the funds can take place with minimal risk to the organisation and with works undertaken in the current financial year.

**OFFICER'S RECOMMENDATION**

That Council reallocates the identified savings of \$6,510.00 from MENSSHED.379 to RETICCAP.504 AND \$3,840 from MENSSHED.379 to HVCAP04.504 to cover the unbudgeted expenditure endorsed at the February 2025 Ordinary Council Meeting.

*(Absolute majority vote required)*

**OCM 05.25-04****COUNCIL RESOLUTION**

**MOVED Cr Wallis    SECONDED Cr Copping**

***That Council reallocates the identified savings of \$6,510.00 from MENSSHED.379 to RETICCAP.504 AND \$3,840 from MENSSHED.379 to HVCAP04.504 to cover the unbudgeted expenditure endorsed at the February 2025 Ordinary Council Meeting.***

**CARRIED BY ABSOLUTE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***

Cr Crute declared an Impartiality Interest in 13.05.25.01 in that she is the Treasurer/Secretary of the Brookton & Districts Historical Society.

**13.05.25.01 STORAGE/OWNERSHIP OF ARTIFACTS – BROOKTON & DISTRICTS HISTORICAL SOCIETY**

<b>File No:</b>	COM008
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	Shire of Brookton
<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 the Brookton & Districts Historical Society's (BDHS) request to transfer two historically significant items currently held by the Shire to the BDHS so they may be preserved, updated, and made accessible as part of the BDHS local collection.

**Description of Proposal:**

The BDHS have recently become aware of a two-volume set of *The Cyclopedia of Western Australia* by J.S. Battye, originally owned by Mr Moss (Maurice) Crawford.

Given their historical and monetary value and the original intent that they form part of the BDHS collection, the BDHS have respectfully requested that the volumes now be formally donated to the BDHS. The BDHS are committed to their long-term preservation and will store them securely in the BDHS's fireproof safe.

The BDHS have also requested the transfer of the Councillor photo album originally compiled and donated to Council by Mr WB Eva in the late 1980s.

With the Shire's assistance in providing photographs from the most recent entries through to 2025, BDHS will ensure the album is brought up to date and preserved as an important part of Brookton's civic history.

BDHS understand and respect the original intentions surrounding both items, but believe their preservation, accessibility, and continued relevance would best be served by including them in the care of the BDHS. The BDHS have also committed, with assistance from Council, to ensuring that Councillor photograph album is kept up to date.

In considering this request, Council should note that the BDHS is significantly more able than Council to:

- ensure that these artifacts are stored correctly to maintain their condition for future generations;
- make the artifacts are available for public display from time to time;
- maintain the currency of the photo album; and

- given that current Shire staff were not aware of the existence of the artifacts before receiving correspondence from the BDHS, ensure the security of the artifacts.

#### **Background:**

The BDHS understand that following the sale and clearing of Mr Crawford's home in the late 1990s, the volumes of *The Cyclopedia of Western Australia* were intended to become part of the BDHS's collection. However, at the time, the Shire CEO, BDHS member Mrs Jo Lupton and members of Mr Crawford's family opted to store the books in the Shire of Brookton's strong room, where they have remained inaccessible for the past 27 years. The two volumes are estimated to be worth in the region of \$1,000 to \$1,500.

The photo album prepared by Mr Eva features photographs of all Shire Councillors since the inception of the Brookton Roads Board and was updated by the Shire Administration until around 2005. Previously displayed in the foyer at the entrance to the Council Chambers, the album was removed following renovations and is no longer on public display.

#### **Consultation:**

Brookton & Districts Historical Society

**Statutory Environment:** Nil

**Relevant Plans and Policy:** Nil

#### **Financial Implications:**

There are no direct financial implications in providing the artifacts to the BDHS. If Council believe that the artifacts are significant and wish to retain possession of the artifacts, then Council will need to invest in their preservation.

#### **Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the asset risk associated with damage to the historical artifacts over time is expressed assessed as Major. The likelihood of these consequences is assessed as Almost Certain.

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 Community Strategic Plan seeks the BROOKTON community to celebrate its engagement in art, heritage, and unique cultural activities.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

That Council donate:

1. the two-volume set of The Cyclopedia of Western Australia by J.S. Battye provided to Council by Mr Moss Crawford; and

2. the Councillor photo album originally compiled and donated to Council by Mr WB Eva;

to the Brookton & Districts Historical Society conditional upon the Society maintaining these artifacts into the future for the citizens of Brookton.

(Simple majority vote required)

**OCM 05.25-05**

**COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Bell**

***That Council donate:***

***1. the two-volume set of The Cyclopedia of Western Australia by J.S. Battye provided to Council by Mr Moss Crawford; and***

***2. the Councillor photo album originally compiled and donated to Council by Mr WB Eva;***

***to the Brookton & Districts Historical Society conditional upon the Society maintaining these artifacts into the future for the citizens of Brookton.***

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***

Cr de Lange declared an Impartiality Interest in 13.05.25.02 in that she was a former Committee Member of Brookton Community Inc. who previously held the lease of the former Bowling Club building.

Cr Bell declared an Impartiality Interest in 13.05.25.02 in that he was a former Committee Member of Brookton Community Inc. who previously held the lease of the former Bowling Club building and in that position has had arguments with members of the Our Craft Collective Inc.

<b>13.05.25.02 WRITE OFF - PORTION OF 2025 ANNUAL LEASE PAYMENT - OUR CRAFT COLLECTIVE</b>
--

<b>File No:</b>	COM004
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	Lot 510, White Street, Brookton
<b>Name of Applicant:</b>	Our Craft Collective Inc.
<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>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider writing off \$330 of the 2024/25 annual lease fee of \$900 owed by Our Craft Collective Inc. for their lease of the former Bowling Club building.

**Description of Proposal:**

In July 2024 Council established a casual hirers fee to allow interim access to the properties formerly leased to Brookton Community Inc. (BCI) to allow the community activities in these properties to continue.

Our Craft Collective Inc paid \$330 in casual hirers fee to allow interim access to the former Bowling Club Building through 2024/25. Our Craft Collective are the only community group to have finalised their lease agreement and to pay the interim casual hirers fee.

With execution of the Our Craft Collective's lease agreement in March 2025 to use the former bowling club building, Council provided an invoice for the annual lease fee of \$900 in March 2025.

Our Craft Collective have requested that Council reduce their annual lease fee for 2024/25 by \$330, being the amount paid in casual hirers fees to allow interim access to the former Bowling Club Building, from \$900 to \$570.

**Background:**

In June 2024 Council moved to terminate the lease for the former Tennis Courts, Tennis Building, new Brookton Men's Shed situated at Lot 510, White Street, Brookton and the lease for the former Bowling Club Building situated at Lot 510, White Street, Brookton. Both of these leases were held with BCI.

Our Craft Collective Inc. are a vibrant community group that meet regularly on Tuesdays for patchwork activities and Thursdays for art and craft activities. The patchwork events held several times a year attract visitors from outside the Shire of Brookton. Our Craft Collective are actively looking to improve the building by completing upgrades to make the building more suitable for their use.

**Consultation:**

Our Craft Collective Inc.

**Statutory Environment:**

Council has a formal lease agreement with Our Craft Collective Inc. for their use of the former Bowling Club building.

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) waive 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:** Nil

**Financial Implications:**

The reduction in fee income is not significant. GL Account 1130100 - *Oth-Rec Fees & Charges Gen* was budgeted to receive income of \$14,587 and has received \$19,235.36 for the 2024/25 year to date.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated with this charge is assessed as Insignificant. The likelihood of these consequences is assessed as Possible.

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

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

**Community & Strategic Objectives:**

Strategic Community Plan July 2022 to June 2032

- 15.2 BROOKTON cultural opportunities program.
- 15.3 Built form cultural activation projects

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

That Council write off \$330 of the 2024/25 annual lease fee of \$900 owed by Our Craft Collective Inc. on debtor invoice 11587, issued on 28 March 2025.

(Absolute majority vote required)

**OCM 05.25-06**

**COUNCIL RESOLUTION**

***MOVED Cr Copping SECONDED Cr Wallis***

***That Council write off \$330 of the 2024/25 annual lease fee of \$900 owed by Our Craft Collective Inc. on debtor invoice 11587, issued on 28 March 2025.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***



**14.05.25 CORPORATE SERVICES REPORTS****14.05.25.01 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS –  
ALDERSYDE AGRICULTURAL HALL INC**

<b>File No:</b>	FIN008D
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Aldersyde Agricultural Hall Inc
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & 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>	Nil

**Summary of Report:**

This report relates to an application made by Aldersyde Agriculture Hall for the Community Chest Funding under Council Policy 2.33 – Annual Grant – Community and Strategic Partnership Grants.

**Description of Proposal:**

Aldersyde Agricultural Hall Inc is seeking Council’s consideration for a grant of \$5,000.00 (GST Exclusive) under the Community Chest Fund to fund construction of a limestone retaining wall as part of their development of their playground. This foundational work will support future expansion, including the installation of additional play equipment. The project aims to enhance the safety and accessibility of the area, creating a compliant and welcoming space for families and visitors to gather and strengthen community connections.

The Community Chest Fund Application form is included at Attachment 14.05.25.01A.

**Background:**

The Aldersyde Hall public playground provides a safe and inclusive space for children to play, supporting their physical, social, and emotional development. It encourages community connection by bringing families together and offers a welcoming environment for social interaction.

**Consultation:** Nil

**Statutory Environment:** Nil.

**Relevant Plans and Policy:**

Policy 2.33 – Community Funding and Donations applies, with assessment against the relevant selection criteria detailed below:

<b>Funding Category</b>	<b>Funding Amount</b>	<b>Guidelines</b>
Community & Strategic Partnership Grants	Maximum of 50% of the total fund (prescribed within the Shire's annual budget) to a maximum of \$10,000 per application as cash support per financial year.	<ul style="list-style-type: none"> <li>• Only available to groups and organisations within an incorporated body framework.</li> <li>• Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures (refer to notation c)), and services offering broad benefit to the local community.</li> <li>• Demonstrates a high level of community support or need for the event, program, capital project or service.</li> <li>• Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application.</li> <li>• Applications for this category are limited to <u>one</u> application per organisation per year.</li> <li>• Applications can be made at any time throughout the year.</li> </ul>

*Notation: No donation or grants will be issued:*

- c) Capital works and/or improvements to property (land, building or structure) that is not Brookton Community based and or operated on a not for profit basis.*

#### **Financial Implications:**

The Community Chest was set at \$20,000 and a maximum of \$10,000 per financial year for the support of the Community and Strategic Partnership Grant.

An amount of \$3,000 has been expended from the Community Chest Fund this financial year, leaving a current balance of \$17,000.

#### **Risk Assessment:**

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

<b>Consequence</b>	<b>Insignificant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Extreme</b>
<b>Likelihood</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

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 Strategic Community Plan –June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

#### **Comment**

On assessment the application adequately addresses the stated criteria under Council Policy 2.33 – Community Funding and Donations - Community and Strategic Partnership Grants it is recommended Council endorse the grant of \$5,000.00 (excl. GST) from the Community Chest Fund.

#### OFFICER'S RECOMMENDATION

That Council in relation to the application from Aldersyde Agricultural Hall Inc under Council Policy 2.33 – Community Funding and Donations grant approval for \$5,000.00 (GST Exclusive) financial grant from the Community Chest Fund to be used to fund construction of a limestone retaining wall for the Aldersyde Hall playground.

(Simple majority vote required)

**OCM 05.25-07**

#### **COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr McCabe**

***That Council in relation to the application from Aldersyde Agricultural Hall Inc under Council Policy 2.33 – Community Funding and Donations grant approval for \$5,000.00 (GST Exclusive) financial grant from the Community Chest Fund to be used to fund construction of a limestone retaining wall for the Aldersyde Hall playground.***

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis  
Against: Nil***

#### **Attachments**

Attachment 14.05.25.01A– Aldersyde Agricultural Hall Inc Community Chest Fund Application Form.



PO Box 96  
Brookton WA 6306

09/04/25

To Whom It May Concern

Thankyou for the opportunity to apply to the Community Chest Fund for assistance in installing a new playground at the Hall.

As per the application we are requesting funds to assist us in the installation of the retaining wall for the playground. We have purchased the Funky Monkey Bars and have the funds for the purchase of a swing set and see saw rocker, both through fundraising dollars and grant funding. We are in the process of currently applying for another \$10000 to go towards a small play unit (pictures attached to document.)

The Aldersyde Hall compliments the town of Brookton, holding free events and opportunities for the local and broader community. Living out of town is isolating at times and to provide a playground for the many families in the area with minimal travel distance would be most beneficial, mentally and physically. The playground will also provide a safe space for children when parents are volunteering at the Hall or attending an event. We also envisage travellers stopping as the road is a main route for the Merredin to Busselton commuters, as well, we are not far off the Brookton Corrigin Hwy.

The Aldersyde Hall Committee work very hard to maintain a facility the Shire of Brookton can be proud of, yes, we own the facility but everything we do is for the betterment of the community. All funds raised go back into either the maintenance of the Hall or providing free events. Free events held range from scone making demonstrations to fire pit evenings to the Community Christmas Tree just to name a few.

We appreciate your consideration of our application.

Kind Regards

Suzanne Turner  
President



## Community Chest Fund Application Form

Post your completed application to:

**PO Box 42, Brookton, WA 6306**

Or deliver to:

**Shire of Brookton, 14 White Street, Brookton**

Alternatively email your application to:

**[mail@Brookton.wa.gov.au](mailto:mail@Brookton.wa.gov.au)**

## Community Chest Fund

### Application Form

Before completing the application form: Please ensure you have read the Shire of Brookton Community Funding and Donations Policy and that your application meets the criteria outlined in the funding category.

**NAME OF ORGANISATION:** Aldersyde Agricultural Hall

**CONTACT PERSON:** Suzanne Turner

**POSITION:** President

**POSTAL ADDRESS:** 3153 Brookton Kweda Rd Aldersyde

**PHONE:** 0427426014. **MOBILE:** 0427426014

**EMAIL:** aldersyde.hall@gmail.com

**ORGANISATION'S ABN:** 52636646974

**REGISTERED FOR GST?** ☐ YES ☒ NO

**IS YOUR ORGANISATION INCORPORATED?** ☒ YES ☐ NO

**NAME OF PROJECT OR EVENT:** Hall Playground

**ESTIMATED START DATE:** 15<sup>th</sup> May 2025

**ESTIMATED COMPLETION DATE:** 30<sup>th</sup> June 2025

**REQUESTED COMMUNITY CHEST FUNDS:** \$5000

Please tick which funding category you are applying for	
Annual Grants	Community Donations
<input checked="" type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation

### 1. BRIEF DESCRIPTION OF PROJECT/EVENT:

The Project is to construct a new playground that is modern and compliant, providing a safe, fun space for children whilst bringing together community members. The usage will be for Hall users, Community members and people travelling through.

### 2. WHAT WILL THE COMMUNITY CHEST FUNDS BE USED FOR?

To erect a limestone retaining wall for our new playground, with the view of adding additional playground equipment in the future.

### 3. HOW WILL YOUR PROJECT/EVENT BENEFIT THE BROOKTON COMMUNITY?

The project will benefit the Brookton Community as it will provide a safe, compliant playground to be used when attending the Hall. Community members are welcome to visit Aldersyde or the Hall anytime and walk around the grounds or future heritage trail. The space complements the Hall by offering a place for socializing and connecting, even without an event.

### 4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15

Yes, this project clearly aligns with Brookton 15 as there are regular events at the Hall for the community which promote togetherness and community spirit. Aldersyde also hosts visitors from all areas of Western Australia such as at our Caravan Weekend, and this year we will be hosting a Community Campout. Several of our events are free to the community. We are also promoting our Agricultural industry at these events due to our unique location, whilst also attracting visitors to Brookton.

### 5. HOW WILL THE PROJECT/EVENT BE ADVERTISED AND PROMOTED?

The project will be advertised through social media and local papers. We envisage having a soft launch at our Community camp out later in the year, however, this is to be confirmed.

### 6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

*It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.*

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- ☒ Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- ☒ Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- ☒ Verbal announcements at the project/event.
- ☐ Other.



INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	3570	Retaining Wall	6750
Grants – money already received	15000	Funky Monkey play equipment	8350
Grants applied for not received	10000	Swing Set	2620
Other grants		Ellerton play unit (Phase 2 – dependent on grant success)	12500
		Concrete for footings (materials)	800
		See Saw rocker	4300
<b>TOTAL</b>	<b>28570.00</b>		<b>35320</b>
Total of Community Chest Funds requested in cash*			
Purchase of blocks and erection of retaining wall	6750		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
<b>TOTAL INCOME</b>	<b>35320</b>	<b>TOTAL EXPENDITURE</b>	<b>35320</b>

**YOUR INCOME MUST EQUAL YOUR EXPENDITURE**

***PLEASE INCLUDE SUPPORTING DOCUMENTATION (letters of support, quotes etc)***



7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR ☐ YES ☒ NO

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? ☐ YES ☐ NO

IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

Click or tap here to enter text.

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

IN KIND AS PER BELOW

Freight – limestone blocks, playground equipment and sand

Labour and Machinery – All labour and machinery such as loaders and telehandlers except the labour portion of the limestone block laying for 1 person, there will be volunteers assisting as well.

Sand – 75 T

9. FUNDING CONDITIONS:

- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV. The project will conform to all relevant Bylaws and Acts in force at the time.
- V. Any unexpended grant funds will be returned to the Shire of Brookton.
- VI. The funds must be expended and acquitted by 30<sup>th</sup> June of the financial year in which they are received.
- VII. Invoices and receipts for the expenditure of the Community Chest funds must be provided to Council within three months of the completion of your project/event along with a brief report on your event or project which includes copies of any advertisements, posters, programmes or newspaper coverage.

PLEASE ENSURE YOU HAVE READ THE ABOVE GRANT CONDITIONS BEFORE SIGNING BELOW:

Our organisation agrees to comply with the funding conditions set out above. I declare that I have been authorised to prepare and submit this application, and that the information presented is correct to the best of my knowledge. I understand that if Council approves the application, we will abide by the funding conditions set out above.

PRINT NAME: Suzanne Turner

POSITION: President

SIGNATURE: 

DATE: 04/04/25



Aldersyde CWA  
PO Box 64  
Brookton WA 6306

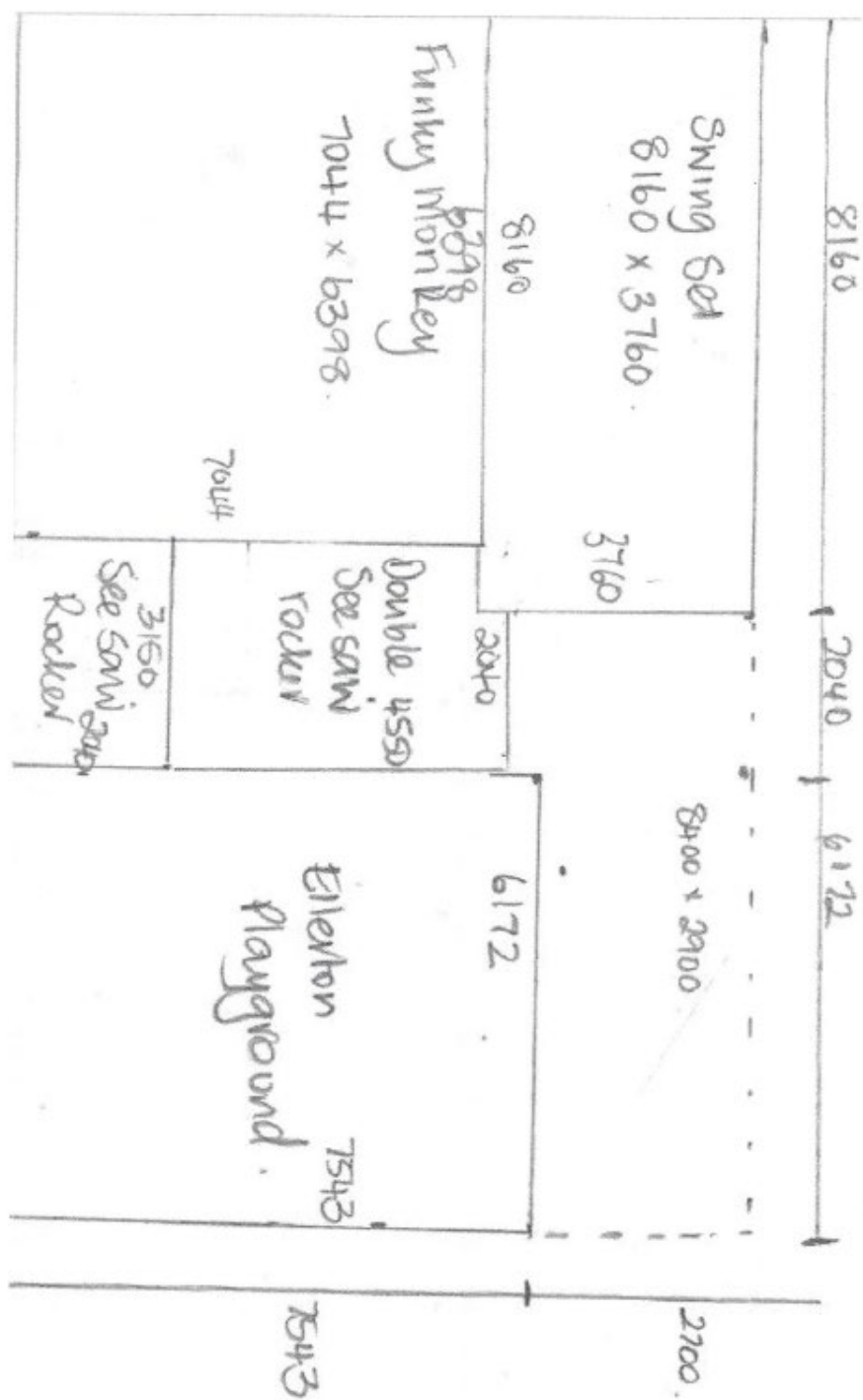
04/04/24

To Whom It May Concern

I am writing this letter in support of the Aldersyde Agricultural Hall. The Hall Committee has worked hard at improving the facility and making it a popular venue for the community. With the renovations now complete we fully support the Committee in installing a playground at the facility. The playground will enhance an already fantastic facility and provide the children with a safe play area that they will enjoy and that the parents can see from the Hall.

We wish the Aldersyde Agricultural Hall all the best with their fundraising endeavours.

Kind Regards  
Denise Walters



**Funy Monkey Bars**

The diagram shows a side view of the Funy Monkey Bars structure. It features a blue metal frame with a horizontal bar at the top. A black rope net is attached to the frame, and a black rope ladder hangs from the net. A blue handrail is visible on the right side. A scale bar at the bottom indicates dimensions in feet (0, 4, 8).



Knapton Cade Calabro  
 Design Firm  
 Knapton Plastic Calabro  
 Playsets Orange Park



## TAX INVOICE

Aldersyde Agricultural Hall Inc  
6 Railway Tce  
ALDERSYDE WA 6306  
AUSTRALIA

**Invoice Date**  
10 Mar 2025

**Invoice Number**  
INV-0211

**ABN**  
72 164 496 520

Funky Monkey Bars Pty  
Ltd  
Unit 2 / 11 Erceg  
Road  
YANGEBUP WA 6164  
AUSTRALIA

Item	Description	Quantity	Unit Price	GST	Amount AUD
	The Little Bunch	1.00	8,000.00	10%	8,000.00
	Delivery	1.00	350.00	10%	350.00
Subtotal					8,350.00
TOTAL GST 10%					835.00
TOTAL AUD					9,185.00

**Due Date: 17 Mar 2025**

Please email remittance to: [accounts@funkymonkeybars.com](mailto:accounts@funkymonkeybars.com)

Payment EFT Details  
Account Name: Funky Monkey Bars Pty Ltd  
BSB: 036 019  
ACC: 345281

*Paid .14/3/25*

**14.05.25.02 BUDGET AMENDMENT AUDIT FEES 2025/26**

<b>File No:</b>	FIN007C
<b>Date of Meeting:</b>	15 May 2025
<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>	Deanne Sweeney - Manager Corporate & Community
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<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:**

This report seeks Council approval for a 2024/25 budget amendment for the interim billing for an amount not exceeding 50% of the 2025/26 Audit Indicative Fee.

**Description of Proposal:**

This proposal outlines the reallocation of identified savings of \$23,539.00 (GST Exclusive) from E042020.327 Admin General Operating Expenses – Consultants/Contractors to E042020.323 Admin General Operating Expenses – Audit Fees to cover the introduction of interim billing from the Office of the Auditor General (OAG).

**Background:**

Under the Local Government Amendment (Auditing) Act 2017, the OAG has been responsible for auditing Western Australia local governments. As part of this process, the OAG provides indicative audit fees annually for the upcoming financial year.

On 31 March 2025, Council was notified of the indicative audit fee of \$47,077 for the 2024/25 financial year, along with the introduction of interim billing.

The OAG has now implemented a revised billing approach, whereby up to 50% of the indicative audit fee is invoiced upon completion of the interim audit, which is scheduled from 05 - 09 May 2025. Historically, audit invoices were issued only after the final audit was completed and the audit opinion released. This change aligns the OAG's billing practices with standard professional services industries, where billing occurs upon completion of key milestones.

The remaining balance of the audit fee will be invoiced upon completion of the final audit and issuance of the audit report. This change will impact the 2024/25 budget, as Council has already paid the 2023/24 audit fees and is now required to pay up to 50% of the 2024/25 audit fees within the same financial year. As this change was only communicated on 31 March 2025, insufficient budget provision was made to accommodate the additional cost within the current financial year.

**Consultation:**

Consultation was undertaken with the OAG.

**Statutory Environment:**

*Local Government Act 1995*

*6.8. Expenditure from municipal fund not included in annual budget*

*(1) A local government is not to incur expenditure from its municipal fund for an additional*

*purpose except where the expenditure —*

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution\*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required*

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

Policy 2.35 Procurement.

#### **Financial Implications:**

There are no financial implications relating to 2024/25 budget, as the necessary savings from the E042020.327 have been identified to offset the unbudgeted expenditure at E042020.323.

#### **Risk Assessment:**

The risk in relation to this matter is assessed as 'Medium'. Failure to comply with the new billing structure could be seen as non-compliance with the new audit billing requirements.

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 – June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

#### **Comment:**

The reallocation of the funds can take place with the existing 2024/25 budget to accommodate the interim audit invoice, ensuring an adopted balanced budget is maintained.

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

That Council approves the budget amendment of \$23,539 from E042020.327 to E042020.323 to meet the unbudgeted expenditure of the 2024/25 Interim Audit Fees.

(Absolute majority vote required)

**OCM 05.25-08**

**COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr Copping**

***That Council approves the budget amendment of \$23,539 from E042020.327 to E042020.323 to meet the unbudgeted expenditure of the 2024/25 Interim Audit Fees.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***



#### 14.05.25.03 LIST OF PAYMENTS – APRIL 2025

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	14 White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Jessika Ashworth – Finance Creditors & Records Officer
<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
<b>Previous Report:</b>	16 April 2025

#### Summary of Report:

The purpose of this report is to present the list of payments for the month of April 2025, as required under the *Local Government (Financial Management) Regulations 1996*.

#### Description of Proposal:

The accounts paid under Delegation 1.1, Power to Make Payments are included at Attachment 14.05.25.03A.

A detailed transaction listing of credit card expenditure paid for the period ended 30 April 2025 is included at Attachment 14.05.25.03B.

#### Background

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

#### Consultation: Nil

#### Statutory Environment:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds.

#### *Local Government (Financial Management) Regulations 1996:*

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

(2) *A list of accounts for approval to be paid is to be prepared each month showing –*

- (a) *for each account which requires council authorisation in that month –*
  - (i) *the payee's name; and*
  - (ii) *the amount of the payment; and*
  - (iii) *sufficient information to identify the transaction; and*
- (b) *the date of the meeting of the council to which the list is to be presented.*

- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**13A. Payments by employees via purchasing cards**

- (1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —
- (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Local Government (Administration) Regulations 1996**

**13. Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))**

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

**Relevant Plans and Policy:**

Policy 2.35 Procurement.

**Financial Implications: Nil**

**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 Officers provide a full detailed listing of payments made in a timely manner.

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

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

## **Community & Strategic Objectives**

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

**Comment:** Nil

### **OFFICER'S RECOMMENDATION**

That Council receive:

1. the list of accounts, totalling \$978,059.50 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of April 2025, as contained within Attachment 14.05.25.03A; and
2. the list of credit card transactions, totalling \$2,115.20 paid in April 2025, as contained within Attachment 14.05.25.03B.

(Simple majority vote required)

**OCM 05.25-09**

### **COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Copping**

***That Council receive:***

1. ***the list of accounts, totalling \$978,059.50 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of April 2025, as contained within Attachment 14.05.25.03A; and***
2. ***the list of credit card transactions, totalling \$2,115.20 paid in April 2025, as contained within Attachment 14.05.25.03B.***

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***

### **Attachments**

Attachment 14.05.25.03A – List of Accounts Paid.

Attachment 14.05.25.03B – Credit Card Transactions.

## List of Payments Paid in April 2025

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8372.1	01/04/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,177.64
DD8372.2	01/04/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$298.44
DD8372.3	01/04/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$598.44
DD8372.4	01/04/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$367.77
DD8372.5	01/04/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$992.31
DD8372.6	01/04/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD8372.7	01/04/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$733.32
DD8372.8	01/04/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,353.95
DD8372.9	01/04/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD8372.10	1/04/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$647.34
DD8372.11	1/04/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$479.17
DD8386.1	03/04/2025	WATER CORPORATION OF WA	WATER USAGE CHARGES FOR OVAL WATER (70%) UNIT 1 WHITTINGTON (10%) UNIT 2 WHITTINGTON (10%) UNIT 3 WHITTINGTON (10%) 10 JANUARY 25 TO 12 MARCH 25 OVALOP, U133WS, U233WS, U333WS	\$5,169.70
DD8386.2	2/04/2025	WATER CORPORATION OF WA	WATER SERVICE CHARGES FOR STANDPIPE 25MM 1 MARCH 25 TO 30 APRIL 25	\$5,474.38
DD8386.3	02/04/2025	SYNERGY	ELECTRICITY CHARGES 25 JANUARY 25 TO 24 FEBRUARY 25 FOR STREET LIGHTS X 185	\$2,911.05
DD8388.1	04/04/2025	TELSTRA CORPORATION	WIRELESS M2M DATA PLAN 150MB (RETIC CONTROLLER - OVAL) & 5MB (SEWERAGE PUMP STATION ALARM), OVALOP SEWEOP MARCH 25	\$28.98
DD8399.1	10/04/2025	SYNERGY	ELECTRICITY SUPPLY & USAGE CHARGES 12 FEBRUARY 25 TO 11 MARCH 25 CARAOP, OVALOP, WBOP	\$2,279.90
DD8408.1	15/04/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGE 22/01/2025 TO 25/03/2025 MADDISON SQUARE RETICULATION MADIOP	\$128.29
DD8410.1	15/04/2025	AWARE SUPER PTY LTD	Payroll deductions	\$6,907.04
DD8410.2	15/04/2025	AUSTRALIAN RETIREMENT TRUST	Superannuation contributions	\$298.44
DD8410.3	15/04/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	Payroll deductions	\$598.25
DD8410.4	15/04/2025	MLC NOMINEES PTY LIMITED	Superannuation contributions	\$367.77

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8410.5	15/04/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$992.31
DD8410.6	15/04/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$608.50
DD8410.7	15/04/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD8410.8	15/04/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,355.09
DD8410.9	15/04/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD8410.10	15/04/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$647.34
DD8410.11	15/04/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$459.64
DD8411.1	14/04/2025	SHIRE OF BROOKTON - MASTERCARD - MCC	CREDIT CARD PURCHASES MCC, NEW CESM VEHICLE LICENCE RENEWAL, FIRST AID COURSE FOR EGO, STARLINK KIT FOR NEW CESM VEHICLE, BEAN BAG FILL FOR BEANS BAGS AT AQUATIC CENTRE MARCH 25	\$931.10
DD8411.2	14/04/2025	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD PURCHASES CESM, WELFARE LUNCH INCIDENT #711537 & CARD FEE MARCH 25	\$324.00
DD8411.3	14/04/2025	SHIRE OF BROOKTON - MASTERCARD - CEO	CREDIT CARD PURCHASES CEO INCLUDES WATER FILTER REPLACEMENT DEPOOP, STARLINK 40GB SUBSCRIPTION 5/3/25 TO 5/4/25 WB EVA PAVILION & WBSHEDOP, SINCH MESSAGE MEDIA 2279 OUTBOUND & MONTHLY FEES, ZOOM VIDEO YEARLY SUBSCRIPTION, INTERNATIONAL FEES & CREDIT CARD FEE MARCH 25	\$860.10
DD8421.1	16/04/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 24/01/2025 TO 26/03/2025 MEMORIAL PARK LIGHTS & LIGHTS MEMPOP	\$10,640.47
DD8423.1	15/04/2025	3E ADVANTAGE PTY LTD	PRINTING MONTHLY SERVICE FEE MARCH 25 - ADMIN OFFICE B&W X 10,300 & COLOUR X 9000	\$1,707.92
DD8425.1	17/04/2025	SYNERGY	ELECTRICITY SUPPLY CHARGES 23/02/25 TO 25/03/25 WATER HARVESTING DAM WAHPOP2	\$125.31
DD8427.1	16/04/2025	TELSTRA CORPORATION	TELSTRA SERVICES & RENTAL CHARGES FOR SHIRE 23/03/25 TO 22/04/25 - ADMINISTRATION	\$97.21
DD8431.1	21/04/2025	TELSTRA CORPORATION	PHONE USAGE CHARGES FOR BMO, PARKS LEADING HAND, CEO, MCC, WC, MP, C CARETAKER, CESM, SWIMMING POOL, W LEADING HAND & CESM NEW MOBILE PHONE REPAYMENTS APRIL 25	\$630.00
DD8431.2	1/04/2025	SYNERGY	ELECTRICITY CONSUMPTION CHARGES FOR 185 X STREET LIGHTS 25/02/25 TO 24/03/25	\$2,547.71
DD8431.3	22/04/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGE 23/01/25 TO 28/03/25 RAILWAY STATION RWSTOP	\$2,381.46
DD8437.1	29/04/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,524.24

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8437.2	29/04/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$265.99
DD8437.3	29/04/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$597.61
DD8437.4	29/04/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$367.77
DD8437.5	29/04/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$992.31
DD8437.6	29/04/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$629.56
DD8437.7	29/04/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD8437.8	29/04/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,807.40
DD8437.9	29/04/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD8437.10	29/04/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$647.34
DD8437.11	29/04/2025	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$459.64
DD8439.1	29/04/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGE 23/01/2025 TO 02/04/2025 COMMUNITY HOUSING COMMON AREA U5MSOP	\$85.61
EFT16673	04/04/2025	BROOKTON TYRE SERVICE	REPAIR AND REPLACE PUNCTURED TYRE PG8 FEBRUARY 25	\$2,922.70
EFT16674	04/04/2025	FLEET FITNESS	ANNUAL SERVICE OF GYM EQUIPMENT - BROOKTON COMMUNITY GYM - MARCH 25 GYMOP	\$517.00
EFT16675	04/04/2025	KEITH THE MAINTENANCE MAN	LABOUR & PLANT TO BRING 67 WHITHALL STREET TO FIRE COMPLIANCE FIREGO FEBRUARY 25	\$880.00
EFT16676	04/04/2025	NICHOLLS BUS & COACH SERVICE	ANNUAL INSPECTION OF COMMUNITY BUS PCB1 - APRIL 25	\$251.55
EFT16677	04/04/2025	OFFICE LINE GROUP PTY LTD	PURCHASE OF CHAIRS X 144, CHAIR TROLLEYS X 3 & DELIVERY FOR THE MEMORIAL HALL - MARCH 25	\$29,675.80
EFT16678	04/04/2025	WATER CORPORATION OF WA	WATER USAGE 9 JANUARY 25 TO 11 MARCH 25 & SERVICE CHARGES 1 MARCH 25 TO 30 APRIL 25 FOR CRC BUILDING	\$61.45
EFT16679	04/04/2025	BOEKEMAN MACHINERY	BUS HIRE BOND REFUND	\$350.00
EFT16680	04/04/2025	HAYLEY WILLIAMS	GYM KEY BOND REFUND	\$70.00
EFT16681	04/04/2025	JANICE TURRELL	FACILITY HIRE BOND REFUND	\$110.00
EFT16682	04/04/2025	JESSICA-ROSE INSCH	GYM KEY BOND REFUND	\$70.00
EFT16683	04/04/2025	RURAL HEALTH WEST	COMMUNITY BUS BOND REFUND	\$600.00
EFT16684	14/04/2025	3E ADVANTAGE PTY LTD	MONTHLY PRINTING SERVICE FEE, B&W X 4000, COLOUR X 6000 CRC FEBRUARY 25	\$2,350.48
EFT16685	14/04/2025	AC ELECTRICS WA	REPLACE SEPTIC TANK PUMP CONNECTION FOR CARAOP MARCH 25	\$525.25
EFT16686	14/04/2025	ALDERSYDE AGRICULTURAL HALL INC	HIRE OF ALDERSYDE HALL - FIRE TRAINING 9/4/25 8AM TO 2PM	\$300.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16687	14/04/2025	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY FOR A388 PALISADE FEE & A2682 PALISADE FEE - MARCH 25	\$2,662.00
EFT16688	14/04/2025	ARBOR CENTRE GROUP PTY LTD	ARBORICULTURE TREE ASSESSMENT & REPORT -TREES AT CARAVAN PARK - CARAOP FEBRUARY 25	\$5,016.00
EFT16689	14/04/2025	ARM SECURITY	SECURITY FOR ADMIN OFFICE FROM 1 APRIL 25 TO 30 JUNE 25	\$332.63
EFT16690	14/04/2025	ARYO STOKES	ADDITIONAL SEWERAGE INCENTIVE PAYMENT FOR A370 DUE TO FEE CHANGES	\$200.00
EFT16691	14/04/2025	ATKINS MECHANICAL SERVICE	EMERGENCY REPAIRS RAM REMOVAL & D STROKE PLUS REFIT FOR PT14 APRIL 25	\$2,280.85
EFT16692	14/04/2025	ATO	BAS PAYMENT JANUARY 2025 TO MARCH 2025	\$76,334.00
EFT16693	14/04/2025	AUSTRALIA POST	MAIL POSTAL BOX YEARLY RENEWAL FOR THE SHIRE MARCH 25 TO MARCH 26	\$677.77
EFT16694	14/04/2025	AUSTRALIAN NATIONAL CHARACTER CHECK	NATIONAL CRIMINAL HISTORY CHECK X 1 ADMINISTRATION TRAINEE - FEBRUARY 25	\$53.00
EFT16695	14/04/2025	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY STATIONARY SUPPLIES INCLUDING AUSTRALIA DAY AWARD FRAMES EV0001 , MAGNETS JANUARY 25	\$83.15
EFT16696	14/04/2025	BEDFORD ARMS HOTEL	ELECTED MEMBERS REFRESHMENTS MARCH 25	\$56.00
EFT16697	14/04/2025	BOOEASY AUSTRALIA PTY LTD	CARAVAN PARK ROOM MANAGER MONTHLY FEE MARCH 25 CARAOP	\$242.00
EFT16698	14/04/2025	BROOKTON 24/7 TOWING	UNIVERSAL JOINT REPAIR ON PU37 MARCH 25	\$2,687.30
EFT16699	14/04/2025	BROOKTON PLUMBING	REPLACE BASIN TAPS AT CRC, BCRCOP MARCH 25	\$455.40
EFT16700	14/04/2025	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC BUILDING RENT FOR APRIL 25	\$1,050.00
EFT16701	14/04/2025	BUILDING & ENERGY	BSL PAYMENT X 1 MARCH 25 FOR A235	\$447.10
EFT16702	14/04/2025	BULL MOTOR BODIES PTY LTD	BATTERY & ELECTRONICS FOR NEW CESM VEHICLE FEBRUARY 25	\$3,316.52
EFT16703	14/04/2025	C & D CUTRI	LEVEL 1 BRIDGE INSPECTIONS BRDGOP MARCH 25	\$5,940.00
EFT16704	14/04/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT16705	14/04/2025	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	REPLACE WINDSCREEN ON PU35 MARCH 25	\$300.00
EFT16706	14/04/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	BLOWER VACUUM 18V SKIN & BATTERY & CHARGER KIT FOR WBOP FEBRUARY 25	\$1,309.06
EFT16707	14/04/2025	ELECTRA MINERALS LTD	RATES REFUND FOR ASSESSMENT A2924 LOT E70/06134 MINING LEASE BROOKTON WA 6306	\$536.56
EFT16708	14/04/2025	FULLPOWER ELECTRICS (WA) PTY LTD	EMERGENCY CALL OUT TO WEST BROOKTON FIRE SHED, SOLAR POWER FAILED & GENERATOR FAILED TO START - WBSHEDOP MARCH 25	\$1,591.15

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16709	14/04/2025	GERALDTON TRANSPORT	FREIGHT CHARGES FOR 1 PALLET OF EZ STREET POTHOLE REPAIR OTHMRRM MARCH 25	\$217.03
EFT16710	14/04/2025	H RUSHTON & CO	ADDITIONAL SEWERAGE INCENTIVE PAYMENT FOR A448 DUE TO FEE CHANGE	\$200.00
EFT16711	14/04/2025	JASON SIGNMAKERS	DFES SPEC SIGNAGE AND SHIRE LOGOS FOR NEW CESM VEHICLE MARCH 25	\$2,467.44
EFT16712	14/04/2025	LANDGATE (DOLA)	RURAL UV CHARGEABLE SCHEDULE:R2025/02 , 15/02/2025 TO 28/02/2025	\$94.36
EFT16713	14/04/2025	LEIGH ANDERSON	REIMBURSEMENT FOR PARKING COSTS TO ATTEND TRAINING FO-PR 3/4/25	\$50.00
EFT16714	14/04/2025	LIZ LANGE	ADDITIONAL SEWERAGE INCENTIVE PAYMENT FOR A329 DUE TO FEE CHANGE	\$200.00
EFT16715	14/04/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	MICROSOFT WORD TRAINING FOR GO - MAY 25	\$1,935.00
EFT16716	14/04/2025	MARKET CREATIONS AGENCY MARKET CREATIONS AGENCY PTY LTD	USERWAY ACCESSIBILITY WIDGET FOR SHIRE WEBSITE - MARCH 25	\$1,100.00
EFT16717	14/04/2025	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING FOR FO-PAYROLL, TAX WORKSHOP APRIL 25	\$1,045.00
EFT16718	14/04/2025	NARROGIN CASHAN ENTERPRISES PTY LTD T/A NARROGIN CARPETS & CURTAINS	SUPPLY & INSTALL VINYL FLOORING IN U233WS MARCH 25, REPLACE & INSTALL CARPET IN U740WS MARCH 25	\$6,380.00
EFT16719	14/04/2025	NEW GROUND WATER SERVICES PTY LTD	SUPPLY & INSTALL TRANSDUCER & CONNECT THROUGH SMART APP - OVALOP MARCH 25	\$2,403.50
EFT16720	14/04/2025	NORTH DANDALUP TURNER MECHANICAL SERVICE PTY LTD	REPLACE FAILED COMPRESSOR UNIT ON PG9 MARCH 25, REACTIVE MAINTENANCE SUPPLY & FIX BLOWN HYDROLIC HOSE PG9, TRAVEL & REPLACEMENT OF TURBO PG9, REPLACE DIFF LOCK SOLENIOD PG9	\$9,522.70
EFT16721	14/04/2025	NORTHAM AUTOS PTY LTD T/A NORTHAM MAZDA, SUZUKI & GWM	VEHICLE SENSOR INSPECTION TO SEE REQUIRED WORKS FOR PAV6 FEBRUARY 25	\$160.60
EFT16722	14/04/2025	NOURISH BROOKTON	MONTHLY REFRESHMENTS AND CLEANING FOR SHIRE OFFICE, COUNCIL & WB EVA PAVILION INCLUDES MILK, SOFT DRINK, PEANUT PASTE, TOMATO & BBQ SAUCE, JUICE, TEABAGS, DISHWASHER TABLETS, CLEANING SPRAY, BI CARB SODA FEBRUARY 25	\$217.71
EFT16723	14/04/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT16724	14/04/2025	SKYE FISHER	REIMBURSEMENT OF MEMBERSHIP FEES LG PROFESSIONALS AFFILIATE BCRCC MARCH 25	\$95.01



CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16725	14/04/2025	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	PRINTING OF BROOKTON RAILWAY STATION ARCHITECTURAL DESIGNS & ADMINISTRATION FEE - RWSTCAP MARCH 25	\$456.50
EFT16726	14/04/2025	TATE LUNN	REIMBURSEMENT LATCHING SOLENOID COIL FOR HAPPY VALLEY WATER LINE WAHPOP2 MARCH 25	\$84.34
EFT16727	14/04/2025	THE RIDGE STUDIO	SUPPLY OF GRAVEL FROM PROPERTY FOR ONGOING ROAD WORKS - FEBRUARY 25 - DAVIR2R, MATTR2R & STKWR2R	\$3,040.48
EFT16728	14/04/2025	WA CONTRACT RANGER SERVICES	RANGER CONTRACT SERVICES 5/3/25 3.25 HOURS & 11/3/25 3.25 HOURS	\$1,443.75
EFT16729	14/04/2025	WALLIS COMPUTER SOLUTIONS	REPLACEMENT COMPUTER FOR CRC FRONT COUNTER - MARCH 25	\$3,859.35
EFT16730	14/04/2025	WHEATBELT STRENGTH AND CONDITIONING	STRENGTH & BALANCE CLASSES 7 MARCH 25, 8 MARCH 25, 14 MARCH 25, 15 MARCH 25 - 40 ATTENDEES TOTAL & TRAVEL EV0013	\$896.50
EFT16731	14/04/2025	WHITTINGTON HOLDINGS (1981) PTY LTD	RATES REFUND FOR ASSESSMENT A803 BOWRING ROAD BROOKTON 6306	\$464.23
EFT16732	14/04/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE CHARGES FOR ARCHIVE BOXES - 26/1/25 TO 28/2/25	\$55.18
EFT16733	14/04/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	ENGINEERING SERVICES FOR DANGIN-MEARS ROAD - OVERLAY & WIDENING ROAD WBSF2 MARCH 25	\$686.40
EFT16744	23/04/2025	ATKINS MECHANICAL SERVICE	ROLLER NOT STARTING - INSPECT, REPAIR & TRAVEL PR9 APRIL 25, REPAIR TO TRAILER PLUG PT18 APRIL 25	\$585.20
EFT16745	23/04/2025	BEST OFFICE SYSTEMS	SHIRE ADMIN OFFICE PRINTER SOFTWARE UPDATE & TRAVEL FEBRUARY 25	\$88.00
EFT16746	23/04/2025	BOC GASES	MONTHLY RENTAL CHARGES FOR OXYGEN, ACETYLENE, ARGOSHIELD & MEDICAL OXYGEN 26/02/2025 TO 28/03/2025 DEPOOP	\$58.03
EFT16747	23/04/2025	BRANDWORX AUSTRALIA	SHIRE ADMIN TRAINEE & GO UNIFORM ORDER MARCH 25	\$562.01
EFT16748	23/04/2025	BROOKTON 24/7 TOWING	BLADE ADJUSTMENTS & GREASE POINTS ON RIDE ON MOWER PM10 JANUARY 25	\$346.50
EFT16749	23/04/2025	BROOKTON PLUMBING	SEPTIC TANK PUMP OUT & DUMPING 40 WHITE ST X 2 & 23 & 25 WHITTINGTON ST, U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U840WS, 23WHITOP, 25WHITOP SHIRE ADMIN OFFICE, 33 WHITTINGTON U133WS, U233WS, U333WS , SUPPLY & INSTALL NEW SUMP PUMP FOR SEPTIC TANK CARAVAN PARK APRIL 25	\$7,575.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16750	23/04/2025	BROOKTON TYRE SERVICE	REPLACE 6 TYRES ON GARDEN TRUCK PT16, REPLACE 6 OLD TYRES PPT1, APRIL 25 CALL OUT ON SITE TYRE REPAIR & REPLACE TYRE ON PG9, REMOVE & REPAIR 3 X TYRES ON GRADER PG9 MARCH 25	\$7,015.25
EFT16751	23/04/2025	CORSIGN WA PTY LTD	50 X TRAFFIC CONES OTHMRRM MARCH 25	\$880.00
EFT16752	23/04/2025	DAWSONS CONCRETE & REINFORCING	FOOTPATH CONSTRUCTION FOR TILLER ST FROM NOVAK ST TO WILLIAMS ST, WITNFP APRIL 25	\$58,410.00
EFT16753	23/04/2025	FUEL DISTRIBUTORS OF WA	REPLACEMENT FUEL METER FOR FUEL POD, PU37 MARCH 25	\$296.76
EFT16754	23/04/2025	FULTON HOGAN	53 X 20KG BAGS POTHOLE REPAIR OTHMRRM MARCH 25	\$2,066.08
EFT16755	23/04/2025	HERSEY SAFETY PTY LTD	PPE FOR DEPOT INCLUDES 12 X PVC GLOVES, 10 X DISPOSABLE COVERALLS, 2 X DUST MASKS, 1 X BOX LATEX GLOVES, RID SUNSCREEN X 12 & DELIVERY FEE MARCH 25	\$591.98
EFT16756	23/04/2025	J & IM FERGUSON FAMILY TRUST	GRAVEL ROYALTIES FOR 6000CUBIC @ \$2.50 PER CM MARCH 25 - WOODSFC	\$16,500.00
EFT16757	23/04/2025	JELCOBINE FARMS	WREATH X 2 FOR ANZAC SERVICE 25/04/2025	\$220.00
EFT16758	23/04/2025	LGC TRAFFIC MANAGEMENT	TRAFFIC CONTROL FOR DANGIN-MEARS RD 17/3/25 TO 21/3/25 WBSF2	\$60,652.95
EFT16759	23/04/2025	NARROGIN AUTO CENTRE	NEW CESM VEHICLE PURCHASE - 2024 FORD RANGER & TRADE IN OF 2019 MITSUBISHI PU35	\$28,131.44
EFT16760	23/04/2025	NORTH DANDALUP TURNER MECHANICAL SERVICE PTY LTD	11000KM SERVICE & 2X BEACONS FOR TRUCK PT14 - MARCH 25	\$3,091.00
EFT16761	23/04/2025	NOURISH BROOKTON	MONTHLY REFRESHMENT PURCHASES INCLUDES MILK, COFFEE, BIN LINER FEBRUARY 25	\$158.63
EFT16762	23/04/2025	REDFISH TECHNOLOGIES PTY LTD	COUNCIL CHAMBERS RELOCATION OF RECORDING HARDWARE ADMIOF MARCH 25	\$1,140.70
EFT16763	23/04/2025	SEABROOK ABORIGINAL CORPORATION	GRAVEL ROYALTIES TO BE USED IN VARIOUS LOCATIONS 5000M3 OTHMRRM MARCH 25	\$20,020.00
EFT16764	23/04/2025	STABILISATION TECHNOLOGY PTY LTD	PRELIMINARY PAVEMENT INVESTIGATION, INVOLVING SITE VISIT & ANALYSIS - DANGIN-MEARS RD SLK 0-1.8 APRIL 25	\$5,038.00
EFT16765	23/04/2025	WA HINO SALES & SERVICES	VEHICLE ELECTRICAL CHECK & REPORT FOR PT18 APRIL 25	\$418.00
EFT16766	29/04/2025	BROOKLANDS PARK PASTORAL	GRAVEL ROYALTIES FOR DANGIN MEARS & SOUTH KEWDA RDS, 5000 CUBIC @ \$5 PER CUBIC - WBSF2, STKWR2R	\$27,500.00
EFT16767	29/04/2025	BROOKTON 24/7 TOWING	30BO TRITON SERVICE & BREAKS - MARCH 25 PU34	\$1,064.15
EFT16768	29/04/2025	BROOKTON TYRE SERVICE	REPAIR PUNCTURED TYRE ON PL7 LOADER MARCH 25	\$444.95
EFT16769	29/04/2025	CHARNE HAYDEN	REFUND FOR 2 NIGHT STAY - SHEOAK CHALET CANCELLATION 17/04/25 TO 19/04/25	\$422.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16770	29/04/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT16771	29/04/2025	FLEET FITNESS	REPAIR TO GYM FOOT STRAPS X 2 & POSTAGE - MARCH 25 GYMOP	\$148.50
EFT16772	29/04/2025	GARY SHERRY	REIMBURSEMENT 50% OF ELECTRICITY, SYNERGY CHARGES 24/01/25 TO 26/03/25, INCLUDED IN EMPLOYMENT CONTRACT 10MAOP	\$224.21
EFT16773	29/04/2025	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER FOR DEPOT, SHIRE ADMIN, WB EVA PAVILION, CARAVAN PARK, ROBINSON ROAD PUBLIC TOILETS, MARCH 25	\$1,474.29
EFT16774	29/04/2025	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION 450 HOUSEHOLDS X 4 WEEKS, RECYCLING COLLECTION 335 HOUSEHOLDS X 2WEEKS, LANDFILL LABOUR 39 HOURS X 4 WEEKENDS + 18 EXTRA HOURS, LANDFILL MACHINE HOURS X 3, BINS OF WASTE X 12, CARBOARD BINS X 14, TRAILER OF WASTE X 1 - 30/01/2025 TO 27/03/2025 RUBBOP, TIPOP	\$38,317.40
EFT16775	29/04/2025	IMPACT MINERALS LIMITED	RATES REFUND FOR ASSESSMENT A2899 E70/05434 MINING LEASE BROOKTON WA 6306	\$980.09
EFT16776	29/04/2025	INJURY CONTROL COUNCIL OF WESTERN AUSTRALIA (INC)	RETURN OF UNUSED FUNDS FOR IMPROVE YOUR HEALTH GRANT MARCH 25 GR001	\$273.82
EFT16777	29/04/2025	INTEGRATED ICT	NBN PHONE SYSTEM, INTERNET SERVICE & EQUIPMENT CHARGES, SHIRE OFFICE JANUARY 25	\$306.37
EFT16778	29/04/2025	JULIE GARDNER	REFUND FOR 1 NIGHT STAY - WANDOO CHALET CANCELLATION 28/06/25 TO 29/06/25	\$200.00
EFT16779	29/04/2025	LGC TRAFFIC MANAGEMENT	TRAFFIC CONTROL ACCOMMODATION 25/02/25 TO 04/04/25 FOR DANGIN-MEARS ROAD WBSF2	\$15,114.00
EFT16780	29/04/2025	SHARON ELAINE WILLIAMS	REFUND PORTION OF REGISTRATION FEES FOR STERILISATION OF DOGS PER DOG REGULATIONS 2013 SECTION 19(I) DOG 2500029 -BELLA	\$15.00
EFT16781	29/04/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT16782	29/04/2025	SUE PHILLIPS	REFUND FOR 2 NIGHT STAY, POWERED SITE - CARAVAN PARK CANCELLATION 24/04/25 TO 26/04/25	\$66.00
EFT16783	29/04/2025	WA CONTRACT RANGER SERVICES	RANGER CONTRACT SERVICES 02/04/2025 X 4 HOURS ANIMAL CONTROL & 09/04/2025 X 3.5 HOURS ANIMAL CONTROL	\$866.25
EFT16784	29/04/2025	WA LOCAL GOVERNMENT ASSN	STAFF TRAINING - FINANCE - CREDITORS & RECORDS, INTRODUCTION TO MANAGING RECORDS APRIL 25 - LOCAL GOVERNMENT ACT – ESSENTIALS GO - 9 JUNE 2025	\$1,309.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16785	29/04/2025	WALLIS COMPUTER SOLUTIONS	NBN INTERNET SERVICE FOR SHIRE OFFICE, XENEX BUSINESS FIXED WIRELESS 100/100 MBPS UNLIMITED DATA, BILLING PERIOD APRIL 25	\$148.50
EFT16786	29/04/2025	WCP CIVIL PTY LTD	CEMENT STABILISATION FOR DANGIN-MEARS RDSLK 3.15 TO 7.15 29/03/25 TO 04/04/25 WBSF2	\$178,914.56
EFT16787	29/04/2025	WHEATBELT STRENGTH AND CONDITIONING	STRENGTH & BALANCE CLASSES 21/03/25, 22/03/25, 28/03/25, 29/03/25 - TOTAL 40 ATTENDEES & TRAVEL, EV0013	\$896.50
EFT16788	29/04/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	MONTHLY STORAGE OF ARCHIVE BOXES 01/03/2025 TO 31/03/2025	\$55.18
1360.1	3/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.40
1407.1	1/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1407.1	1/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1408.1	3/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.97
1408.1	3/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$48.22
1408.1	2/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE (NO GST)BANK FEE - MERCHANT BANK FEE - MERCHANT FEE	\$31.82
1408.1	2/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.65
1409.1	4/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.99
1411.1	8/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.06
1412.1	9/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.96
1413.1	10/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.70
1414.1	11/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.13
1415.1	14/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - BPOINT	\$5.00
1415.1	14/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.58
1416.1	15/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.85
1416.1	16/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.44
1417.1	17/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$21.48
1418.1	22/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.78
1418.1	23/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.02
1419.1	24/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.37
1420.1	28/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.08
1421.1	29/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2.30
1421.1	30/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.66
1421.1	30/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$179.28
1421.1	30/04/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.30

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1421.1	29/04/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.10
PAYJRUN*1261	1/04/2025	SALARIES & WAGES	WEEK 40 - PPE 01/04/2025	\$78,297.22
PAYJRUN*1263	15/04/2025	SALARIES & WAGES	WEEK 42 - PPE 15/04/2025	\$76,512.01
PAYJRUN*1265	29/04/2025	SALARIES & WAGES	WEEK 44 - PPE 29/04/2025	\$76,280.97
			TOTAL	\$978,059.50

## List of Credit Card Transactions Paid in April 2025

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8411.3	14/04/2025	WATER DISTRIBUTOR - STEFANI COMPATIBLE REPLACEMENT WATER FILTER SET X 2 DEPOOP	\$67.00
		STARLINK INTERNET - WB EVA PAVILION 40GB SUBSCRIPTION 5/3/25 TO 5/4/25	\$176.00
		STARLINK INTERNET - WEST BROOKTON FIRE SHED 40GB SUBSCRIPTION 5/3/25 TO 5/4/25 WBSHEDOP	\$176.00
		SINCH MESSAGE MEDIA 2279 X OUTBOUND MESSAGES, MONTHLY ACCESS FEE & CREDIT CARD FEE	\$183.42
		ZOOM VIDEO COMMUNICATIONS - WORKPLACE PRO ANNUAL SUBSCRIPTION	\$246.29
		INTERNATIONAL PURCHASE CARD FEE ZOOM	\$7.39
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$860.10

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8411.1	14/04/2025	1UAU702 -13 DAY LICENCE FEE - DEPT OF TRANSPORT & RECORDING FEE	\$14.10
		ST JOHN TRAINING FIRST AID 16/4/25 EGO	\$170.00
		STARLINK MINI KIT & SHIPPING FOR NEW CESM VEHICLE	\$633.00
		BEAN BAG FILL X 5 FOR OUTDOOR BEAN BAGS - AQUATIC CENTRE - POOLGO	\$55.00
		BEAN BAG FILL X 5 FOR OUTDOOR BEAN BAGS - AQUATIC CENTRE - POOLGO	\$55.00
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$931.10

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8411.2	14/04/2025	STUMPY'S GATEWAY ROADHOUSE - WELFARE LUNCH INCIDENT #711537	\$320.00
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$324.00

**14.05.25.04 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2025**

<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	15 May 2025
<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>	Deanne Sweeney - Manager Corporate & Community
<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>	16 April 2025

**Summary of Item:**

The Statement of Financial Activity for the Period Ended 30 April 2025, together with associated commentaries are presented for Council's consideration.

**Description of Proposal:**

The Statement of Financial Activity for the Period Ended 30 April 2025 is presented for Council's consideration at Attachment 14.05.25.04A.

**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:** Nil.

**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 annual budget review in accordance with Regulation 33A *Local Government (Financial Management) Regulations 1996*, completed by the last day of February.

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.05.25.04A.

**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:**

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

**Comment:**

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

**OFFICER'S RECOMMENDATION**

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 April 2025, as presented in Attachment 14.05.25.04A.

(Simple majority vote required)



**COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr Wallis**

***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 Period Ended 30 April 2025, as presented in Attachment 14.05.25.04A.***

***CARRIED BY SIMPLE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***

**Attachment**

**Attachment 14.05.25.04A – Statement of Financial Activity for 30 April 2025.**

**SHIRE OF BROOKTON****MONTHLY FINANCIAL REPORT****(Containing the Statement of Financial Activity)****FOR THE PERIOD ENDED 30 APRIL 2025***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



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

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.89 M	\$1.89 M	\$0.00 M
Closing	\$0.00 M	(\$1.19 M)	\$2.40 M	\$3.60 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$15.54 M	% of total
Unrestricted Cash	\$3.07 M	19.8%
Restricted Cash	\$12.47 M	80.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.21 M	% Outstanding
Trade Payables	\$0.11 M	
0 to 30 Days		79.4%
Over 30 Days		20.6%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.80 M	% Collected
Rates Receivable	\$0.25 M	93%
Trade Receivable	\$0.56 M	% Outstanding
Over 30 Days		94.2%
Over 90 Days		3.9%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.10 M	(\$0.54 M)	\$1.93 M	\$2.47 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$2.88 M	% Variance
YTD Budget	\$2.87 M	0.1%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
YTD Actual	\$1.04 M	% Variance
YTD Budget	\$1.28 M	(19.2%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$1.03 M	% Variance
YTD Budget	\$0.85 M	21.1%

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.23 M)	(\$5.24 M)	(\$1.29 M)	\$3.95 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.18 M	%
Adopted Budget	\$0.22 M	(19.6%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$3.29 M	% Spent
Adopted Budget	\$9.03 M	(63.5%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
YTD Actual	\$1.80 M	% Received
Adopted Budget	\$3.51 M	(48.6%)

Refer to Note 8 - Capital Acquisitions

**Key Financing Activities**

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.32 M	\$2.69 M	(\$0.12 M)	(\$2.82 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.13 M
Interest expense	\$0.03 M
Principal due	\$0.98 M

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$12.47 M	
Interest earned	\$0.28 M	0.0%

Refer to Note 11 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.02 M

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 30 APRIL 2025**

**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 30 APRIL 2025

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Ver.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
Revenue from operating activities								
Rates		2,874,905	2,874,905	2,874,905	2,877,794	2,889	0.10%	
Grants, subsidies and contributions	13	1,513,445	1,511,837	1,282,318	1,036,477	(245,841)	(19.17%)	▼
Fees and charges		910,585	917,185	846,238	1,025,081	178,843	21.13%	▲
Interest revenue		347,470	565,470	468,732	399,366	(69,366)	(14.80%)	▼
Other revenue		2,049,227	2,083,927	251,736	351,748	100,012	39.73%	▲
Profit on disposal of assets	7	12,042	12,042	10,204	12,972	2,768	27.12%	▲
		7,707,674	7,965,366	5,734,133	5,703,438	(30,695)	(0.54%)	
Expenditure from operating activities								
Employee costs		(2,623,566)	(2,625,416)	(2,138,265)	(2,025,765)	112,500	5.26%	
Materials and contracts		(4,288,616)	(4,252,929)	(3,555,728)	(1,229,435)	2,326,293	65.42%	▲
Utility charges		(267,774)	(267,774)	(222,860)	(190,786)	32,074	14.39%	▲
Depreciation		(2,297,086)	(2,297,086)	(1,914,030)	(2,050,674)	(136,644)	(7.14%)	
Finance costs		(65,317)	(52,395)	(35,648)	(31,021)	4,627	12.98%	
Insurance expenses		(228,961)	(236,174)	(234,816)	(237,213)	(2,397)	(1.02%)	
Other expenditure		(125,302)	(94,191)	(74,797)	(46,948)	27,849	37.23%	▲
Loss on disposal of assets	7	(64,405)	(64,405)	(54,547)	(130,150)	(75,603)	(138.60%)	▼
		(9,961,027)	(9,890,370)	(8,230,691)	(5,941,992)	2,288,699	(27.81%)	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	2,349,449	1,958,373	2,167,852	209,479	10.70%	▲
Amount attributable to operating activities		96,096	424,445	(538,185)	1,929,298	2,467,483	(458.48%)	
<b>INVESTING ACTIVITIES</b>								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	3,603,844	2,878,332	1,802,706	(1,075,626)	(37.37%)	▼
Proceeds from disposal of assets	7	260,000	224,027	186,670	180,215	(6,455)	(3.46%)	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	29,967	14,983	14,728	(255)	(1.70%)	
		3,798,223	3,857,838	3,079,985	1,997,648	(1,082,337)	(35.14%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(9,257,257)	(8,321,969)	(3,291,282)	5,030,687	60.43%	▲
		(9,027,010)	(9,257,257)	(8,321,969)	(3,291,282)	5,030,687	(60.43%)	▲
Amount attributable to investing activities		(5,228,787)	(5,399,419)	(5,241,984)	(1,293,634)	3,948,350	(75.32%)	▲
<b>FINANCING ACTIVITIES</b>								
Inflows from financing activities								
Proceeds from new debentures	9	600,000	600,000	600,000	600,000	0	0.00%	
Transfer from reserves	11	4,377,069	4,405,729	3,671,440	13,056	(3,658,384)	(99.64%)	▼
		4,977,069	5,005,729	4,271,440	613,056	(3,658,384)	(85.63%)	▼
Outflows from financing activities								
Repayment of borrowings	9	(210,570)	(185,929)	(129,657)	(132,793)	(3,136)	(2.42%)	
Payments for principal portion of lease liabilities	10	(1,568)	(1,568)	(1,568)	(1,568)	(0)	(0.01%)	
Transfer to reserves	11	(1,446,331)	(1,735,409)	(1,446,170)	(602,645)	843,525	58.33%	▲
		(1,658,469)	(1,922,906)	(1,577,395)	(737,006)	840,389	(53.28%)	▲
Amount attributable to financing activities		3,318,600	3,082,823	2,694,045	(123,950)	(2,817,995)	(104.60%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,814,091	1,892,153	1,892,153	1,892,153	0	(0.00%)	
Amount attributable to operating activities		96,096	424,445	(538,185)	1,929,298	2,467,483	(458.48%)	▲
Amount attributable to investing activities		(5,228,787)	(5,399,419)	(5,241,984)	(1,293,634)	3,948,350	(75.32%)	▲
Amount attributable to financing activities		3,318,600	3,082,823	2,694,045	(123,950)	(2,817,995)	(104.60%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	(0)	(1,193,971)	2,403,867	3,597,838	301.33%	

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 being of the community. 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, Brookton Community Resource Centre, 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.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>									
Revenue from operating activities									
Governance		6,034	15,554	13,784	19,042	5,258	38.14%	▲	
General Purpose Funding - Rates	6	2,874,905	2,874,905	2,874,905	2,877,794	2,889	0.10%	▲	
General Purpose Funding - Other		964,796	1,157,675	930,767	863,518	(67,249)	(7.23%)	▼	
Law, Order and Public Safety		609,420	598,688	499,130	206,830	(292,300)	(58.56%)	▼	\$
Health		300	300	250	702	452	180.73%	▲	
Education and Welfare		57,700	57,700	48,080	57,356	9,276	19.23%	▲	
Housing		98,687	99,007	82,490	88,445	5,955	7.22%	▲	
Community Amenities		501,902	504,902	500,832	543,980	43,148	8.62%	▲	
Recreation and Culture		34,133	41,533	36,287	48,457	12,170	33.54%	▲	\$
Transport		2,114,406	2,114,406	329,168	443,906	114,738	34.86%	▲	\$
Economic Services		414,791	430,096	358,710	473,398	114,688	31.97%	▲	\$
Other Property and Services		30,600	70,600	59,730	80,009	20,279	33.95%	▲	\$
		7,707,674	7,965,366	5,734,133	5,703,438	(30,695)	(0.54%)	▼	
Expenditure from operating activities									
Governance		(646,730)	(610,984)	(484,642)	(457,658)	26,984	5.57%	▲	
General Purpose Funding		(432,578)	(440,978)	(364,667)	(345,667)	19,000	5.21%	▲	
Law, Order and Public Safety		(980,658)	(949,647)	(791,435)	(471,863)	319,572	40.38%	▲	\$
Health		(23,316)	(23,316)	(18,952)	(16,323)	2,629	13.87%	▲	
Education and Welfare		(112,939)	(112,939)	(94,874)	(93,522)	1,352	1.43%	▲	
Housing		(187,323)	(166,823)	(140,126)	(104,924)	35,202	25.12%	▲	\$
Community Amenities		(708,559)	(673,229)	(561,672)	(505,861)	55,811	9.94%	▲	
Recreation and Culture		(1,065,083)	(1,075,233)	(894,121)	(852,865)	41,256	4.61%	▲	
Transport		(4,870,895)	(4,867,895)	(4,064,436)	(2,517,548)	1,546,888	38.06%	▲	\$
Economic Services		(878,643)	(903,423)	(751,345)	(635,988)	115,357	15.35%	▲	\$
Other Property and Services		(54,303)	(65,903)	(64,421)	60,227	124,648	193.49%	▲	\$
		(9,961,027)	(9,890,370)	(8,230,691)	(5,941,992)	2,288,699	27.81%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	2,349,449	1,958,373	2,167,852	209,479	10.70%	▲	
Amount attributable to operating activities		96,096	424,445	(538,185)	1,929,298	2,467,483	(458.48%)		
<b>INVESTING ACTIVITIES</b>									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	3,508,256	3,603,844	2,878,332	1,802,706	(1,075,626)	(37.37%)	▼	\$
Proceeds from Disposal of Assets	7	260,000	224,027	186,670	180,215	(6,455)	(3.46%)	▼	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	29,967	14,983	14,728	(255)	(1.70%)	▼	
		3,798,223	3,857,838	3,079,985	1,997,648	(1,082,337)	(35.14%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(9,257,257)	(8,321,969)	(3,291,282)	5,030,687	60.45%	▲	\$
		(9,027,010)	(9,257,257)	(8,321,969)	(3,291,282)	5,030,687	(60.45%)		
Amount attributable to investing activities		(5,228,787)	(5,399,419)	(5,241,984)	(1,293,634)	3,948,350	(75.32%)	▲	
<b>FINANCING ACTIVITIES</b>									
Inflows from financing activities									
Proceeds from New Debentures	9	600,000	600,000	600,000	600,000	0	0.00%		
Transfer from Reserves	11	4,377,069	4,405,729	3,671,440	13,056	(3,658,384)	(99.64%)	▼	\$
		4,977,069	5,005,729	4,271,440	613,056	(3,658,384)	(85.65%)	▼	
Outflows from financing activities									
Repayment of borrowings	9	(210,570)	(185,929)	(129,657)	(132,793)	(3,136)	(2.42%)	▼	
Payments for principal portion of lease liabilities	10	(1,568)	(1,568)	(1,568)	(1,568)	(0)	(0.01%)	▼	
Transfer to Reserves	11	(1,446,331)	(1,735,409)	(1,446,170)	(602,645)	843,525	58.33%	▲	\$
		(1,658,469)	(1,922,906)	(1,577,395)	(737,006)	840,389	(59.28%)	▲	
Amount attributable to financing activities		3,318,600	3,082,823	2,694,045	(123,950)	(2,817,995)	(104.60%)	▼	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
Net current assets at start of financial year - surplus/(deficit)	1	1,814,091	1,892,153	1,892,153	1,892,153	0	(0.00%)		
Amount attributable to operating activities		96,096	424,445	(538,185)	1,929,298	2,467,483	(458.48%)	▲	
Amount attributable to investing activities		(5,228,787)	(5,399,419)	(5,241,984)	(1,293,634)	3,948,350	(75.32%)	▲	
Amount attributable to financing activities		3,318,600	3,082,823	2,694,045	(123,950)	(2,817,995)	(104.60%)	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	(0)	(1,193,971)	2,403,867	3,597,838	301.33%		

KEY INFORMATION

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

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

The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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



**BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**SIGNIFICANT ACCOUNTING 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 30 April 2025

(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)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(12,042)	(12,042)	(10,204)	(12,972)
Add: Loss on asset disposals	7	64,405	64,405	54,547	130,150
Add: Depreciation on assets		2,297,086	2,297,086	1,914,030	2,050,674
Total non-cash items excluded from operating activities		2,349,449	2,349,449	1,958,373	2,167,852

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

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

		Adopted Budget Opening 30 June 2024	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 April 2025
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(11,880,663)	(11,880,665)	(11,880,665)	(12,470,253)
Less: - Financial assets at amortised cost - self supporting loans	4	(29,967)	(29,967)	(29,967)	(15,239)
Add: Borrowings	9	210,570	161,834	161,834	53,137
Add: Lease liabilities	10	1,568	1,568	1,568	0
Total adjustments to net current assets		(11,698,492)	(11,747,230)	(11,747,230)	(12,432,356)

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

Current assets					
Cash and cash equivalents	2	14,503,939	14,728,692	14,728,692	15,541,044
Financial assets at amortised cost	4	29,967	0	0	0
Rates receivables	3	126,600	105,539	105,539	184,963
Receivables	3	109,370	160,262	160,262	556,817
Other current assets	4	32,367	77,315	77,315	11,162
Less: Current liabilities					
Payables	5	(388,358)	(226,525)	(226,525)	(208,276)
Borrowings	9	(151,836)	(161,834)	(161,834)	(53,137)
Contract liabilities	12	(549,668)	(688,741)	(688,741)	(842,595)
Lease liabilities	10	(1,568)	(1,568)	(1,568)	0
Provisions	12	(199,079)	(353,756)	(353,756)	(353,756)
Less: Total adjustments to net current assets	1(b)	(11,698,492)	(11,747,230)	(11,747,230)	(12,432,356)
Closing funding surplus / (deficit)		1,813,242	1,892,153	1,892,153	2,403,867

CURRENT AND NON-CURRENT CLASSIFICATION

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

## STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

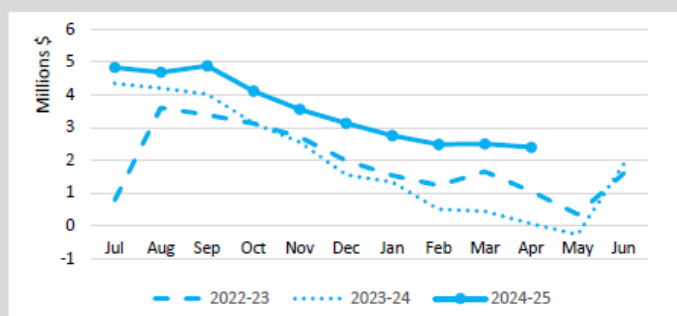
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 30/04/2024	Year to Date Actual 30/04/2025
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,848,027	1,152,070	3,070,791
Cash Restricted - Reserves	2	11,880,665	13,036,363	12,470,253
Receivables - Rates	3	105,539	127,907	184,963
Receivables - Other	3	160,262	86,618	556,817
Other Financial Assets	4	29,967	0	15,239
Inventories	4	25,544	25,925	(4,077)
		<b>15,071,807</b>	<b>14,428,884</b>	<b>16,293,987</b>
<b>Less: Current Liabilities</b>				
Payables	5	(211,045)	(103,935)	(189,226)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(688,741)	(864,487)	(842,595)
Bonds & Deposits	5	(15,480)	(14,813)	(19,050)
Loan and Lease Liability	9	(163,402)	0	(53,137)
Provisions	12	(353,756)	(343,905)	(353,756)
		<b>(1,432,424)</b>	<b>(1,327,141)</b>	<b>(1,457,764)</b>
<b>Less: Cash Reserves</b>	11	<b>(11,880,665)</b>	<b>(13,036,363)</b>	<b>(12,470,253)</b>
<b>Add Back: Loan and Lease Liability</b>		<b>163,402</b>	<b>(0)</b>	<b>53,137</b>
<b>Less : Loan Receivable - clubs/institutions</b>		<b>(29,967)</b>	<b>0</b>	<b>(15,239)</b>
<b>Net Current Funding Position</b>		<b>1,892,153</b>	<b>65,380</b>	<b>2,403,867</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)

**\$2.4 M**

Last Year YTD

Surplus(Deficit)

**\$0.07 M**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	157,022		157,022		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	644,019		644,019		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	2,250,000		2,250,000		WATC	4.05%	ODC
Bond Cash At Bank	Cash and cash equivalents	19,400		19,400		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		2,434,752	2,434,752		Bendigo	3.40%	20/06/2025
Reserves Cash At Bank	Cash and cash equivalents		4,898,425	4,898,425		WATC	4.48%	23/06/2025
Reserves Cash At Bank	Cash and cash equivalents		2,137,077	2,137,077		WATC	4.47%	23/06/2025
Reserves Cash At Bank	Cash and cash equivalents		3,000,000	3,000,000		WATC	4.46%	23/06/2025
<b>Total</b>		<b>3,070,791</b>	<b>12,470,253</b>	<b>15,541,044</b>	<b>0</b>			
Comprising								
Cash and cash equivalents		3,070,791	12,470,253	15,541,044	0			
		<b>3,070,791</b>	<b>12,470,253</b>	<b>15,541,044</b>	<b>0</b>			

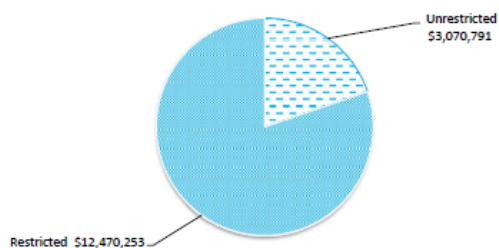
**KEY INFORMATION**

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.

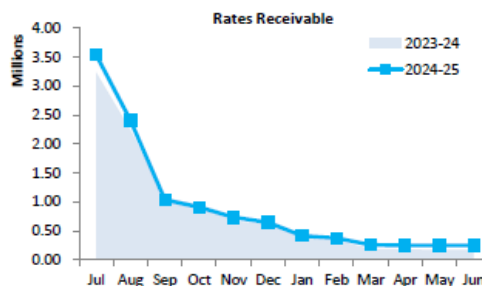
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 2024	30 Apr 2025
	\$	\$
Opening arrears previous years	155,777	167,905
Levied this year	3,140,401	3,362,216
Less - collections to date	(3,128,273)	(3,282,791)
Gross rates collectable	167,905	247,330
Net rates collectable	167,905	247,330
% Collected	94.9%	93%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(27)	11,450	532,865	2,573	22,000	568,862
Percentage	0.0%	2%	93.7%	0.5%	3.9%	
Balance per trial balance						
Sundry receivable						568,862
GST receivable						(80,496)
Other Receivables						14,679
Receivable - Employee Related Provisions - Current						53,772
Total receivables general outstanding						556,817

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

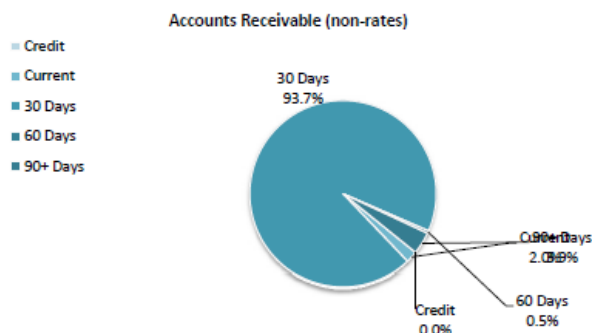
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

#### Classification and subsequent measurement

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

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



	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 April 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	29,967	0	(14,728)	15,239
Inventory				
Fuel and materials (including gravel)	25,544	0	(29,621)	(4,077)
Accrued income/prepayments	21,804	0	(21,804)	0
Total other current assets	77,315	0	(66,153)	11,162
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Other financial assets at amortised cost

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

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

##### Inventory

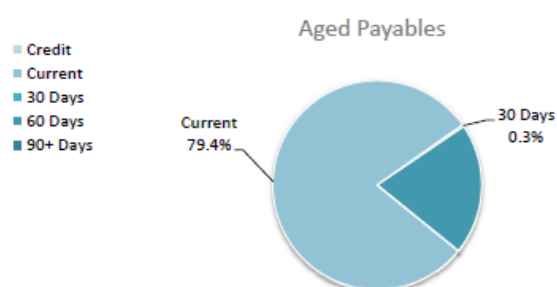
Inventories are measured at the lower of cost and net realisable value.

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	88,411	346	22,606	0	111,363
Percentage	0%	79.4%	0.3%	20.3%	0%	
Balance per trial balance						
Sundry creditors						111,363
Other creditors						30,726
Bonds and deposits held						19,050
Prepaid (Excess) Rates						47,136
Total payables general outstanding						208,276
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 30 APRIL 2025

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

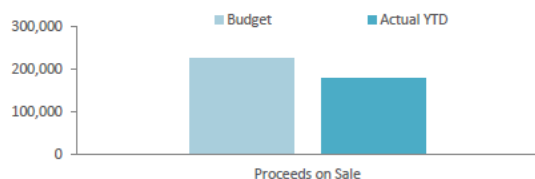
General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.10550	250	2,986,366	315,062	0	0	315,062	315,062	3,502	0	318,564
Industrial	0.10550	5	78,870	8,321	0	0	8,321	8,321	0	0	8,321
Commercial	0.10550	19	641,536	67,682	0	0	67,682	67,682	950	0	68,632
GRV	0.10550	2	392,500	41,409	0	0	41,409	41,409	0	0	41,409
<b>Unimproved value</b>											
Unimproved	0.00604	201	337,966,003	2,042,667	0	0	2,042,667	2,042,667	(1,609)	486	2,041,544
<b>Non Rateable</b>											
Sub-Total		477	342,065,275	2,475,141	0	0	2,475,141	2,475,140	2,843	486	2,478,469
<b>Minimum payment</b>	Minimum \$										
<b>Gross rental value</b>											
Residential	939	67	184,411	62,913	0	0	62,913	62,913	0	0	62,913
Industrial	939	2	9,280	939	0	0	939	1,878	0	0	1,878
Commercial	939	11	60,396	10,329	0	0	10,329	10,329	0	0	10,329
GRV	939	1	7,825	1,878	0	0	1,878	939	0	0	939
<b>Unimproved value</b>											
Unimproved	1,569	178	24,594,994	279,282	0	0	279,282	279,282			279,282
Sub-total		259	24,856,906	355,341	0	0	355,341	355,341	0	0	355,341
		736	366,922,181	2,830,482	0	0	2,830,482	2,830,481	2,843	486	2,833,810
Discount							-1,300				(1,739)
Amount from general rates							2,829,182				2,832,071
Ex-gratia rates (CBH)	Tonnage	2		45,723	0	0	45,723	45,723	0	0	45,723
<b>Total general rates</b>							2,874,905				2,877,794
<b>Total</b>		736					2,874,905				2,877,794

KEY INFORMATION

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



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
PAV5	2021 Mazda Cx-30 G25 - 180	23,976	19,091	1,024	0	27,731	19,091	0	(8,640)
	<b>Law, order, public safety</b>								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	30,267	25,000	0	(5,267)	29,896	17,273	0	(12,623)
	<b>Transport</b>								
PU36	2020 MR MITSUBISHI TRITON GLX- R 4X4 DUAL CAB	23,414	24,545	1,586	0	25,729	24,545	0	(1,184)
PU37	2014 FOTON TUNLAND UTE	5,590	5,000	0	(590)	0	0	0	0
	<b>2020 MITSUBISHI MR4T40 TRITON</b>								
PU34	DUAL CAB UTE	25,959	25,000	0	(959)	0	0	0	0
	<b>2020 MR4W47 MITSUBISHI</b>								
PU118	TRITON 4X4 GLX	25,929	20,909	0	(929)	26,653	20,909	0	(5,744)
	<b>2012 CASE 581PC5 BACKHOE - BOS418</b>								
P8H4	2012 BOMAG BW25RH MULTI	58,058	35,000	0	(23,058)	57,121	31,510	0	(25,611)
	<b>2012 BOMAG BW25RH MULTI</b>								
PR8	WHEEL ROLLER-1DUK617	48,429	20,100	1,571	0	47,707	17,505	0	(30,202)
PR10	E TYRE ROLLER ET002	21,801	1,054	0	(16,801)	21,682	1,054	0	(20,628)
PR11	E TYRE ROLLER ET003	21,801	1,129	0	(16,801)	21,682	1,129	0	(20,553)
	<b>DEBRIS BILLY GOAT MOUNTED</b>								
PMUL	MULCHER	8,679	3,645	6,321	0	8,609	3,645	0	(4,964)
	<b>CHIPPER/MULCHER - HANSA C27</b>								
PPT12	CHIPPER/MULCHER - HANSA C27	18,460	23,554	1,540	0	17,168	23,554	6,386	0
	<b>Economic services</b>								
6935	LOT 50 - CORBERDING ROAD			0	0	13,414	20,000	6,586	0
	<b>BROOKTON - A2787</b>								
		13,414	20,000						
		325,777	224,027	12,042	(64,405)	297,393	180,215	12,972	(130,150)



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	4,252,494	3,946,766	3,376,836	753,719	(2,623,117)
Furniture and equipment	65,356	147,518	124,859	101,969	(22,890)
Plant and equipment	747,487	767,997	734,716	540,122	(194,594)
Bushfire equipment	0	10,660	10,660	10,660	0
Infrastructure - roads	3,201,621	3,201,621	3,089,348	1,355,533	(1,733,815)
Infrastructure - footpaths	0	138,600	115,500	138,600	23,100
Infrastructure - parks and gardens	60,000	181,150	150,950	0	(150,950)
Infrastructure - sewerage	700,052	797,645	664,690	374,930	(289,760)
Infrastructure - water	0	65,300	54,410	15,750	(38,660)
<b>Payments for Capital Acquisitions</b>	<b>9,027,010</b>	<b>9,257,257</b>	<b>8,321,969</b>	<b>3,291,282</b>	<b>(5,030,687)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,508,256	3,603,844	2,872,821	1,802,706	(1,070,115)
Borrowings	600,000	600,000	600,000	600,000	0
Other (disposals & C/Fwd)	260,000	224,027	186,670	180,215	(6,455)
Plant and Vehicle Reserve	700,000	700,000	0	0	0
Furniture & Equipment Reserve	103,016	103,016	13,056	13,056	0
Sewerage Scheme Reserve	197,645	197,645	0	0	0
Building and Facility Reserve	1,006,452	1,006,452	0	0	0
Infrastructure Reserve	355,916	355,916	0	0	0
Innovations & Development Reserve	2,042,700	2,042,700	0	0	0
Contribution - operations	253,025	423,657	4,649,422	695,306	(3,954,116)
<b>Capital funding total</b>	<b>9,027,010</b>	<b>9,257,257</b>	<b>8,321,969</b>	<b>3,291,282</b>	<b>(5,030,687)</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.

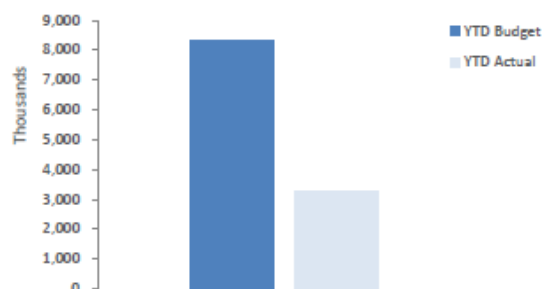
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

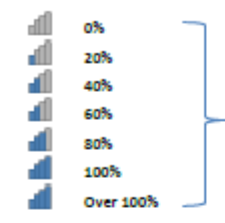
**Initial recognition and measurement for assets held at cost**  
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held 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									
	0%								
	20%								
	40%								
	60%								
	80%								
	100%								
	Over 100%								
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 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
				\$	\$	\$	\$	\$	
<b>Buildings</b>									
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(30,000)	(25,455)	(21,210)	(25,455)	4,245	
Total - Governance				(30,000)	(25,455)	(21,210)	(25,455)	4,245	
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(770,709)	(743,476)	(619,560)	(458,948)	(160,612)	
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AI	(239,932)	(239,932)	(199,940)	(201,845)	1,905	
Total - Law, Order & Public Safety				(1,010,641)	(983,408)	(819,500)	(660,793)	(158,707)	
Housing									
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(45,000)	(37,500)	0	(37,500)	
Total - Housing				(45,000)	(45,000)	(37,500)	0	(37,500)	
Recreation And Culture									
E111510		9230	PURCHASE BUILDINGS	(25,000)	(20,000)	(16,660)	0	(16,660)	
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(755,303)	(755,303)	(629,410)	(19,661)	(609,749)	
E112510	POOLCAP	9230	POOL - CAPITAL	(5,000)	(7,500)	(6,250)	(430)	(5,820)	
E112510	SHEDCAP	9230	BROOKTON AQUATIC CENTRE STORAGE SHED AND CON	(27,400)	(27,400)	(27,396)	(25,415)	(1,981)	
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,838,150)	(1,582,700)	(1,318,910)	(21,965)	(1,296,945)	
Total - Recreation And Culture				(2,650,853)	(2,392,903)	(1,998,626)	(67,471)	(1,931,155)	
Economic Services									
E132510		9230	PURCHASE BUILDINGS	(6,000)	0	0	0	0	
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(500,000)	(500,000)	(500,000)	0	(500,000)	
E136510	CRCCAP	9230	BROOKTON CRC LAND & BUILDING CAPITAL	(10,000)	0	0	0	0	
Total - Economic Services				(516,000)	(500,000)	(500,000)	0	(500,000)	
				0	0	0	0	0	
Total - Buildings				(4,252,494)	(3,946,766)	(3,376,836)	(753,719)	(2,623,117)	
<b>Plant &amp; Equipment</b>									
Governance									
E042532		9234	ADMIN PURCHASE DCEO VEHICLE	(50,000)	(50,000)	(50,000)	(50,428)	428	
Total - Governance				(50,000)	(50,000)	(50,000)	(50,428)	428	
Law, Order & Public Safety									
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(93,487)	(101,587)	(84,650)	(74,540)	(10,110)	
E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(9,000)	(6,671)	(5,550)	(6,671)	1,121	
E054530		9236	BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(10,660)	(10,660)	(10,660)	0	
Total - Law, Order & Public Safety				(102,487)	(118,918)	(100,860)	(91,871)	(8,989)	
Community Amenities									
Total - Community Amenities				0	(5,500)	(5,500)	0	(5,500)	
Recreation & Culture									
E112530		9234	PURCHASE PLANT & EQUIPMENT	(28,000)	(28,000)	(27,996)	(25,480)	(2,516)	
Total - Recreation & Culture				(28,000)	(28,000)	(27,996)	(25,480)	(2,516)	
Other Property & Services									
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,000)	(7,000)	(5,830)	(6,536)	706	
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR	(50,000)	(50,000)	(50,000)	(49,238)	(762)	
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND	(30,000)	(35,000)	(29,160)	0	(29,160)	
E143530	LIGHTV4	9234	PURCHASE P&E - REPLACEMENT 2020 MITSUBISHI	(45,000)	(45,000)	(45,000)	0	(45,000)	
E143530	LIGHTV5	9234	MR4T40 TRITON DUAL CAB UTE	(45,000)	(49,239)	(41,030)	(49,238)	8,208	
E143530	EP003	9234	PURCHASE P&E - REPLACEMENT 2020 MR4W47	(45,000)	(49,239)	(41,030)	(49,238)	8,208	
E143530	EP003	9234	MITSUBISHI TRITON 4X4 GLX	(190,000)	(190,000)	(190,000)	(86,990)	(103,010)	
E143530	EP004	9234	581PCS BACKHOE - B05418	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)	
E143530	EP004	9234	PURCHASE P&E - REPLACEMENT 2012 BOMAG BW25RH	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)	
E143530	EP004	9234	MULTI WHEEL ROLLER-1DUK617	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)	
Total - Other Property & Services				(567,000)	(576,239)	(561,020)	(383,003)	(178,017)	
Total - Plant & Equipment				(747,487)	(778,657)	(745,376)	(550,782)	(194,594)	

Furniture & Equipment									
Governance									
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(13,056)	(14,056)	(11,710)	(14,016)	2,306	
E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS	(12,500)	(8,500)	(7,080)	(8,500)	1,420	
E042520	SERVCAP	9232	ADMIN SERVER UPGRADE	0	(8,052)	(6,710)	(8,051)	1,341	
E042520	OFFICAP	9232	ADMIN OFFICER FURNITURE	0	(7,156)	(5,960)	0	(5,960)	
E042520	CCTVCAP	9232	ADMIN OFFICE CCTV	0	(11,749)	(11,749)	0	(11,749)	
Total - Governance				(25,556)	(49,513)	(43,209)	(30,567)	(12,642)	
Law, Order & Public Safety									
E054520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(27,233)	(22,690)	(23,129)	(439)	
Total - Law, Order & Public Safety				0	(27,233)	(22,690)	(23,129)	(439)	
Recreation & Culture									
E111520		9232	PURCHASE FURNITURE & EQUIPMENT	(39,800)	(41,282)	(34,400)	(41,282)	6,882	
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(6,990)	(5,820)	(6,990)	(1,170)	
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(10,000)	(8,330)	0	8,330	
Total - Recreation & Culture				(39,800)	(58,272)	(48,550)	(48,272)	14,042	
Economic Services									
E132520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(12,500)	(10,410)	0	10,410	
Total - Economic Services				0	(12,500)	(10,410)	0	10,410	
Total - Furniture & Equipment				(65,356)	(147,518)	(124,859)	(101,969)	11,371	
Infrastructure - Roads									
Transport									
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(592,662)	(592,662)	(592,660)	(109,033)	(483,627)	
E121560	DAVIR2R	9250	DAVIS ROAD R2R	(109,563)	(109,563)	(109,562)	(99,533)	(10,029)	
E121560	MATTR2R	9250	MATTINGLY ROAD R2R	(109,563)	(109,563)	0	(49,260)	49,260	
E121560	MATCR2R	9250	MATTINGLY ROAD CULVERT R2R	(60,024)	(60,024)	(60,024)	(9,644)	(50,380)	
E121560	STKWR2R	9250	SOUTH KWEDA ROAD R2R	(105,635)	(105,635)	(105,635)	(107,982)	2,347	
E121565	TILLSFC	9250	TILLER STREET - CAPITAL WORKS	(45,000)	(45,000)	(45,000)	(1,195)	(43,805)	
E121565	BODESFC	9250	BODEY STREET - CAPITAL WORKS	(5,520)	(5,520)	(2,825)	(2,901)	76	
E121565	WOODSFC	9250	WOODS LOOP ROAD CAPITAL WORKS	(110,349)	(110,349)	(110,349)	(113,711)	3,362	
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	(37,000)	(37,000)	(37,000)	0	(37,000)	
DANGIN-MEARS ROAD WHEATBELT SECONDARY									
E121565	WBSF1	9250	FREIGHT NETWORK	(187,316)	(187,316)	(187,305)	(15,780)	(171,525)	
DANGIN-MEARS ROAD WHEATBELT SECONDARY									
E121565	WBSF2	9250	FREIGHT NETWORK 23/24	(1,102,939)	(1,102,939)	(1,102,938)	(671,443)	(431,495)	
E121570	BRIDGE04	9250	BRIDGE 3146A BOYAGARRA ROAD	(77,500)	(77,500)	(77,500)	(77,500)	0	
E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(49,200)	(49,200)	(49,200)	(49,200)	0	
E121570	BRIDGE09	9250	BRIDGE 3158A MATTHEWS ROAD	(24,970)	(24,970)	(24,970)	(24,970)	0	
E121570	BRIDGE10	9250	BRIDGE 4863 YORK-WILLIAMS ROAD	(23,380)	(23,380)	(23,380)	(23,380)	0	
E121572		9250	BRIDGE CONSTRUCTION - MRWA & WALGGC	(561,000)	(561,000)	(561,000)	0	561,000	
Total - Transport				(3,201,621)	(3,201,621)	(3,089,348)	(1,355,533)	(611,815)	
Total - Infrastructure - Roads				(3,201,621)	(3,201,621)	(3,089,348)	(1,355,533)	(611,815)	
Infrastructure - Sewerage									
Community Amenities									
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(542,407)	(600,000)	(500,000)	(357,480)	(142,520)	
BROOKTON WASTEWATER (EFFLUENT) OXIDATION									
E102540	SEWEFE	9254	POND - FENCE	(17,445)	(17,445)	(14,530)	(17,450)	2,920	
BROOKTON WASTEWATER (EFFLUENT) OXIDATION									
E102540	SEWEDS	9254	POND - DESLUDGING	(140,200)	(180,200)	(150,160)	0	(150,160)	
Total - Community Amenities				(700,052)	(797,645)	(664,690)	(374,930)	(289,760)	
Total - Infrastructure - Sewerage				(700,052)	(797,645)	(664,690)	(374,930)	(289,760)	
Infrastructure - Footpaths									
Transport									
E121575	FALLFP	9252	FOOTPATH - FALLS STREET - FROM NOACK TO KING	0	(32,400)	(27,000)	(32,400)	(5,400)	
FOOTPATH - KING STREET - NORTH SIDE OF STREET									
E121575	KINGFP	9252	BETWEEN WILLIAMS AND WHITE STREETS	0	(20,700)	(17,250)	(20,700)	(3,450)	
FOOTPATH - NOACK STREET - NORTH SIDE WILLIAMS									
E121575	NOACFP	9252	TO WHITE STREETS	0	(20,700)	(17,250)	(20,700)	(3,450)	
FOOTPATH - WILLIAMS STREET - BETWEEN NOACK AND									
E121575	WINKFP	9252	KING STREETS	0	(32,400)	(27,000)	(32,400)	(5,400)	
FOOTPATH - WILLIAMS STREET - BETWEEN TILLER AND									
E121575	WITNFP	9252	NOACK STREETS	0	(32,400)	(27,000)	(32,400)	(5,400)	
Total - Transport				0	(138,600)	(115,500)	(138,600)	(23,100)	
Total - Infrastructure - Footpaths				0	(138,600)	(115,500)	(138,600)	(23,100)	
Infrastructure - Water									
Community Amenities									
E107541	HVCAP03	9262	HAPPY VALLEY BORE PUMP	0	(15,750)	(13,120)	(15,750)	2,630	
E107541	HVCAP04	9262	HAPPY VALLEY UPGRADE PIPELINE	0	(49,550)	(41,290)	0	(41,290)	
Total - Community Amenities				0	(65,300)	(54,410)	(15,750)	(38,660)	
Total - Infrastructure - Water				0	(65,300)	(54,410)	(15,750)	(38,660)	
Infrastructure - Parks & Gardens									
Recreation And Culture									
E113531	BCOUCAP	9256	BASKETBALL COURT (HALF SIZE)	(20,000)	(40,000)	(33,330)	0	(33,330)	
E113531	ELEBCAP	9256	ELECTRONIC SIGNAGE BOARD	(40,000)	0	0	0	0	
E113531	UGHCAP	9256	UPGRADE BROOKTON OVAL LIGHTS	0	(106,850)	(89,040)	0	89,040	
E113531	RETIOCAP	9256	RETICULATION PARKS & GARDENS	0	(34,300)	(28,580)	0	28,580	
Total - Recreation And Culture				(60,000)	(181,150)	(150,950)	0	84,290	
Total - Infrastructure - Parks & Gardens				(60,000)	(181,150)	(150,950)	0	84,290	
Grand Total				(9,027,010)	(9,257,257)	(8,321,969)	(3,291,282)	(3,685,385)	



Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2024	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	23,593	0	0	0	(11,469)	(11,469)	(11,469)	12,124	12,124	12,124	(721)	(1,356)	(1,356)
Housing														
Staff Housing (33%)	80	38,929	0	0	0	(18,924)	(18,924)	(18,924)	20,005	20,005	20,005	(1,190)	(2,238)	(2,238)
Community amenities														
Sewerage (14%)	80	16,515	0	0	0	(8,029)	(8,029)	(8,029)	8,487	8,486	8,486	(505)	(949)	(949)
Effluent Loan	83	0	600,000	600,000	600,000	(24,095)	(48,736)	(24,095)	575,905	551,264	575,905	(14,869)	(28,933)	(16,011)
Recreation and culture														
Sport & Recreation	81	284,694		0	0	(36,624)	(74,520)	(74,520)	248,070	210,174	210,174	(10,022)	(20,674)	(20,674)
Other property and services														
Grader (33%)	80	38,929	0	0	0	(18,924)	(18,925)	(18,925)	20,005	20,004	20,004	(1,190)	(2,238)	(2,238)
		402,661	600,000	600,000	600,000	(118,065)	(180,603)	(155,962)	884,596	822,058	846,699	(28,495)	(56,388)	(43,466)
Self supporting loans														
General purpose funding														
Country Club	82	114,485		0	0	(14,728)	(29,967)	(29,967)	99,758	84,518	84,518	(1,912)	(8,315)	(8,315)
		114,485	0	0	0	(14,728)	(29,967)	(29,967)	99,758	84,518	84,518	(1,912)	(8,315)	(8,315)
Total		517,147	600,000	600,000	600,000	(132,793)	(210,570)	(185,929)	984,354	906,577	931,218	(30,408)	(64,703)	(51,781)
Current borrowings		161,834							53,137					
Non-current borrowings		355,313							931,217					
		517,147							984,354					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Budget	Balance Unspent
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	600,000	600,000	WATC	Debenture	10	152,064	4.49	357,480	(600,000)	242,520
	600,000	600,000				152,064		357,480	(600,000)	242,520

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

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 30 APRIL 2025**

**FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2024	Actual	Adopted Budget	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	19,037	0	0	0	(1,568)	(1,568)	(1,568)	17,469	17,469	17,469	(614)	(614)	(614)
<b>Total</b>		19,037	0	0	0	(1,568)	(1,568)	(1,568)	17,469	17,469	17,469	(614)	(614)	(614)
Current lease liabilities		1,568							0					
Non-current lease liabilities		17,469							17,469					
		<b>19,037</b>							<b>17,469</b>					

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 30 APRIL 2025**

**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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	115,326	4,921	4,648	113,016	97,000	(103,016)	(13,056)	130,247	203,919
Leave Reserve	152,717	6,517	3,562	0	0	0	0	159,234	156,279
Sewerage Scheme Reserve	518,155	22,112	12,545	19,625	19,625	(197,645)	0	362,247	550,325
Plant and Vehicle Reserve	616,660	26,316	14,385	625,000	0	(700,000)	0	567,976	631,045
Madison Square Units Reserve	33,945	1,449	799	297	297	0	0	35,691	35,041
Brookton Community Resource Centre F	231,318	9,871	5,396	0	0	0	0	241,189	236,714
Building and Facility Reserve	5,371,134	229,211	128,674	414,007	145,000	(1,006,452)	0	5,007,900	5,644,808
Infrastructure Reserve	563,091	24,030	13,135	0	0	(355,916)	0	231,205	576,226
Waste Reserve	733,151	31,287	17,816	30,596	30,596	0	0	795,034	781,563
Aged Housing Reserve	417,078	17,799	10,332	25,866	25,866	0	0	460,743	453,277
Innovations & Development Reserve	3,128,088	133,489	72,968	0	0	(2,042,700)	0	1,218,877	3,201,057
	11,880,665	507,002	284,261	1,228,407	318,384	(4,405,729)	(13,056)	9,210,345	12,470,253

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Apr 2025
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		5,511	0	191,825	(37,917)	159,419
- Capital grant/contribution liabilities		683,230	0	1,669,223	(1,669,277)	683,176
<b>Total other liabilities</b>		<b>688,741</b>	<b>0</b>	<b>1,861,048</b>	<b>(1,707,194)</b>	<b>842,595</b>
<b>Employee Related Provisions</b>						
Annual leave		152,915	0	0	0	152,915
Long service leave		167,392	0	0	0	167,392
Provision for long service leave oncosts - Current		12,851	0	0	0	12,851
Provision for annual leave oncosts - Current		20,599	0	0	0	20,599
<b>Total Employee Related Provisions</b>		<b>353,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353,756</b>
<b>Total other current assets</b>		<b>1,042,497</b>	<b>0</b>	<b>1,861,048</b>	<b>(1,707,194)</b>	<b>1,196,351</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 30 APRIL 2025

NOTE 13  
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2025	Current Liability 30 Apr 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>											
Admin Grants & Subsidies	0	0	0	0	0	0	2,430	2,920	2,920	5,840	4,137
PW Grants & Subsidies	0	0	0	0	0	0	8,330	10,000	10,000	20,000	10,000
<b>General purpose funding</b>											
Grants Commission - General (WALGGC)	0	0	0	0	0	147,382	124,180	149,020	1,638	150,658	111,765
Grants Commission - Roads (WALGGC)	0	0	0	0	0	74,074	35,260	42,315	(31,759)	10,556	31,736
Grants Commission - Bridges (WALGGC)	0	0	0	0	0	374,000	280,500	374,000	0	374,000	280,500
<b>Law, order, public safety</b>											
DFES Grant - Fire Mitigation Activity Fund 23/24	5,511	0	(5,511)	0	0	5,511	0	0	(5,511)		0
DFES Grant - Fire Mitigation Activity Fund 24/25	0	175,075	(15,656)	159,419	159,419	366,150	291,790	350,150	(16,000)		15,656
DFES Grant - ESL operating Grant	0	0	0	0	0	84,464	85,010	102,013	17,549		102,013
All West Australians Reducing Emergencies (AWARE)	0	6,750	(6,750)	0	0	7,500	5,620	6,750	(750)		6,750
<b>Recreation and culture</b>											
Streets Alive Grant	0	0	0	0	0	0	4,160	5,000	5,000		5,000
<b>Transport</b>											
MRWA Direct Grant Funding	0	0	0	0	0	319,988	319,988	319,988	0		319,988
<b>Economic services</b>											
Seniors Week Event	0	0	0	0	0	1,000	0	0	(1,000)		0
Community Events & Programs Revenue	0	0	0	0	0	0	610	734	734		2,234
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	0	(2,000)		0
Australia Day Celebrations Revenue	0	10,000	(10,000)	0	0	5,000	8,330	10,000	5,000		10,000
Youth Week Event Revenue	0	0	0	0	0	2,000	2,000	2,000	0		0
Grant Revenue - Stay On Your Feet	0	0	0	0	0	4,376	3,640	4,376	0		4,127
Grant Revenue -Dpird Crc Development Grant	0	0	0	0	0	3,000	2,500	3,000	0		3,000
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	0	0	(5,000)		0
CRC Operating Grant Revenue	0	0	0	0	0	112,000	107,970	129,571	17,571		129,571
	5,511	191,825	(37,917)	159,419	159,419	1,513,445	1,282,318	1,511,837	(1,608)	561,054	1,036,477

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2025	Current Liability 30 Apr 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
General purpose funding											
LRCI - Replacement Public Bins - Robinson Road	0	4,114	(4,114)	0	0	4,114	4,114	4,114	0	4,114	4,114
LRCI - Waterless Public Toilet Cemetery	0	36,751	(36,751)	0	0	36,751	36,751	36,751	0	36,751	36,751
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	52,954	(52,954)	0	0	52,954	52,954	52,954	0	52,954	52,954
LRCI 4 - Woods Loop Road	0	0	0	0	0	110,349	82,761	110,349	0	110,349	0
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	27,750	37,000	0	37,000	0
LRCI 4 - Railway Station Building Refurbishment	241,680	(241,680)	0	0	0	170,522	0	0	(170,522)	0	0
LRCI 4 - Footpath - Falls Street - From Noack To King Streets	0	32,400	(32,400)	0	0	0	27,000	32,400	32,400	32,400	32,400
LRCI 4 - Footpath - King Street - North Side Of Street Between Williams And White Streets	0	20,700	(20,700)	0	0	0	17,250	20,700	20,700	20,700	20,700
LRCI 4 - Footpath - Noack Street - North Side Williams To White Streets	0	20,700	0	20,700	20,700	0	17,250	20,700	20,700	20,700	0
LRCI 4 - Footpath - Williams Street - Between Noack And King Streets	0	32,400	0	32,400	32,400	0	27,000	32,400	32,400	32,400	0
LRCI 4 - Footpath - Williams Street - Between Tiller And Noack Streets	0	32,400	0	32,400	32,400	0	27,000	32,400	32,400	32,400	0
WBDC - Railway Station Building Refurbishment	0	20,000	0	20,000	20,000	40,000	33,330	40,000	0	40,000	0
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	93,080	0	93,080	93,080	0	89,040	106,850	106,850	106,850	0
LRCI 4 - PARK FURNITURE MEMORIAL PARK/WB EVA	0	10,000	0	10,000	10,000	0	8,330	10,000	10,000	10,000	0
Law, order, public safety		0									0
DFES Capital Grant Income (West Brookton BFB Shed)	0	286,906	(201,845)	85,060	85,060	286,906	239,080	286,906	0	286,906	201,845
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	314,564	0	(314,564)	0	0	670,709	558,920	670,709	0	670,709	314,564
DFES adjustment to value of PF11	0	10,660	(10,660)	0	0	0	8,880	10,660	10,660	10,660	10,660
WSFN 1 - Dangin-Mears Road - Income - 2022/23	0	0	0	0	0	804,625	603,468	804,625	0	804,625	0
WSFN 2 - Dangin-Mears Road - Income - 2023/24	126,986	671,986	(671,443)	127,529	127,529	514,433	385,824	514,433	0	514,433	804,872
Davis Road - R2R Income	0	109,563	(99,533)	10,030	10,030	109,563	82,170	109,563	0	109,563	99,533
Mattingly Road - R2R Income	0	0	0	0	0	109,563	82,170	109,563	0	109,563	0
South Kweda Road - R2R Income	0	105,635	(105,635)	0	0	105,635	88,020	105,635	0	105,635	105,635
Mattingly Road Culvert - R2R Income	0	54,567	(9,644)	44,923	44,923	60,024	50,020	60,024	0	60,024	9,644
York Williams Road RRG	0	316,086	(109,033)	207,053	207,053	395,108	329,250	395,108	0	395,108	109,033
<b>TOTALS</b>	<b>683,230</b>	<b>1,669,223</b>	<b>(1,669,277)</b>	<b>683,176</b>	<b>683,176</b>	<b>3,508,256</b>	<b>2,878,332</b>	<b>3,603,844</b>	<b>95,588</b>	<b>3,603,844</b>	<b>1,802,706</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025**

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

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

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Apr 2025
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	2,080	2,100	(2,100)	<b>2,080</b>
Facility Hire Bonds	6,830	5,500	(3,610)	<b>8,720</b>
Gym Bonds	6,570	3,010	(1,330)	<b>8,250</b>
Other Bonds	0	6,000	(6,000)	<b>0</b>
<b>Sub-Total</b>	<b>15,480</b>	<b>16,610</b>	<b>(13,040)</b>	<b>19,050</b>
	<b>15,480</b>	<b>16,610</b>	<b>(13,040)</b>	<b>19,050</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025**

**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>						
OTHMRRM	Rural Road Maintenance	OCM 10.24-07	Operating Expenditure			(17,000)	(17,000)
HVCAP03	Happy Valley Bore Pump	OCM 10.24-07	Capital Expenditure		17,000		0
	Adjustment of C/F Surplus Budgeted for 2023/2024		Opening Surplus(Deficit)		78,060		78,060
CLI014.150	Esl Grant - Bushfire Mitigation		Operating Revenue			(5,511)	72,549
CLI041.150	Esl Grant - Bushfire Mitigation 24/25		Operating Revenue			(16,000)	56,549
	Esl Grant - Emergency Services Levy - Operating Gen						
I054010.150	Gen		Operating Revenue		17,549		74,098
I055010.150	Emergency Management Grant Funding Gen		Operating Revenue			(7,500)	66,598
	Aware (All West Asutralians Reducing						
CLI044.150	Emergencies Program 2024/25)		Operating Revenue		6,750		73,348
I032010.150	Gpg Grants Commission - General Gen		Operating Revenue		1,638		74,986
I136101.150	Crc Operating Grants Revenue Gen		Operating Revenue		17,571		92,557
I032020.150	Gpg Grants Commission - Roads Gen		Operating Revenue			(31,759)	60,798
GR0013.150	Grant Revenue - Fitness Initiatives		Operating Revenue			(5,000)	55,798
GR0007.150	Australia Day Celebrations Revenue		Operating Revenue			(5,000)	50,798
GR0005.150	Community Events & Programs Revenue		Operating Revenue		734		51,532
GR0006.150	Community Christmas Party Revenue		Operating Revenue			(2,000)	49,532
GR0003.150	Grant Revenue - Seniors Week Event		Operating Revenue			(1,000)	48,532
CLI046.150	Nadc (National Australia Day Council)		Operating Revenue		10,000		58,532
I042020.152	Admin Grants & Subsidies Gen		Operating Revenue		2,920		61,452
I115020.150	Oth-Cult Grants & Subsidies Gen		Operating Revenue		5,000		66,452
I142030.152	Pw-Oh Reimbursements & Donations Gen		Operating Revenue		10,000		76,452
	<b>Fees and charges</b>						76,452
I104010.129	Tpb Fees & Charges Gen		Operating Revenue		3,000		79,452
I052010.111	Anim Fees & Charges Gen		Operating Revenue		1,200		80,652
I111011.116	Halls Fees & Charges - Memorial Hall Gen		Operating Revenue		1,400		82,052
I111012.116	Halls Fees & Charges Wb Eva Pavilion Gen		Operating Revenue		1,000		83,052
I031030.141	Rate Interest Earnings Gen		Operating Revenue		2,000		85,052
I033020.140	Genfin Interest On Investments Gen		Operating Revenue		27,000		112,052
I033020.142	Genfin Interest On Investments Gen		Operating Revenue		189,000		301,052
	<b>Other revenue</b>						301,052
I055010.160	Emergency Management Grant Funding Gen		Operating Revenue			(7,220)	293,832
I031020.109	Rate Other Rates Income Gen		Operating Revenue		5,000		298,832
I042030.160	Admin Reimbursements & Donations Gen		Operating Revenue		6,600		305,432
I091030.160	Staffh Reimbursements & Donations Gen		Operating Revenue		320		305,752
I147010.160	Sal Reimbursement - Workers Comp Gen		Operating Revenue		30,000		335,752
	<b>Profit on asset disposals</b>						335,752
I042499.210	Admin Profit On Sale Of Asset Gen		Operating Revenue	(1,024)			335,752
I136499.210	Econ Profit On Sale Of Asset Gen		Operating Revenue	6,586			335,752
I123499.210	Poc Profit On Sale Of Asset Gen		Operating Revenue	(4,632)			335,752
	<b>Employee costs</b>						335,752
E042010.302	Admin Employee Costs Gen		Operating Expenses			(1,850)	333,902
E042010.307	Admin Employee Costs Gen		Operating Expenses		2,000		335,902
E142010.307	Pw-Oh Employee Costs Gen		Operating Expenses		4,000		339,902
E142010.311	Pw-Oh Employee Costs Gen		Operating Expenses			(6,000)	333,902
	<b>Materials and contracts</b>						333,902
E041020.327	Memb General Operating Expenses Gen		Operating Expenses		6,500		340,402
E041020.338	Memb General Operating Expenses Gen		Operating Expenses			(400)	340,002
E041020.340	Memb General Operating Expenses Gen		Operating Expenses		2,000		342,002
E041020.349	Memb General Operating Expenses Gen		Operating Expenses		500		342,502
E041020.351	Memb General Operating Expenses Gen		Operating Expenses		6,000		348,502
E041020.604	Memb General Operating Expenses Gen		Operating Expenses		5,000		353,502
FIREOP.327	Fire Fighting		Operating Expenses		1,500		355,002
FIREGO.379	Fire General Operating		Operating Expenses		7,000		362,002
FIREM25.327	Bushfire Mitigation Activities 2024/25		Operating Expenses		16,000		378,002
E055010.379	Emergency Management Gen		Operating Expenses		1,000		379,002
E104030.327	Tpb General Operating Expenses Gen		Operating Expenses			(3,000)	376,002
E031020.336	Rate General Operating Expenses Gen		Operating Expenses			(5,000)	371,002
E042020.323	Admin General Operating Expenses Gen		Operating Expenses		15,900		386,902
E042020.335	Admin General Operating Expenses Gen		Operating Expenses			(3,000)	383,902
E042020.340	Admin General Operating Expenses Gen		Operating Expenses		1,000		384,902
POOLGO.325	Swimming Pool General Operating		Operating Expenses			(250)	384,652
POOLGO.340	Swimming Pool General Operating		Operating Expenses		340		384,992
POOLOP.379	Swimming Pool Maintenance		Operating Expenses			(3,000)	381,992
BOWLOP.379	Bowling Club		Operating Expenses			(1,000)	380,992
MENSSHED.379	Mens Shed		Operating Expenses			(4,000)	376,992
E115040.379	Oth-Cult Community Events Gen		Operating Expenses			(5,000)	371,992
GYMOP.340	Gymnasium Operating		Operating Expenses		3,460		375,452
E148020.354	Unclas Insurance Claims Expense Gen		Operating Expenses			(1,000)	374,452



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025

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
				\$	\$	\$	\$
TIPOP.611	Refuse Site		Operating Expenses			(2,940)	371,512
TIPOP.613	Refuse Site		Operating Expenses			(6,360)	365,152
SEWEOP.327	Sewerage Treatment Works		Operating Expenses		4,000		369,152
SEWEOP.350	Sewerage Treatment Works		Operating Expenses			(292)	368,860
WAHPOP2.379	Water Harvesting Project Operating		Operating Expenses			(4,500)	364,360
OVALOP.379	Oval Maintenance		Operating Expenses			(5,000)	359,360
TOWNOP.379	Town Street Maintenance		Operating Expenses			(10,000)	349,360
DEPOOP.379	Shire Depot - Building Maintenance		Operating Expenses			(4,000)	345,360
PRWKOP.379	Private Works - General		Operating Expenses			(4,000)	341,360
E142020.335	Pw-Oh General Operating Expenses Gen		Operating Expenses			(600)	340,760
E143020.621	Pw-Oh General Operating Expenses Gen		Operating Expenses			(4,000)	336,760
ADMIOP.340	Administration Centre		Operating Expenses			(2,440)	334,320
10MAOP.379	10 Marsh Ave Brookton		Operating Expenses		1,500		335,820
23WHITOP.379	23 Whittington Street Brookton		Operating Expenses		2,000		337,820
28AWSOP.379	U5 28 William Street		Operating Expenses		2,000		339,820
28BWSOP.379	U6 28 William Street		Operating Expenses		2,000		341,820
U1MSOP.379	Unit 1 Madison Square Units		Operating Expenses		2,000		343,820
U2MSOP.379	Unit 2 Madison Square Units		Operating Expenses		2,000		345,820
U3MSOP.379	Unit 3 Madison Square Units		Operating Expenses		2,000		347,820
U4MSOP.379	Unit 4 Madison Square Units		Operating Expenses		7,000		354,820
KHALLOP.379	Kweda Hall		Operating Expenses		2,000		356,820
MHALLOP.340	Memorial Hall		Operating Expenses			(700)	356,120
MHALLOP.379	Memorial Hall		Operating Expenses		1,000		357,120
MUSEOP.379	Historical Society Museum		Operating Expenses		2,000		359,120
E136101.327	Crc General Operating Expenses Gen		Operating Expenses			(43,380)	315,740
E136101.338	Crc General Operating Expenses Gen		Operating Expenses		1,000		316,740
E136101.340	Crc General Operating Expenses Gen		Operating Expenses			(1,000)	315,740
EV0001.379	Australia Day Event		Operating Expenses			(5,000)	310,740
EV0002.379	Community Christmas Party		Operating Expenses		4,000		314,740
EV0013.379	Fitness Initiatives		Operating Expenses		5,000		319,740
LANDOP.379	Land Related Expenses		Operating Expenses			(1,000)	318,740
CARAOP.327	Caravan Park		Operating Expenses		12,600		331,340
E132030.379	Tour Other Tourism Gen		Operating Expenses		4,000		335,340
Finance costs							335,340
E102050.400	Sew Interest On Effluent Loan # 83 Gen		Operating Expenses		12,922		348,262
Insurance							348,262
E042020.413	Admin General Operating Expenses Gen		Operating Expenses			(7,213)	341,049
Other expenditure							341,049
FIREGO.420	Fire General Operating		Operating Expenses		5,511		346,560
E033020.355	General Operating Expenses Gen		Operating Expenses			(3,400)	343,160
CARAOP.355	Caravan Park		Operating Expenses			(1,000)	342,160
SEWEOP.420	Sewerage Treatment Works		Operating Expenses		30,000		372,160
Loss on asset disposals							372,160
E042499.440	Admin Loss On Sale Of Asset Gen		Operating Expenses	(8,640)			372,160
E123499.440	Poc Loss On Sale Of Asset Gen		Operating Expenses	(46,327)			372,160
I054020.151	Esl Grant - Emergency Services Levy - Capital Gen		Capital Revenue		10,660		382,820
CLI034.151	Railway Station Building Refurbishment - Income Footpath - Williams Street - Between Tiller And		Capital Revenue			(170,522)	212,298
CLI047.151	Noack Streets - Lrci Phase 4 Income Upgrade Brookton Oval Lights - Lrci Pahse 4		Capital Revenue		32,400		244,698
CLI048.151	Income Park Furniture Memorial Park/Wb Eva - Lrci		Capital Revenue		106,850		351,548
CLI049.151	Phase 4 Income Footpath - Williams Street - Between Noack And		Capital Revenue		10,000		361,548
CLI050.151	King Streets - Lrci Phase 4 Income Footpath - Falls Street - From Noack To King		Capital Revenue		32,400		393,948
CLI051.151	Streets - Lrci Phase 4 Income Footpath - King Street - North Side Of Street Between Williams And White St - Lrci Phase 4		Capital Revenue		32,400		426,348
CLI052.151	Income Footpath - Noack Street - North Side Williams To White Streets - Lrci Pahse 4 Income		Capital Revenue		20,700		447,048
CLI053.151	South Kweda Road - R2R Income		Capital Revenue		20,700		467,748
CLI042.151	Mattingly Road Culvert - R2R Income		Capital Revenue		45,611		513,359
CLI043.151	Poc - Realisation On Disposal Of Assets Gen		Capital Revenue	50,064		(45,611)	467,748
I143497.201	Poc - Proceeds On Disposal Of Assets Gen		Capital Revenue			(50,064)	417,684
I042497.201	Admin - Realisation On Disposal Of Assets Gen		Capital Revenue	5,909			417,684
I042498.200	Admin - Proceeds On Disposal Of Assets Gen		Capital Revenue			(5,909)	411,775
I136497.201	Econ - Realisation On Disposal Of Assets Gen		Capital Revenue	(20,000)			411,775

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2025**

**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
				\$	\$	\$	\$
I136498.200	Econ - Proceeds On Disposal Of Assets Gen		Capital Revenue		20,000		431,775
<b>Purchase of land and buildings</b>							431,775
ADMINCAP.500	Administration Office - Chambers & Administration		Capital Expenses		4,545		436,320
E111510.500	Purchase Buildings Gen		Capital Expenses		5,000		441,320
POOLCAP.500	Pool - Capital		Capital Expenses			(2,500)	438,820
RWSTCAP.500	Railway Station Building Refurbishment		Capital Expenses		255,450		694,270
CRCCAP.500	Brookton Crc Land & Building Capital		Capital Expenses		10,000		704,270
EBSHEDCAP.500	East Brookton Bfb Shed		Capital Expenses		27,233		731,503
BCOUCAP.500	Basketball Court (Half Size)		Capital Expenses			(20,000)	711,503
E132510.500	Purchase Buildings Gen		Capital Expenses		6,000		717,503
E054530.502	Bushfire Purchase Plant & Equipment Gen		Capital Expenses			(10,660)	706,843
HVCAP03.502	Happy Valley Bore Pump		Capital Expenses		1,250		708,093
CCTV.327	Town Cctv Installtion - Security & Safety		Capital Expenses		2,329		710,422
LIGHTV5.502	Purchase P&E - Replacement 2020 Mr4W47 Mitsubishi Triton 4X4 Glx		Capital Expenses			(4,239)	706,183
LIGHTV4.502	Purchase P&E - Replacement 2020 Mitsubishi Mr4T40 Triton Dual Cab Ute		Capital Expenses			(5,000)	701,183
E055530.502	Purchase Plant & Equipment - Brmp & Cesm Gen		Capital Expenses			(8,100)	693,083
E116520.501	Purchase Furniture & Equipment Gen		Capital Expenses			(6,990)	686,093
E111520.501	Purchase Furniture & Equipment Gen		Capital Expenses			(1,482)	684,611
SERVCAP.501	Admin Server Upgrade		Capital Expenses			(8,052)	676,559
E113520.501	Purchase Furniture & Equipment Gen		Capital Expenses			(10,000)	666,559
E054520.501	Purchase Furniture & Equipment Gen		Capital Expenses			(27,233)	639,326
OFFICAP.501	Admin Officer Furniture		Capital Expenses			(7,156)	632,170
ELECCAP.501	Capex - Electronic Equipment		Capital Expenses			(1,000)	631,170
COMPCAP.501	Integrity Attain Software - Compliance Records Management		Capital Expenses		4,000		635,170
E132520.501	Purchase Furniture & Equipment Gen		Capital Expenses			(12,500)	622,670
FALLFP.504	Footpath - Falls Street - From Noack To King Streets		Capital Expenses			(32,400)	590,270
KINGFP.504	Footpath - King Street - North Side Of Street		Capital Expenses			(20,700)	569,570
NOACFP.504	Between Williams And White Streets		Capital Expenses			(20,700)	548,870
WINKFP.504	Footpath - Noack Street - North Side Williams To White Streets		Capital Expenses			(20,700)	516,470
WITNFP.504	Footpath - Williams Street - Between Noack And King Streets		Capital Expenses			(32,400)	484,070
SEWEDS.504	Footpath - Williams Street - Between Tiller And Noack Streets		Capital Expenses			(32,400)	444,070
HVCAP04.504	Brookton Wastewater (Effluent) Oxidation Pond - Desludging		Capital Expenses			(40,000)	394,520
SEWPIPE.504	Happy Valley Upgrade Pipeline		Capital Expenses			(49,550)	336,927
ELEBCAP.327	Sewerage Pipe Relining/Upgrade		Capital Expenses			(57,593)	376,927
RETICCAP.327	Electronic Signage Board		Capital Expenses		40,000		342,627
LIGHCAP.327	Reticulation Parks & Gardens		Capital Expenses			(34,300)	235,777
	Upgrade Brookton Oval Lights		Operating Expenses			(106,850)	235,777
<b>Transfers from reserve accounts</b>							235,777
I033550.230	Transfer From Reserve To Muni Gen		Capital Revenue		28,660		264,437
<b>Repayment of borrowings</b>							264,437
E102601.225	Loan Payment - Sewerage Gen		Capital Expenses		24,641		289,078
<b>Transfers to reserve accounts</b>							289,078
E033550.520	Transfer To Reserve From Muni Gen		Capital Expenses			(100,078)	189,000
E033551.520	Transfer Interest From Muni To Reserve Gen		Operating Expenses			(189,000)	0
CCTVCAP.501	Admin Office CCTV		Capital Expenses			(11,749)	(11,749)
E042020.327	Admin General Operating Expenses Gen		Operating Expenses		11,749		0
SEWEOP.379	Sewerage Treatment Works		Operating Expenses		5,500		5,500
E102530.502	Purchase Plant & Equipment Gen		Capital Expenses			(5,500)	0
				(18,064)	1,273,493	(1,351,553)	0

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.  
The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Grants, subsidies and contributions	(245,841)	(19.17%)	▼		There are a number of variances with the main variance relating to the Fire Mitigation funding and the recognition of revenue under accounting standard AASB 15 Contract with Customers	
Fees and charges	178,843	21.13%	▲	The main variance relates to higher income due to increase occupancy rates - Other Rental Income, increased usage Caravan Park and Standpipe usage		
Interest revenue	(69,366)	(14.80%)	▼		The main variance is due to the Reserve Term deposit investments which were invested on a 6 month term. Interest will be recognised on investment maturity in June 25	
Other revenue	100,012	39.73%	▲	The main variance relates to the budget profiling for DR FAWA funding. 30% Advance payment received in March 25		
<b>Expenditure from operating activities</b>						
Materials and contracts	2,326,293	65.42%	▲	The main factors contributing to the variances relate to the Bushfire Mitigations works and the DR FAWA storm damage works that have not been substantially undertaken		
Utility charges	32,074	14.39%	▲	The main variances relate to Oval & Parks water and Streetlighting - Budget profiling		
Other expenditure	27,849	37.23%	▲	The variance is due to limited applications for the Community Chest Fund and the low uptake of the sewerage incentive scheme		
Loss on disposal of assets	(75,603)	(138.60%)	▼			Actual loss on disposal of assets greater than budgeted
Non-cash amounts excluded from operating activities	209,479	10.70%	▲		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, as this is set on prior year figures	
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(1,075,626)	(37.37%)	▼		Variance due to Accounting Standard AASB1058 recognition of revenue for East Brookton Shed, LRCI Phase 4 projects and WBSFN	
Payments for inventories, property, plant and equipment and infrastructure	5,030,687	60.45%	▲	The variance relates to a number of capital projects which have not yet commenced in FY24/25. Memorial Hall, LRCI phase 4 works & Yeo Road Bridge		
<b>Financing activities</b>						
Transfer from reserves	(3,658,384)	(99.64%)	▼		Capital projects were not complete by the December 24 transfer date. Transfer will be completed June 25	
Transfer to reserves	843,525	58.33%	▲	Interest received on Term Deposit investments higher than budgeted		

## 15.05.25 GOVERNANCE REPORTS

### 15.05.25.01 DRAFT POLICY – 1.30 PUBLIC QUESTION TIME

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	Shire of Brookton
<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 a policy to manage public question time at Shire of Brookton Council Meetings.

#### Description of Proposal:

Staff have included a draft policy that would provide a process for public question time at Council Meetings.

The draft policy, included at attachment 15.05.25.01A includes:

- That any public question asked at an Ordinary Council Meeting must relate to matters that affect the operations of the Shire of Brookton. This is very general requirement.
- That any public question asked at a Special Meeting of Council can only relate to the purpose for which the special meeting has been called.
- That the role of the Presiding Member to decide to accept or reject any question and their decision is final. It is expected that the Presiding Member would rule out of order any question that was offensive, defamatory and briefly explain the reason for their decision. Any question ruled out of order would not be included in the written minutes of the meeting.
- That any questions unable to be responded to at the meeting of Council will be taken on notice. A written response is to be provided to the questioner as soon as possible and a summary of that response included on the agenda for the next Council Meeting.
- That all questions and any responses given will be summarised and included in the Minutes of the Council Meeting.
- That while Public Question Time has a legislative minimum of fifteen minutes, public question time may be extended at the discretion of the Presiding Member.
- That Public Question Time is not to be used as a means to obtain information that would not be made available if it were sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. The Chief



Executive Officer is to advise the member of public that the information may be sought in accordance with the FOI Act 1992. Where the response to a question would require a substantial commitment of the Shire's resources, the Chief Executive Officer may determine that it is an unreasonable impost upon the Shire of Brookton and refuse to provide it.

- That during public question time in a Council Meeting:
  1. Members of the public are invited to ask questions at Council Meetings. Members of the public applies to members of the public and not just resident, electors or ratepayers.
  2. Persons asking a question are to state their name and general address at the beginning of their speaking time.
  3. Public Question Time has a limit of two minutes per member of the public, and a limit of two questions per member of the public.
  4. Statements are not to precede the asking of a question during Public Question Time.
  5. Members of the public are encouraged to keep their questions brief to enable all who desire to ask a question the opportunity to do so.
  6. The Presiding Member will declare Public Question Time closed following the expiration of the allocated time period, or earlier when there are no further questions.
  7. Questions asked verbally are to be directed to the Presiding Member, are to be asked politely and in good faith, and not be framed in such a way as to reflect adversely or be defamatory towards a particular member of Council or Shire employee. The Presiding Member is to decide to:
    - a. Accept or reject the question and their decision is final;
    - b. Nominate a member of Council and/or Shire employee to respond to the question; or
    - c. Take a question on notice.
  8. Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

While not included in the draft Policy it is open for Council to consider receiving written questions from electors who are not attending the Council Meeting. On recent occasions Council has accepted such questions, but where these questions are read into the minutes, the public gallery attending the meeting often have little interest in those questions. Permitting written questions may reduce the number of questions taken on notice, because answers to complex questions could be researched prior to the meeting. Not accepting the written public questions at a Council does not exempt the Shire administration from responding to that question. It only results in the response not being in the Council Minutes.

Written questions does not refer to the procedure where people attending the Council meeting have in the past assisted staff in recording their question for the meeting's minutes by completing a written summary of their verbally asked question. With the recording of meetings, staff can now review the recording of the meeting in finalising the public question section of the minutes.

#### **Background:**

The Shire of Brookton has recently seen a considerable the increase in the number of public questions asked during Council Meetings.

Council has not considered their approach to public questions and Council's current practice often goes well beyond the requirements of the Local Government Act (1995). Council policy to guide public question time and provide direction to the public on how a question would be answered would be advantageous in balancing the public's right to question Council on matters and the ensuring that business of Council is dealt with.

Normally meeting procedures are included in Standing Orders, however the Shire of Brookton's Standing Orders policy only includes that *Question time for the public is dealt with in the Act*.

The objective of a Public Question Time Policy is to ensure that Public Question Time is an opportunity for residents and others to ask Council constructive questions in an open and respectful manner during Council meetings.

The anticipated release of new Standing Orders Regulations by the state government may impact on a policy relating to public question time.

**Consultation:** Nil

**Statutory Environment:**

Local Government Act 1995

5.24. Question time for public

- (1) Time is to be allocated for questions to be raised by members of the public and responded to at —
  - (a) every ordinary meeting of a council; and
  - (b) such other meetings of councils or committees as may be prescribed.
- (2) Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at council or committee meetings are to be in accordance with regulations.

Local Government (Administration) Regulations 1996

5. Question time for public, meetings that require prescribed (Act s. 5.24)

For the purposes of section 5.24(1)(b), the meetings at which time is to be allocated for questions to be raised by members of the public and responded to are —

- (a) every special meeting of a council;
- (b) every meeting of a committee to which the local government has delegated a power or duty.

6. Question time for public, minimum time for (Act s. 5.24(2))

- (1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.
- (2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in subregulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

7. Question time for public, procedure for (Act s. 5.24(2))

- (1) Procedures for the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) are to be determined —
  - (a) by the person presiding at the meeting; or

- (b) in the case where the majority of members of the council or committee present at the meeting disagree with the person presiding, by the majority of those members,  
having regard to the requirements of subregulations (2), (3) and (5).
- (2) The time allocated to the asking of and responding to questions raised by members of the public at a meeting referred to in regulation 6(1) is to precede the discussion of any matter that requires a decision to be made by the council or the committee, as the case may be.
- (3) Each member of the public who wishes to ask a question at a meeting referred to in regulation 6(1) is to be given an equal and fair opportunity to ask the question and receive a response.
- (4) Nothing in subregulation (3) requires —
  - (a) a council to answer a question that does not relate to a matter affecting the local government; or
  - (b) a council at a special meeting to answer a question that does not relate to the purpose of the meeting; or
  - (c) a committee to answer a question that does not relate to a function of the committee.
- (5) If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, as referred to in section 5.60, is directed to the relevant person, the relevant person is to —
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.

#### Relevant Plans and Policy:

If adopted, the draft policy included at Attachment 15.05.25.01A will be included in the Policy Manual of the Shire of Brookton.

**Financial Implications:** Nil

#### Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the reputational risk associated with public question time is assessed as Moderate. The likelihood of these consequences is assessed as Possible.

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

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

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

### **Comment**

Should Council wish to consider including written public questions in this policy the following could be added:

#### Questions in Writing

1. Electors and Ratepayers are invited to submit written questions to be answered at Council Meetings. .
2. A maximum of two written questions per member of the public is to be accepted. To ensure equality and consistency, each part of a multi-part question is to be treated as a question in its own right.
3. Questions lodged by 12:00pm on the day immediately prior to the scheduled meeting of Council are to be responded to, where possible, at the Council Meeting.
4. The questions and their responses are to be distributed to members of Council and made available to the public in written form at the meeting.
5. The Presiding Member may rule questions out of order where they are substantially similar to questions previously submitted and responded to.
6. A person who submits written questions may also ask verbal questions at a Council Meeting, and questions asked verbally may be different to those submitted in writing.

#### OFFICER'S RECOMMENDATION

That Council adopt the policy 1.30 Public Question Time included at Attachment 15.05.25.01A.

(Simple majority vote required)

#### **OCM 05.25-11**

#### **COUNCIL RESOLUTION**

***MOVED Cr Bell      SECONDED Cr Copping***

***That Council adopt the policy 1.30 Public Question Time included at Attachment 15.05.25.01A.***

***CARRIED BY SIMPLE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis  
Against: Nil***

### **Attachments**

**Attachment 15.05.25.01A - Draft Policy 1.30 Public Question Time.**

### 1.30 Public Question Time

#### Objective

The objective of this Policy is to ensure that Public Question Time is an opportunity for residents and others to ask Council constructive questions in an open and respectful manner and to establish procedures for the conduct of Public Question Time during Council Meetings.

Although a local government is required to respond to a question, the Local Government Act does not intend that a local government provides an answer to every question where the question is outside the legislation or deemed unreasonable. There are many circumstances where this may occur i.e. offensive or defamatory questions, questions that relate to the personal affairs or actions of Council Members or Shire employees, questions relating to confidential matters, and identical questions asked that have been satisfactorily responded to previously.

#### Definitions

*Public Question Time* is the means by which the public can seek responses from their Council regarding Shire issues that are of concern to them.

*Council Meetings* includes Ordinary Meetings of Council, Special Meetings of Council and Committee Meetings to which the Council has delegated a power or duty.

#### Policy

Questions asked at an Ordinary Council Meeting must relate to matters that affect the operations of the Shire of Brookton.

Questions asked at a Special Meeting of Council should relate to the purpose for which the meeting has been called.

Questions asked at a Meeting of a Committee to which the Council has delegated a power or duty should relate to the purpose of that Committee.

The Presiding Member is to decide to accept or reject any question and their decision is final. Where there is concern regarding a question being offensive, defamatory, or the like, the Presiding Member is to make a determination in relation to the question. Questions determined as offensive, defamatory, or the like are not to be published. Where the Presiding Member rules a question to be out of order, an announcement to this effect is to be made at the meeting, including the reason/s for the decision.

Any questions unable to be responded to at the meeting of Council are to be taken on notice. In this case, a written response is to be provided as soon as possible and included on the agenda for the next Council Meeting

All questions and any responses given are to be summarised and included in the minutes of the Meeting.

Public Question Time is limited has a legislative minimum of fifteen minutes. Public question time may be extended at the discretion of the Presiding Member.

It is not intended for Public Question Time to be used as a means to obtain information that would not be made available if it was sought from the Shire's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. Where the response to a question would require a substantial commitment of the Shire's resources, the Chief Executive Officer is to determine that it is an unreasonable impost upon the Shire and refuse to provide it. The Chief Executive Officer is to advise the member of public that the information may be sought in accordance with the FOI Act 1992.

### **Questions Asked Verbally**

1. Members of the public are invited to ask questions at Council Meetings. Members of the public applies to members of the public and not just resident, electors or ratepayers.
2. Persons asking a question are to state their name and general address at the beginning of their speaking time.
3. Public Question Time has a limit of two minutes per member of the public, and a limit of two questions per member of the public.
4. Statements are not to precede the asking of a question during Public Question Time.
5. Members of the public are encouraged to keep their questions brief to enable all who desire to ask a question the opportunity to do so.
6. The Presiding Member will declare Public Question Time closed following the expiration of the allocated time period, or earlier when there are no further questions.
7. Questions asked verbally are to be directed to the Presiding Member, are to be asked politely and in good faith, and not be framed in such a way as to reflect adversely or be defamatory towards a particular member of Council or Shire employee. The Presiding Member is to decide to:
  - a. Accept or reject the question and their decision is final;
  - b. Nominate a member of Council and/or Shire employee to respond to the question; or
  - c. Take a question on notice – In the case a written response is to be provided as soon as possible and included in the agenda for the next Council Meeting.
8. Responses to questions not submitted in writing are provided in good faith and as such, should not be relied upon as being either complete or comprehensive.

**15.05.25.02 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS - ADOPTION**

<b>File No:</b>	EME028
<b>Date of Meeting:</b>	15 May 2025
<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>	Sandie Spencer – Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has no financial interest in this matter
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council to consider endorsement of the revised Shire of Brookton Local Emergency Management Arrangements (LEMA), including the Local Recovery Plan contained within, as endorsed by the Shire of Brookton's Local Emergency Management Committee (LEMC) on 7<sup>th</sup> May 2025.

**Description of Proposal:**

The Shire of Brookton's LEMA and Recovery Plan were updated with the assistance from consultant from Lewis Winter, funded through the successful application of the All West Australians Reducing Emergencies (AWARE) Grant. An implementation workshop was held on 10<sup>th</sup> December 2025, during which feedback was sought from committee members regarding changes and updates.

The District Emergency Management Advisor (DEMC) has provided advice and checked for compliance through the drafting process.

The draft Shire of Brookton LEMA is attached under a separate Confidential Attachment 15.05.25.02A.

**Background:**

Local Governments are compelled under the *Emergency Management Act 2005*, to have in place and maintain Local Emergency Management Arrangements (LEMA) in preparedness for an array of emergencies, including but not limited to major event such as bushfires, floods, earthquakes, storms, explosions, toxic spillages and fumes, and pandemics to name a few. Effective local government emergency management arrangements enhance the community's resilience and preparedness for such occurrences through strategies that apply prevention/mitigation, preparedness, response, and recovery measures.

In addition to ensuring that an effective LEMA is in place, each Local Government is required to establish and maintain a Local Emergency Management Committee (LEMC). The LEMC is to provide advice and guidance to each Local Government relating to the development, maintenance and testing of their LEMA. The LEMA basically entails collection of all the emergency management documentation, systems, processes, agreements, and memorandums of understanding which affect the local government district.

To this end, the Council through its LEMC is required to formally review their LEMA every 5 years or at any other time it is deemed necessary. The approval process requires Council to endorse the LEMA and then have the arrangements "noted" by both the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

**Consultation:**

The Shire of Brookton's Local Emergency Management Arrangements were updated with the assistance from consultant from Lewis Winter, funded through the successful application of the All West Australians Reducing Emergencies (AWARE) Grant. An implementation workshop was held on 10<sup>th</sup> December 2025, during which feedback was sought from committee members regarding changes and updates.

The District Emergency Management Advisor (DEMC) has provided advice and checked for compliance through the drafting process.

**Statutory Environment:**

The LEMA is a requirement under Section 36 of the *Emergency Management Act 2005*, State Emergency Management policies, guidelines and plans.

**Relevant Plans and Policy:**

This matter falls under the Shire of Brookton Corporate Compendium and aligns to Council Policy 2.8 - Risk Management.

**Financial Implications:** Nil**Risk Assessment:**

It is assessed that there is a High risk associated should the LEMA not be endorsed as State Legislation and Emergency Plans are required for each Local Government and the projected frequency and intensity of events the failure to have compliant and current LEMAs could prove problematic.

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:** Nil**Comment:**

It is imperative the Shire of Brookton's LEMA and Local Recovery Plan are both maintained to compliant and contemporary standard to provide guidance to the Community in ensuring a pro-active approach is achieved in dealing with a major emergency.



### LEMC RECOMMENDATION

That Council, in accordance with Section 36 of the Emergency Management Act 2005:

1. adopt the Shire of Brookton Local Emergency Management Arrangements, incorporating the Local Recovery Plan, as detailed in Confidential Attachment 15.05.25.02A; and
2. refers the adopted Shire of Brookton Local Emergency Management Arrangements to the District Emergency Management Committee and the State Emergency Management Committee to be "noted" as per the Western Australian State Guideline.

(Simple Majority Vote required)

**OCM 05.25-12**

### **COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr McCabe**

***That Council, in accordance with Section 36 of the Emergency Management Act 2005:***

- 1. adopt the Shire of Brookton Local Emergency Management Arrangements, incorporating the Local Recovery Plan, as detailed in Confidential Attachment 15.05.25.02A; and***
- 2. refers the adopted Shire of Brookton Local Emergency Management Arrangements to the District Emergency Management Committee and the State Emergency Management Committee to be "noted" as per the Western Australian State Guideline.***

**CARRIED BY SIMPLE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***  
***Against: Nil***

### **Confidential Attachments provided under separate cover**

**Confidential Attachment 15.05.25.02A – Shire of Brookton Local Emergency Management Arrangements (LEMA)**

<b>15.05.25.03 COMMITTEES OF COUNCIL - APPOINTMENT OF PRESIDING AND DEPUTY MEMBERS</b>
--

<b>File No:</b>	GOV022C
<b>Date of Meeting:</b>	20 July 2025
<b>Location/Address:</b>	23 Whittington Street, Brookton
<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>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider the appointment of Presiding and Deputy Presiding Members for the four Shire of Brookton Committees of Council

**Description of Proposal:**

Recent amendments to section 5.12 of the Local Government Act 1995 requires councils to appoint new committee presiding members and deputy presiding members by 1 July 2025. This change was introduced to assist the local government sector in removing the need for the conduct of a secret preferential ballot at a committee meeting, and to give council's the role of deciding the leadership of council committees.

Separately, once section 87 of the Local Government Amendment Act 2024 commences, local governments will be required to appoint an independent person to the roles of Presiding Member of the Audit, Risk and Improvement Committee (ARIC). Local governments will also need to appoint another independent person to serve as a deputy committee member where the independent presiding member is absent.

There is currently no requirement for an independent presiding member to be appointed to an existing Audit Committee by 1 July 2025. Local governments may opt to appoint an independent presiding member in anticipation of the changes.

**Background:**

The Shire of Brookton has four committees, including:

- The Audit & Risk Committee, with Cr Crute and Cr de Lange elected as Presiding Member and Deputy Presiding Member;
- The Employment Committee, with Cr Crute and Cr de Lange elected as Presiding Member and Deputy Presiding Member;
- The Bush Fire Advisory Committee, with Cr de Lange and Cr McCabe elected as Presiding Member and Deputy Presiding Member; and
- The Local Emergency Management Committee, with Cr Crute and Cr McCabe elected as Presiding Member and Deputy Presiding Member.

**Consultation:**

Council has received information from the WA Local Government Association.

**Statutory Environment:**

Local Government Act 1995

5.12. Presiding members and deputies

(1) The local government must appoint\* a member of a committee to be the presiding member of the committee.

\* Absolute majority required.

(2) The local government may appoint\* a member of a committee to be the deputy presiding member of the committee.

\* Absolute majority required.

Under Division 7 — Provisions for Local Government Amendment Act 2024 each local government has until 1 July 2025 to make these appointments.

(2) For each of its existing committees, a local government must make its first appointment of the presiding member under new section 5.12(1) no later than 1 July 2025.

**Relevant Plans and Policy:**

Council's Terms of Reference for Committees will need to be updated after October 2025 Ordinary Election to reflect the change in legislation.

**Financial Implications:** Nil

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the compliance risk associated with a delay in the appointment of presiding and Deputy Presiding Members is assessed as Minor. The likelihood of these consequences is assessed as Rare.

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:**

Council will need to review all appointments to Committees after the October 2025 Ordinary Election. Significant changes, such as the appointment of independent Presiding and Deputy Presiding members of an ARIC, can occur at that time.

#### OFFICER'S RECOMMENDATION

That Council appoint:

1. Cr Crute and Cr de Lange as Presiding Member and Deputy Presiding Member of the Audit & Risk Committee;
2. Cr Crute and Cr de Lange as Presiding Member and Deputy Presiding Member of the Employment Committee;
3. Cr de Lange and Cr McCabe as Presiding Member and Deputy Presiding Member of the Bush Fire Advisory Committee; and
4. Cr Crute and Cr McCabe as Presiding Member and Deputy Presiding Member of the Local Emergency Management Committee.

(Absolute majority vote required)

#### **OCM 05.25-13**

#### **COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr de Lange**

***That Council appoint:***

1. ***Cr Crute and Cr de Lange as Presiding Member and Deputy Presiding Member of the Audit & Risk Committee;***
2. ***Cr Crute and Cr de Lange as Presiding Member and Deputy Presiding Member of the Employment Committee;***
3. ***Cr de Lange and Cr McCabe as Presiding Member and Deputy Presiding Member of the Bush Fire Advisory Committee; and***
4. ***Cr Crute and Cr McCabe as Presiding Member and Deputy Presiding Member of the Local Emergency Management Committee.***

**CARRIED BY ABSOLUTE MAJORITY VOTE 6/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis  
Against: Nil***

**15.05.25.04 FREEDOM OF INFORMATION STATEMENT – REVIEW 2025**

<b>File No:</b>	COR001
<b>Date of Meeting:</b>	15 May 2025
<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>	18 April 2024

**Summary of Report:**

Council is to consider a reviewed Freedom of Information (FOI) Statement.

**Description of Proposal:**

An updated draft FOI Statement is included at Attachment 15.05.25.04A. This draft FOI Statement has amendments made to reflect changes in Council's operations since April 2024.

It is expected that this review will be an annual occurrence.

**Background:**

The Shire of Brookton last reviewed their FOI Statement required by the Freedom of Information Act 1992 in April 2024.

Local Governments are required to have an information statement made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Another option is to have a hard copy version incorporated in the agency's annual report.

Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occurs at intervals of not more than 12 months.

**Consultation:** Nil.

**Statutory Environment:**

Freedom of Information Act 1992.

**Relevant Plans and Policy:**

Council "Policy 2.9 – Access to Administration Records" is relevant to this report.

**Financial Implications:** Nil

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the compliance risk failure to have published a Freedom of Information Statement assessed as Minor. The likelihood of these consequences is assessed as Unlikely.

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:**

Shire of Brookton – Corporate Business Plan

16.6 Governance and compliance improvement program.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

That Council adopts the Freedom of Information Statement included in Attachment 15.05.25.04A.

*(Simple majority vote required)*

**OCM 05.25-14**

**COUNCIL RESOLUTION**

***MOVED Cr McCabe SECONDED Cr Copping***

***That Council adopts the Freedom of Information Statement included in Attachment 15.05.25.04A.***

***CARRIED BY SIMPLE MAJORITY VOTE 6/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis***

***Against: Nil***

**Attachments**

**Attachment 15.05.25.04A – Draft Freedom of Information Statement 2025.**



## FREEDOM OF INFORMATION STATEMENT 2025

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption:

## Table of Contents

<b>1.</b>	<b>MISSION STATEMENT</b>	<b>3</b>
<b>2.</b>	<b>DETAILS OF LEGISLATION ADMINISTERED</b>	<b>3</b>
<b>3.</b>	<b>COUNCIL STRUCTURE</b>	<b>3</b>
<b>4.</b>	<b>DETAIL OF DECISION MAKING PROCESS</b>	<b>3</b>
4.1	Minutes	4
<b>5</b>	<b>SHIRE OF BROOKTON SHIRE COUNCILLORS</b>	<b>4</b>
<b>6.</b>	<b>DELEGATIONS</b>	<b>6</b>
<b>7.</b>	<b>SERVICES FOR THE COMMUNITY</b>	<b>6</b>
<b>8.</b>	<b>PUBLIC PARTICIPATION</b>	<b>7</b>
8.1	Council Meetings	7
8.2	Community Consultation	7
<b>9.</b>	<b>ACCESS TO DOCUMENTS</b>	<b>7</b>
9.1	Documents Available for Inspection	7
<b>10.</b>	<b>OTHER INFORMATION REQUESTS</b>	<b>8</b>
10.1	FOI Operations:	8
10.2	Freedom of Information Applications:	8
10.3	Freedom of Information Charges	9
<b>11.</b>	<b>ACCESS ARRANGEMENTS</b>	<b>9</b>
<b>12.</b>	<b>NOTICE OF DECISION</b>	<b>9</b>
<b>13.</b>	<b>REFUSAL OF ACCESS</b>	<b>9</b>
<b>14.</b>	<b>ATTACHMENTS</b>	<b>10</b>
	<b>Attachment 1 - Application for Access to Documents</b>	<b>11</b>
	<b>Figure 1 – Shire of Brookton Organisational Structure at February 2024</b>	<b>13</b>



## **1. MISSION STATEMENT**

The Shire of Brookton operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of the Shire of Brookton through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council are to ensure that the Shire of Brookton is a progressive, diverse and caring community, with access to modern services and infrastructure, in a unique part of the world.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

## **2. DETAILS OF LEGISLATION ADMINISTERED**

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

## **3. COUNCIL STRUCTURE**

The Shire of Brookton consists of seven (7) Councillors including the Shire President.

Local Government Elections are held in October of every second year. Councillors are elected for a four year term with three members retiring at each election. Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The President of the Council is elected by the Councillors at the first meeting following each ordinary election.

Council is the decision making body of all policy matters. The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

## **4. DETAIL OF DECISION MAKING PROCESS**

Ordinary meetings of full Council are generally held on the third Thursday of each month with exception that no meeting is held in January.

Council Meetings normally commence at 6:00pm and the date and time of the meeting are advertised locally. Members of the public are welcome to attend, and Public Question Time is an early item of business.

The main business of the meeting is to consider and make decisions.

Correspondence and applications on any matters to be considered by Council should be received at the Council office at least two weeks prior to the week of the Council meeting if they are to be guaranteed of being dealt with at this meeting.

#### 4.1 Minutes

Minutes of Full Council are placed on display in Council's Library and on the Shire of Brookton website within 14 days after Ordinary Council Meeting.

### 5 SHIRE OF BROOKTON SHIRE COUNCILLORS

Councillor Katrina Crute	Shire President	Term expires October 2025
Councillor Tamara de Lange	Deputy Shire President	Term expires October 2027
Councillor Harold Bell		Term expires October 2025
Councillor Beryl Copping		Term expires October 2027
Councillor Lachlan McCabe		Term expires October 2027
Council Rod Wallis		Term expires October 2027
Vacant		Term expires October 2025

Council has appointed the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:

Committee/Service	Councillor	Other/External
<i>Internal Committees of Councillors</i>		
Audit & Risk Committee	Cr Crute Cr de Lange Cr Bell Cr Copping Cr McCabe Cr Wallis Vacant	1. E Pech 2. N Walker
Employment Committee	Cr Crute Cr de Lange Cr Bell Vacant Cr McCabe	
Bushfire Advisory Committee	Cr de Lange Cr McCabe	1. T Eva 2. T Evans 3. B Bassett 4. B Walters 5. B Montague 6. W Wilkinson 7. S Atkins 8. Fire Control Officers
Local Emergency Management Committee	Cr Crute Cr de Lange	1. WAPOL 2. Dept. Communities 3. Brookton CBFCO 4. Brookton District High School

		5. St Johns Ambulance 6. Dept. Fire & Emergency Services 7. Baptist Care 8. DPIRD 9. RoadWise WALGA 10. Silverchain 11. Brookton VRFS Captain
--	--	---

<b>Committee/Service</b>	<b>Councillor</b>	<b>Other Representation</b>
<i>Council Advisory Groups</i>		
Community Enterprise Advisory Reference Group	Cr Crute Cr de Lange Vacant Cr McCabe	6x Community Reps 1. M Nelson 2. D Keatley 3. R Pech-Eva
Business and Economic Advisory Reference Group	Cr Crute Cr de Lange Cr Bell Cr McCabe	Businesses to nominate their own representation: 1. Delta Agribusiness 2. BALCO 3. Baptist Care 4. Bendigo Bank 5. BBAG 6. CBH 7. Seabrook Aboriginal Corp
Brookton Recreation Advisory Group	Cr Crute Vacant	1. Playgroup 2. Auskick Centre 3. Brookton Cricket Club 4. Seabrook Cricket Club 5. Brookton Ladies Netball Club 6. Brookton Tennis Club 7. Brookton-Pingelly Football Club 8. Brookton Women's Hockey Club 9. Gym user representation 10. Community representation
<i>External Committees of Councillors</i>		
WALGA Central Country Zone	Cr Crute Cr de Lange	Vacant CEO
WALGA AGM (Voting)	Cr Crute Cr de Lange	Vacant CEO
Main Roads WA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr de Lange	Cr McCabe
Brookton District School Board	Cr Bell	N/A
Regional Joint Development Assessment Panel	Cr McCabe Cr Bell	Cr de Lange Vacant
RoadWise Council	Cr de Lange	MIW

## 6. DELEGATIONS

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

## 7. SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include, but are not limited to:

Roads/Footpaths/Kerbing	Traffic Control Devices	Stormwater Drainage
Hire of Facilities & Equipment	Aquatic Centre	Street Lighting
Parks and Reserves	Community Information	Town Planning
Street Tree Planting	Council Property	Occupational Health and
Community Resource Centre	Management	Safety
Public Toilets	Waste & Recycling	Public Library
Aged Accommodation	Strategic Planning	Noxious Weed Controls
Dog /Cat Control	Cemetery	Gymnasium
Environmental Health	Housing	Citizenship Ceremonies
Matters		
	Statutory Building Control	

## 8. PUBLIC PARTICIPATION

### 8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of

the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;

2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

Council allocates at least 15 minutes at each Council Meeting for electors and members of the public to ask questions of Council without the need for prior notice or reservation. The time allocated to public questions is scheduled soon after the start of each Council Meeting.

## **8.2 Community Consultation**

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

## **9. ACCESS TO DOCUMENTS**

### **9.1 Documents Available for Inspection**

The following documents are available for public inspection at the Council Office or on the Shire of Brookton website free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

<b>Document</b>	<b>Fee</b>
Council Agenda	at the set photocopying rate
Council Minutes	at the set photocopying rate
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate
Community Strategic Plan	at the set photocopying rate
Corporate Business Plan	at the set photocopying rate
Long Term Financial Plan	at the set photocopying rate
Asset Management Plans	at the set photocopying rate
Rate Book	\$100.00
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate

Document	Fee
Local Planning Scheme No. 4	at the set photocopying rate

## 10. OTHER INFORMATION REQUESTS

### 10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

### 10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

#### Postal Address:

Shire of Brookton  
PO Box 42  
BROOKTON WA 6306

#### In Person:

Shire of Brookton Administration Building  
14 White Street  
BROOKTON WA 6306

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

### 10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1. Type of Fee  

Personal information about the applicant	No Fee
Application fee (for non-personal information)	\$30
2. Type of Charge  

Charge for time dealing with application (per hour, or pro rata)	\$30
time supervised by staff (per hour, or pro rata)	

Photocopying staff time (per hour, or pro rata)	\$30
Per photocopy (Black & White)	0.20
Transcribing from tape, film or computer (per hour, or pro rata)	\$30
Duplicating a tape, film or computer information	Actual Cost
Delivery, packaging and postage	Actual Cost

### 3. Deposits

Advance deposit may be required of the estimated charges	25%
Further advance deposit may be required to meet the charges for dealing with the application.	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the Charge is reduced by 25%.

## 11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

## 12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

## 13. REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

## 14. ATTACHMENTS

Attachment 1 Application for Access to Documents

Figure 1 Shire of Brookton Organisational Structure as at February 2024

## Attachment 1 - Application for Access to Documents

SHIRE OF BROOKTON  
PO Box 42 Brookton WA 6306  
Phone: 08 9642 1106  
Email: mail@brookton.wa.gov.au

### APPLICATION FOR ACCESS TO DOCUMENTS (Under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICATION
<i>Surname:</i>
<i>Given name(s):</i>
<i>Australian Postal Address:</i>
<i>Postcode:</i>
<i>Telephone Number:</i>
If application is on behalf of an organization:
<i>Name of Organisation/Business:</i>
Type of Request (Please Tick Appropriate Box)
<input type="checkbox"/> <i>Personal Information relating to the application</i> <input type="checkbox"/> <i>Non-Personal Documents</i>
DOCUMENTS DETAILS
<i>I am applying for access to documents(s) concerning (Please be as specific as possible)</i>
FORM OF ACCESS (Please Tick Appropriate Box)
.....
.....
.....
.....
.....
.....
.....
<i>I wish to inspect the document(s)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>I require a copy of the document(s)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>I require access in another form.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(Specify):</i> _____



Attached is a cheque/cash to the amount of \$\_\_\_\_\_ to cover the application fee. I understand that before I obtain access to documents, I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases, a reduction in fees and charges may apply – See Freedom of Information Procedures and Access Arrangements Form. If you consider you are entitled to a reduction submit a request with copies of documents, which support your application for a fee reduction.

For more information, please visit the Office of the Information Commission website.

I am requesting a reduction in fees and charges      Yes ☐                      No ☐

**Note**

Your completed application form can be lodged;

By Post – FOI, Shire of Brookton – PO Box 42 Brookton WA 6306

In person – Shire of Brookton, 14 White Street Brookton, 6306

By email – mail@brookton.wa.gov.au

Application Forms can be obtained via the Shire Website, [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au) or from the Shire Administration Office.

APPLICANTS SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

---

**(Office Use Only)**

FOI Reference Number:

Received on: \_\_\_\_\_ Deadline for response \_\_\_\_\_

Acknowledgement sent on: \_\_\_\_\_

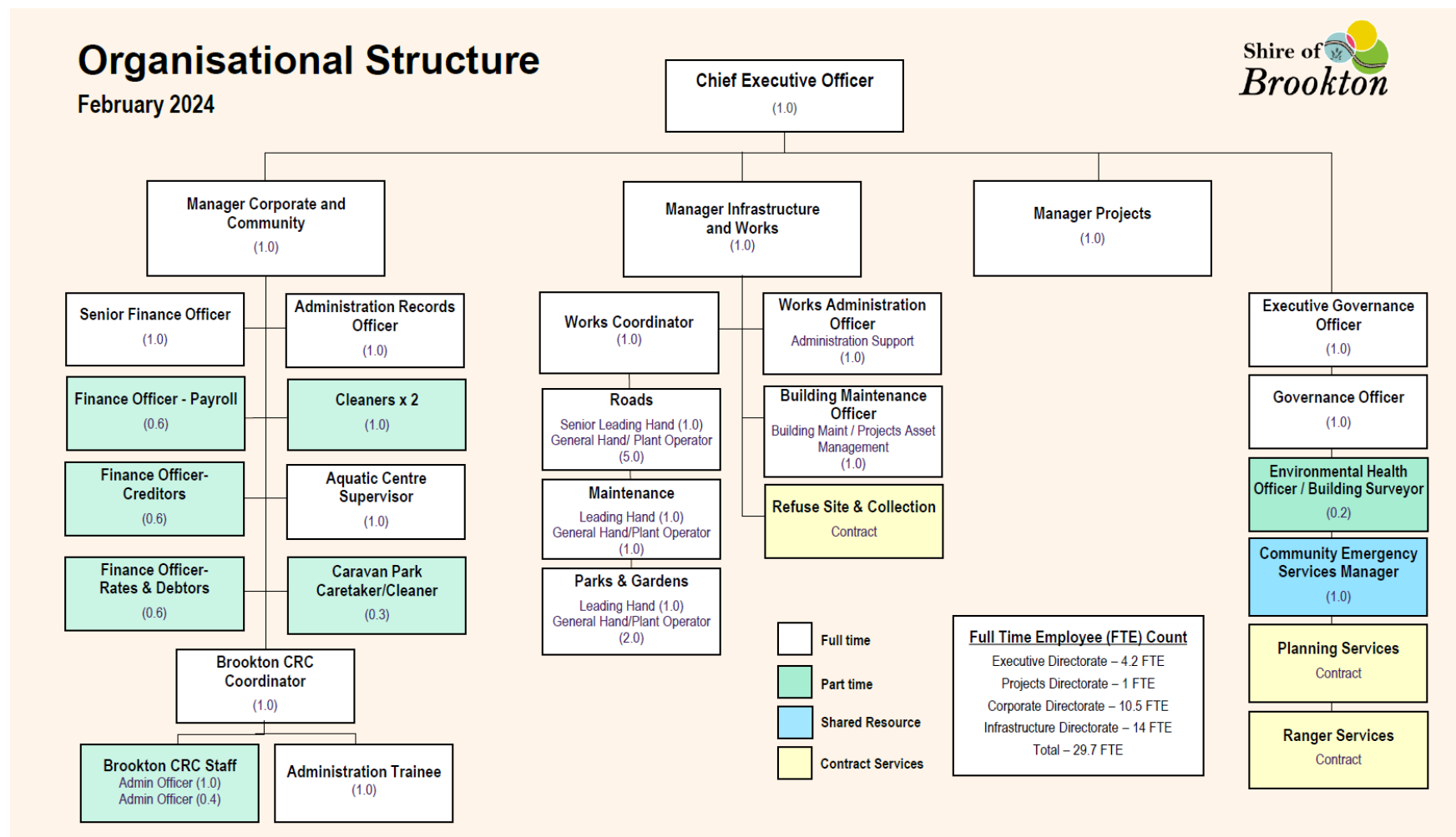
Proof of Identity (if applicable)

Type \_\_\_\_\_ Sighted \_\_\_\_\_

**Figure 1 – Shire of Brookton Organisational Structure at February 2024**

## Organisational Structure

The Shire manages its responsibilities and services through the organisational structure illustrated below:



Mr Sherry declared a Financial Interest in 15.05.25.05, in that he is the Chief Executive Officer that was being reviewed, and left the meeting at 6:31pm.

<b>15.05.25.05 2024-25 CEO PERFORMANCE REVIEW AND KPI SETTING</b>
---

<b>File No:</b>	Employee #423
<b>Date of Meeting:</b>	15 May 2025
<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>	Shayne Silcox – Consultant
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has a Direct Financial Interest in this matter, being the contractor employed. The authorising officer has a Direct Financial Interest in this matter in being the employee reviewed
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

The Council is asked to consider a confidential report in respect of the Chief Executive Officer's (CEO) Annual Performance Review.

**Description of Proposal:**

The process followed is consistent with the requirements of the *Local Government Act 1995* (the Act) and the Shire of Brookton's standards for CEO performance.

The process is shown in the flowchart on the next page but in broad terms is outlined.

**Phase 1**

- Discuss with CEO and President (remotely) to confirm process.
- Annually Review current year KPI's and the CEO's acquittal against the KPI's with an assessment of their performance.
- Determine evidence sources and cross reference where possible.
- Develop a bespoke objective performance survey instrument for elected members and CEO to complete.
- Analyse results and identify objective performance.

**Phase 2**

- Develop bespoke interview questionnaire for elected members and CEO to undertake in individual interviews, including but not limited to gaining information on how the CEO met their responsibilities; how they role modelled the City's values; the organisation's performance during the review period; meeting the position objects as set out in the Employment Contract, and identifying suggested KPI's for the upcoming review period.
- Seek from CEO professional development requests, identification of any performance constraints during the review period, TRP increases desired, next period suggested KPI identification, and any contract amendments for Council consideration.

**Phase 3**

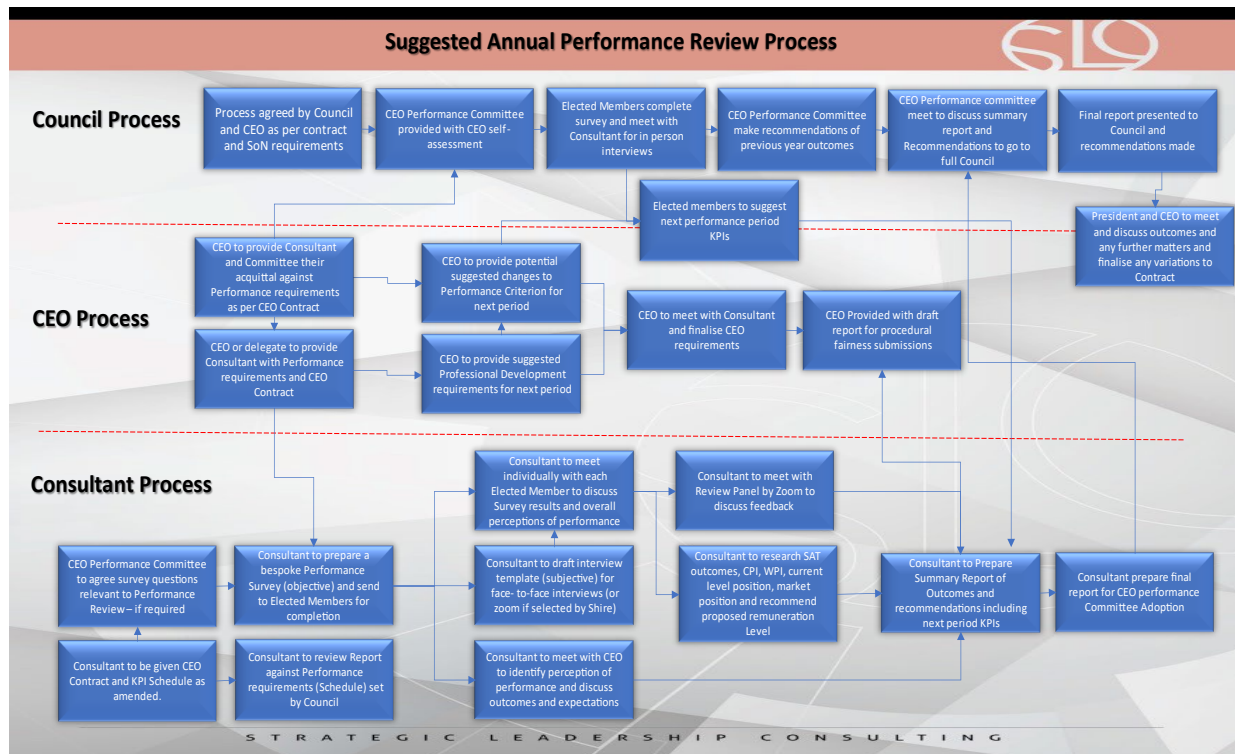
- Undertake contract compliance with the Act and Regulations and identify potential changes/variations, if necessary.
- Undertake marketplace review of the CEOs TRP.

- Confirm current TRP and develop options for Panel/Council consideration.
- Identify next period KPI's for Panel/CEO consideration.

#### Phase 4

- Prepare draft report and submit to CEO for comment under procedural fairness provisions.
- Consider procedural fairness submissions from CEO and amend report as required.
- Meet with the Committee/Council to give an overview of outcomes of the review.
- Submit final report to Panel for Council adoption.

This process is outlined in the Process Map shown below.



As the Key Result Areas (KRAs) form part of the employment contract it is important to determine how these will be measured in the next performance period. It is also important to ensure that the CEOs performance criteria meet the requirements of the Department of Local Government, Industry Regulation, and Sport (DLGIRS) Operational Guidelines.

One of the CEO's key responsibilities is to oversee the implementation of the Council's strategic direction. With this in mind, it is important to align the CEO's performance criteria to the goals contained in the Council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

The performance criteria should focus on the priorities of the Council. The Council and CEO should set goals related to target outcomes for future achievement in the performance criteria and these goals should be specific, measurable, achievable, relevant and time based (SMART).

The outcomes of the CEO Performance Review are included in Confidential Attachment 15.05.25.05A.

**Background:**

The Shire of Brookton engaged 'Strategic Leadership Consulting' (SLC) to undertake a review of their Chief Executive Officer (CEO), Mr. Gary Sherry.

The Shire of Brookton contracted Mr Sherry on 31<sup>st</sup> January 2022 for a 5-year term expiring on the 30<sup>th</sup> January 2027 with a performance-based contract. This contract requires Council to consider, on an annual basis, his performance and any changes in his Total Reward (remuneration) Package (TRP) based on performance outcomes.

The CEO of the Shire of Brookton is now due for his annual performance review, as per the requirements of the Act and the common law employment contract the Shire has with the CEO as per Clauses 4 Performance Criteria and Review sub sections 4.1: (1) – (4) Performance Criteria and Performance Review; 4.2 (a-c), Selection of Reviewer; 4.3, Performance Review Procedures, 4.4 (a-i), 2); Remuneration Package 5.1 (1-5).

**Consultation:**

After email contact interviews with Elected Member(s), it has become obvious that there was a consistent view between Elected Members and the CEO as to what needed to be prioritised for the next performance period, and this is set out in the attached confidential report.

It is noted that one Elected Member position was vacant at the time of the review.

**Statutory Environment:**

Section 5.38 of the Act provides that a Local Government must review the performance of the CEO in every year that they are employed. It does not apply to a temporary or acting CEO employed for a term of less than one year, though ongoing performance assessment should still be considered for these officers.

Ideally the Performance Review should be undertaken as soon as possible after the completion of one year in the role. This is separate from a probation or KPI setting review which should be undertaken during the probation period for a new CEO.

This means that conducting an annual Performance Review of a permanent CEO is not discretionary, it is mandatory with KPIs set for the assessment of performance.

To provide some direction and uniformity across the sector in undertaking Performance Reviews, Model Standards for the review of the performance of CEOs have been developed.

Section 5.39B of the Act makes it compulsory for a Council to adopt and apply these Model Standards. Additional provisions can be added to the CEO Standards adopted by a Local Government, but they cannot be inconsistent with the Model Standards. This means that adopting and applying the Model Standards is not discretionary, it is compulsory. The Model Standards, with or without modification, must be adopted by the Council at a Council meeting and published on the Local Government's official website. Council Members should access a copy of their adopted Standards from their Local Government.

A copy of the complete Model Standards for CEO recruitment, performance and termination, current as of April 2022, is provided in Appendix 1 of this Learner Guide. Turn to Division 3 for the Standards for review of performance of CEOs. Additionally, an up to date version of the Model Standards, in Schedule 2 of the *Local Government (Administration) Regulations 1996*, can be accessed via the Parliamentary Counsel's Office website [legislation.wa.gov.au](https://legislation.wa.gov.au).

An overview of the statutory framework, and links to the Performance Review process, are provided in the tables below.

Table 1: CEO Performance Review - Statutory References

The following table provides an overview of relevant legislative references related to the CEO's Performance Review.

Task	Legislative References
<b><i>Local Government Act 1995</i></b>	
Role of Council	LGA 2.7
Role of Mayor or President	LGA 2.8
Local Government Employees	LGA 5.36
Annual Review of Employees' Performance	LGA 5.38
Contracts for CEO and Senior Employees	LGA 5.39
Model Standards for CEO Recruitment, Performance and Termination	LGA 5.39A
Adoption of Model Standards	LGA 5.39B
Policy for Temporary Employment or Appointment of CEO	LGA 5.39C
Principles affecting Employment by Local Governments	LGA 5.40
Functions of the CEO	LGA 5.41
<b><i>Local Government (Administration) Regulations 1996</i></b>	
Model Standards for CEO Recruitment, Performance and Termination	Reg 18FA
Certification of Compliance with Adopted Standards for CEO Recruitment	Reg 18FB
Certification of Compliance with Adopted Standards for CEO Termination	Reg 18FC
<b><i>Local Government (Administration) Regulations 1996 Standards for Review of Performance of CEOs (Standards)</i></b>	
<b>Preliminary Provisions</b>	<b>Division 1</b>
<b>Standards for Recruitment of CEOs</b>	<b>Division 2</b>
Determination of selection criteria and approval of job description form	Clause 5
Offer of employment in position of CEO	Clause 11
Variations to proposed terms of contract of employment	Clause 12
<b>Standards for Review of Performance of CEOs</b>	<b>Division 3</b>
Overview of Division	Clause 15
Performance Review Process to be Agreed between Local Government and CEO	Clause 16
Carrying out a Performance Review	Clause 17
Endorsement of Performance Review by Local Government	Clause 18
CEO to be Notified of Results of Performance Review	Clause 19
<b>Standards for Termination of Employment of CEOs</b>	<b>Division 4</b>

**Relevant Plans and Policy:**

The Review needs to be consistent with the CEO Standards adopted by a Local Government. The KPI setting forms part of annual performance review processes.

**Financial Implications:**

The CEO has provided an ambit claim for a Salary Review. This ambit claim fits within Council's current and draft 2025/26 budget for administration staff costs.

**Risk Assessment:**

Risk Statement	Level of Risk	Risk Mitigation Strategy
KPI setting forms part of the Mandatory Annual Performance Review Processes of the CEO and without KPIs the performance of the CEO cannot be undertaken objectively which would be a noncompliance with the ACT and Regulations.	High	Set CEO KPIs in agreement with Council and the CEO so annual reviews can be undertaken.

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:**

Key Result Areas (KRAs) and Key Performance Indicators (KPIs) are set based on the goals identified in the Corporate Business Plan and those matters deemed critical by Council.

This is a mandatory process the Council must undertake.

**Comment:** Nil

## OFFICER'S RECOMMENDATION

That Council:

1. notes the Salaries and Allowances Tribunal Determination of 5<sup>th</sup> April 2025 (effective 1<sup>st</sup> July 2025) outlined in section 4.2 of the Confidential Attachment 15.05.25.05A;
2. notes an increase in the Superannuation Guarantee Levy from 11 % to 11.5% effective 1st July 2024 and that a further 0.5% (12%) increase is planned for 1<sup>st</sup> July 2025;
3. notes the outcomes of the Elected Member Performance Survey undertaken in April 2025 and outlined in section 5.2 of the Confidential Attachment 15.05.25.05A with the Chief Executive Officer being assessed at 'Meets Expectations' in this year's performance appraisal;
4. adopts the performance criteria metrics for the 2025-2026 performance period outlined in section 5.5 of the Confidential Attachment 15.05.25.05A;
5. schedules the next review of the Chief Executive Officers performance and Total Remuneration Package for finalisation by Council no later than 30 May 2026;
6. approves a variation to the CEOs contract Total Remuneration Package as per Option 3 set out at Section 4.5 of the Confidential Attachment 15.05.25.05A and authorise the Shire President sign a contract variation;
7. comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of Council, endorse this review;
8. comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer in writing of results of this performance review.

### ADVICE NOTES:

- A. The DLGCI advise that the Regulations for Section '5.39AA. - Publication of information relating to CEO's performance' of the Local Government Act 1995 have not been developed as at the time of writing hence this requirement is not required at this stage.

(Absolute majority vote required)



**COUNCIL RESOLUTION**

**MOVED** Cr McCabe      **SECONDED** Cr de Lange

**That Council:**

- 1. notes the Salaries and Allowances Tribunal Determination of 5<sup>th</sup> April 2025 (effective 1<sup>st</sup> July 2025) outlined in section 4.2 of the Confidential Attachment 15.05.25.05A;**
- 2. notes an increase in the Superannuation Guarantee Levy from 11 % to 11.5% effective 1<sup>st</sup> July 2024 and that a further 0.5% (12%) increase is planned for 1<sup>st</sup> July 2025;**
- 3. notes the outcomes of the Elected Member Performance Survey undertaken in April 2025 and outlined in section 5.2 of the Confidential Attachment 15.05.25.05A with the Chief Executive Officer being assessed at 'Meets Expectations' in this year's performance appraisal;**
- 4. adopts the performance criteria metrics for the 2025-2026 performance period outlined in section 5.5 of the Confidential Attachment 15.05.25.05A;**
- 5. schedules the next review of the Chief Executive Officers performance and Total Remuneration Package for finalisation by Council no later than 30 May 2026;**
- 6. approves a variation to the CEOs contract Total Remuneration Package as per Option 3 set out at Section 4.5 of the Confidential Attachment 15.05.25.05A and authorise the Shire President sign a contract variation;**
- 7. comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 18, by resolution of an absolute majority of Council, endorse this review;**
- 8. comply, as per Division 3 of the Local Government (Administration) Regulations Schedule 2 clause 19, by notifying the Chief Executive Officer in writing of results of this performance review.**

**ADVICE NOTES:**

- A. The DLGCI advise that the Regulations for Section '5.39AA. - Publication of information relating to CEO's performance' of the Local Government Act 1995 have not been developed as at the time of writing hence this requirement is not required at this stage.**

**CARRIED BY ABSOLUTE MAJORITY VOTE 6/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr McCabe, Cr Wallis**  
**Against: Nil**

**Mr Sherry returned to the meeting at 6:31pm.**

**Attachments**

**Confidential Attachment 15.05.25.05A – 2024-25 CEO Performance Review.**

**15.05.25.06 ELECTED MEMBER SUPERANNUATION**

<b>File No:</b>	GOV027
<b>Date of Meeting:</b>	15 May 2025
<b>Location/Address:</b>	Shire of Brookton
<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>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider the possibility of Council to make superannuation contributions to Elected Members from 1 July 2025.

**Description of Proposal:**

The Shire of Brookton is a Band 4 local government. The Shire's Elected Members are currently paid an annual attendance fee within the range for Band 4 local government by way of quarterly payments pursuant to the Salaries and Allowances Tribunal 'Local Government Chief Executive Officer and Elected Members Determination'.

Under current arrangements, Elected Members can voluntarily decide to have all, or a portion of their allowances paid into a superannuation fund.

The justification for local governments to pay Elected Members superannuation is

- To address a historical anomaly that has seen Elected Members denied a benefit enjoyed by the broader workforce.
- Elected Members are sacrificing opportunities for paid work to serve their community on Council.
- It is crucial to the functioning of Local Government that Elected Members are appropriately remunerated for their time and contribution.
- Payment of superannuation to Elected Members aligns with the objective of the superannuation system, which is "to provide income in retirement to substitute or supplement the Age Pension".
- It is hoped that payment of superannuation would lead to greater interest and more nominations to serve on Council from women and younger people, leading to greater representation on Councils by people from traditionally underrepresented demographics.

Individual Elected Members can elect to 'opt out' of superannuation payments even if the local government decides by absolute majority to pay superannuation. If Council was to support the Superannuation Guarantee Charge (SGC) payments individual Elected Members may opt out of receiving superannuation contribution payments by providing a notice in writing to the CEO.

The estimated cost for Elected Member sitting fees and allowances in the 2024/25 is \$39,208. With the SGC rate from 1 July 2025 being 12%, if the Shire of Brookton had permitted superannuation payments in 2024/25 and all Elected Members chose to receive these payments, the additional expenditure required to pay Elected Members SGC would have been \$4,705.

**Background:**

Following passage of the *Local Government Amendment Act 2024*, new sections 5.99B and 5.99E of the *Local Government Act 1995* (the Act) allow local governments to resolve by absolute majority to make superannuation contributions for Elected Members from 1 February 2025.

Previously if a local government wanted to offer superannuation to Elected Members, it had to become an 'Eligible Governing Body (EGB)' under Division 446 of the *Taxation Administration Act 1953* (Cth).

Superannuation contribution payments for Elected Members would be made in addition to any other fees and allowances received. Any superannuation payment will sit outside the threshold for fees and allowances set by the Salaries and Allowances Tribunal. The requirement to make superannuation contribution payments in respect of these fees and allowances is to be determined in accordance with the *Superannuation Guarantee (Administration) Act 1992* (Cth) (SG Act).

While Elected Members are not considered employees under the SG Act, they are to be treated in the same manner as employees of the local government for the purposes of calculating superannuation contribution payments. The payment is to be the same required under the SG Act. By 1 July 2025, the superannuation guarantee rate will be 12%.

The new superannuation provisions are compulsory for band 1 and band 2 local governments, with the payment of superannuation for Elected Members remaining optional for band 3 and 4 band governments.

**Consultation:** Nil

**Statutory Environment:**

Sections 5.99B and 5.99E of the *Local Government Act 1995*

Section 5.99B (2) provides that "A local government may decide\* to pay superannuation contribution payments for its council members under this section.

\* Absolute majority required. "

**Relevant Plans and Policy:** Nil

**Financial Implications:**

Council will establish fees and allowances for elected members in 2025/26 prior to the adoption of the annual Council budget and these fees and allowances and any SGC able to be paid to Elected Members will be included in the budget.

The superannuation contribution payment is to be paid at the same time as payment of Elected Members fees and allowances are paid. In order to allow a superannuation contribution payment to be made, an Elected Member must nominate a superannuation account from a scheme or fund to which the SG Act applies. Additional staff time will be required to set up Elected Members superannuation accounts but no additional time will be required after that.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated with payment of Elected Member's SGC is assessed as Insignificant. The likelihood of these consequences is assessed as Unlikely.

Under the Shire of Brookton's Risk Framework, the consequence rating of the reputational and compliance risks associated with ensuring Elected Members are adequately remunerated for their role is assessed as Moderate. The likelihood of these consequences is assessed as Likely.

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 setting of Elected Member Fees and Allowances is a sensitive matter for the Council to consider however it is important that Shire of Brookton Councillors receive reasonable remuneration in order to attract and retain suitable candidates for these positions.

**Comment:**

While the Officer's Recommendation does allow the ability of Elected Members to not receive SGC payments, the alternative position would be for Council to decide, by simple majority, to not make superannuation contributions to Elected Members from 1 July 2025.

**OFFICER'S RECOMMENDATION**

That Council make superannuation contributions to Elected Members from 1 July 2025, noting that individual Elected Members can elect to 'opt out' of receiving superannuation contributions.

(Absolute majority vote required)

**COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr de Lange**

*That Council make superannuation contributions to Elected Members from 1 July 2025, noting that individual Elected Members can elect to 'opt out' of receiving superannuation contributions.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 5/1**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis**

**Against: Cr McCabe**

**16.05.25      ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**17.05.25      NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil.

**18.05.25      CONFIDENTIAL REPORTS**

Nil.

**19.05.25      NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on 19<sup>th</sup> June 2025 commencing at 6.00pm.

There being no further business, President Cr Crute, declared the meeting closed at 6:33pm.