



## ORDINARY MEETING OF COUNCIL

**PUBLIC**

**AGENDA**

**16 JUNE 2022**



PO Box 42, 14 White Street, Brookton WA 6306



9642 1106



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## NOTICE OF MEETING

16 June 2022

14 White Street  
Brookton, WA 6306

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 16<sup>th</sup> June 2022 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

**Gary Sherry**  
**CHIEF EXECUTIVE OFFICER**  
10<sup>th</sup> June 2022

### DISCLAIMER

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

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### 1.06.22 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

### 2.06.22 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

### 3.06.22 USE OF COMMON SEAL – MAY 2022

The Table below details the Use of Common Seal under delegated authority for the month of May 2022.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
COM005	<i>Novation of Contract Deed</i>	27 May 2022
OCM 03.22-04	Brookton Community Resource Centre Inc (Outgoing Party)	
OCM 04.22-05	Shire of Brookton (Incoming Party) Department of Primary Industries and Regional Development Industry and Economic Development, Core Programs (Continuing Party)	

### 4.06.22 DELEGATED AUTHORITY – ACTIONS PERFORMED – MAY 2022

The Table below details the actions of Council performed under delegated authority for the month May 2022.

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

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

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

PLANNING				
File Ref	Application Ref	Subject Land (incl. Scheme No.)	Purpose	Date Granted
A707	P2022/001	Lot 422 Sewell Street	Extension of existing rail siding	05 May 2022

### 5.06.22 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

**6.06.22 PUBLIC QUESTION TIME**

**7.06.22 APPLICATIONS FOR LEAVE OF ABSENCE**

**8.06.22 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9.06.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.06.22.01 ORDINARY MEETING OF COUNCIL – 19 MAY 2022**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 19 May 2022, be confirmed as a true and correct record of the proceedings.*

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

**11.06.22 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**12.06.22 TECHNICAL & DEVELOPMENT SERVICES REPORTS**

Nil.

## 13.06.22 COMMUNITY SERVICES REPORTS

### 13.06.22.01 REQUEST FOR FEE WAIVER – INSTITUTE OF INDIGENOUS WELLBEING AND SPORT

<b>File No:</b>	RELO51
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Institute of Indigenous Wellbeing and Sport
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kylie Freeman – Community Development Officer
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The author has no interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is to consider the waiving of the adopted charge for use of the WB Eva Pavilion by the Institute of Indigenous Wellbeing and Sport for their event to be held on Thursday 14 July 2022.

#### Description of Proposal:

The Institute of Indigenous Wellbeing and Sport has requested that the facility hire fee be waived. The request from the Institute of Indigenous Wellbeing and Sport is attached. **Attachments 13.06.22.01A.**

#### Background:

The Institute of Indigenous Wellbeing and Sport deliver a Regional School Holiday Program, at no cost to participants. The program delivers cultural education through arts, sports and yarning programs, in a safe and fun atmosphere with each session running for a period of 3 hours including the provision of a healthy meal to participants.

#### Consultation:

There has been no consultation regarding this matter.

#### Statutory Environment:

Pursuant to section 6.12 of the *Local Government Act 1995*, states:

#### 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.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
  - (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
  - (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

**Relevant Plans and Policy:**

There are no relevant plans or policy applicable to this matter.

**Financial Implications:**

Under the Council’s 2021/2022 Schedule of Fees and Charges, the following applies:

Details	Cost
Facility Hire (Commercial and Other Agencies)	\$320.00
Bond (refundable bond that is held \$250)	\$250.00

An annual bond of \$250 is to be held by the Shire of Brookton, for the numerous events they propose to host. Waiving the facility hire fee for this event will result in a reduction of revenue of \$320.00.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

Specifically, the proposal relates to:

*Function 24 Community Support*

*Action 24.1 – Support community group activities*

**Comment:**

Given that this initiative is beneficial to young community members, it is recommended that Council waive the WA Eva Pavilion fee for the Institute of Indigenous Wellbeing and Sport event being held on Thursday 14 July 2022.

**OFFICER'S RECOMMENDATION**

*That Council waive the \$320.00 charge hire of the WB Eva Pavilion for the Institute of Indigenous Wellbeing and Sport to host their event scheduled for Thursday 14 July 2022.*

*(Absolute Majority vote required)*

**Attachments**

Attachment 13.06.22.01A – Email received from Institute of Indigenous Wellbeing and Sport





Institute of Indigenous Wellbeing and Sport  
Parmelia House, Gilmore Avenue  
Kwinana WA 6167  
Email: admin@iiswswa.org.au  
ABN: 51 051 399 025

10 June 2022

**RE: Fee Exemption for Venue Hire**

I am writing to request \$0 fee for the use of the WB Eva pavilion on the 14 July 2022 to allow us to deliver a Regional School Holiday Program on behalf of the Institute of Indigenous Wellbeing and Sport of WA (formerly known as Nyoongar Wellbeing and Sports WA).

We target regional towns and communities across WA and have found that this diversionary program provides displaced youth with a form of entertainment and cultural exposure over the school holiday period. Our team deliver cultural education through arts, sports and yarning programs, and in previous sessions delivered education on message sticks and Dreamtime stories. Our team work with the local Shires to give the community a safe and fun day, with each session running for 3 hours a day and a healthy meal also provided.

One of our main components involves the delivery of Traditional Indigenous Games. Participants learn the name of the Traditional Indigenous Game, its history, who traditionally played it, and then get to play it knowing it's importance to Indigenous culture. These games are adapted to be suitable for children.

We aim to engage young people and help to build their physical health and emotional well-being and aim to provide young people with valuable life skills to assist them to make more effective life choices. We hope to encourage young people to avoid participating in anti-social and self-limiting behaviour, and instead live goal directed, positive and enhanced lifestyles. I will provide two employees to deliver this program at your centre and provide food and water for those that attend.

Without this program, there is a higher risk for these young people to commit offending behaviour as a result of boredom, family stress and lack of engagement with their local communities. Aboriginal young people are often excluded from participating in mainstream recreational activities for a range of reasons including such things as high costs, lack of transport, lack of family support and feelings of alienation. The aim of this program is to attract as many young people as we can to reduce the risk of anti-social behaviour in the community.

I am requesting your contribution of the venue hire in kind to support the delivery of this program and look forward to hearing from you.

Yours sincerely,



Ethan Chadd  
Programs Manager

**14.06.22 CORPORATE SERVICES REPORTS****14.06.22.01 BUDGET AMENDMENT: YOUTH PRECINCT & MEN'S SHED/ COMMUNITY GARDEN BUILDING****File No:**

<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer have no 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 2021/22 budget amendment to undertake the completion of the Youth Precinct Nature Play Area on Reserve 43158 (flying fox and adaptive swing), Youth Shed and Men's Shed/Community Garden Building.

**Description of Proposal:**

The Shire of Brookton received funding through the Local Roads and Community Infrastructure Program – Phase 1. The above projects were not completed in full in 2020/21 and therefore require a budget allocation for completion in the 2021/22 financial year.

**Background:**

Savings have been identified in Schedule 14 Other Property and Services under GL E142010.311 PW-OH Employee Costs – Training. The proposed works were not included in the 2021/22 draft Budget with a required allocation by the Shire of Brookton for project completion of \$10,900. Adoption of the recommendation will result in a zero impact to the Shire's budgeted net current position.

<b>Project</b>	<b>Details</b>	<b>Cost</b>
Mens Shed/Community Garden Building - MSCGCAP	2 x single sinks and left and right bench, electrical – weatherproof power point and fan in kitchen/meeting room	\$3,485.00
Youth Precinct – Youth Shed	4 x roof flumes, 1 x sink and left and right bench and splashback	\$2,900.00
Youth Precinct Nature Play Area	Flying Fox and Adaptive Swing additional excavation works, soft fall and final assembly	\$4,515.00
<b>Total:</b>		<b>\$10,900.00</b>

**Consultation:**

Consultation was undertaken with the Building Maintenance Officer.

**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 are no policy implications

**Financial Implications:**

There are no impacts on the adopted 2021/22 Budget.

**Risk Assessment:**

The risk in relation to this matter is assessed as 'Medium'. Failure to reallocate the funds to the project may result in reputational risk with community complaints.

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

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

**Community & Strategic Objectives:**

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

Specifically, this funding payment aligns to:

*Function 18 – Financial Management*

*Action 18.1 – Prepare annual budget/conduct statutory budget review*

**Comment:**

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

**OFFICER'S RECOMMENDATION**

***That Council reallocates \$10,900 from E142010.311 in the 2021/22 Budget to the following projects:***

- a) Men's Shed/Community Garden Building     \$3,485.00***
- b) Youth Precinct – Youth Shed                     \$2,900.00***
- c) Youth Precinct Nature Play Area                 \$4,515.00***

*(Absolute Majority Vote required)*

## 14.06.22.02 ADOPTION OF STRATEGIC RESOURCE PLAN 2022/2023 – 2036/2037

<b>File No:</b>	FIN009A
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer have no interest in this matter.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

Council is requested to adopt the Strategic Resource Plan (SRP) 2022/23 to 2036/37. The SRP combines the Long Term Financial Plan (LTFP) and the Asset Management Plan (AMP) into one document and guides the allocation of resources over the next fifteen years to meet our strategic outcomes and objectives.

### Description of Proposal:

The SRP relies on the most current information available for known revenue and expenditure. Future forecasting processes use estimates carefully, to be as accurate, reliable and easily understood as possible. The level of accuracy from assumptions within the Strategic Resource Plan is more likely in the first four years. Later years (5-15) will have a higher reliance on assumptions and subjectivity to variables. The ability to accurately forecast over a long period is likely to be hampered by uncertainties such as the availability of grant funding, fluctuating interest rates, economic trends, as well as demographic change.

The following assumptions and key items are included within the Plan:

- Inflation forecasts of 5.00% in the medium term of years 1 - 3, then 2.5% have been applied.
- Rate Revenue is forecast to increase 1% over inflation at 6% for years 1 - 3 and at 3.5% for the duration of the Plan. This will allow the long term financial stability of Council.
- Employee expenses have been increased in line with inflation at 5% for years 1-3 and 2.5% thereafter.
- Expenditure is forecast to increase in line with inflation with the exception of depreciation expenses which is impacted by the addition of assets over the term of the plan. Planned renewal for assets is at a lower level than they are depreciating over the term of the plan.
- New debenture of \$600,000.00 is proposed in year 1 of the plan for Infrastructure – Sewerage, with capacity to further increase borrowings from 2028/29.

The SRP demonstrates, that with prudent financial planning, monitoring of rating capacity, and careful assessment of priorities, the Shire of Brookton will be able to achieve and maintain a sound financial position in the long term.

### Background:

The SRP is a fifteen-year rolling plan that aligns with the Corporate Business Plan to activate the Strategic Community Plan priorities. From these processes, annual budgets that are aligned with strategic objectives are developed.

The purpose of a SRP is to guide the future direction of Council in a financially sustainable manner. It is designed as a 'high-level' summarised document focusing on the future planning of Council's financial operations, particularly in relation to key components such as rate increases, service levels to the community, asset renewal, reserves and loans.

The SRP provides direction for both the Shire’s long term capital investment planning and its operating capacity, indicating long-term financial sustainability and allowing early identification of financial issues and their longer-term impacts. It also shows the linkages between specific plans and strategies and enhances the transparency and accountability of the Council to the community.

Forecasting a long-term financial position helps to quantify the future impacts of current decisions and identify the available options to close the gap between revenues and expenditure. It informs decision-making and priority setting and assists in the management of the local government’s response to community growth. It also assists the management of cashflow and funding requirements, as well as community assets and financial risk.

**Consultation:**

Internal consultation has occurred with the executive team, Moore Australia and through briefings with elected members.

**Statutory Environment:**

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to plan for the future of the district.

**Relevant Plans and Policy:**

There are no policy implications.

**Financial Implications:**

The Plan outlines a clear approach for the delivery of services into the future. Year 1 of the Strategic Resource Plan will be the basis for the 2022/23 Budget.

**Risk Assessment:**

The risk in relation to this matter is assessed as ‘Medium’.

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

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

**Community & Strategic Objectives:**

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

Specifically, this funding payment aligns to:

*Function 3 – Integrated Planning and Reporting*

*Action 3.4 – Review Long Term Financial Plan*

**Comment:**

The Strategic Resource Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council’s financial sustainability.

**OFFICER’S RECOMMENDATION**

***That Council adopts the Shire of Brookton strategic Resource Plan 2022/23 – 2036/37 as included at Attachment 14.06.22.02A provided under separate cover.***

*(Simple Majority vote required)*

**Attachments** – (provided under separate cover)

**Attachment 14.06.22.02A – Shire of Brookton Draft Strategic Resource Plan 2022 - 2037**

**14.06.22.03 SHIRE OF BROOKTON DRAFT 2022/23 FEES AND CHARGES**

<b>File No:</b>	FIN006C
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Item presented to council for consideration of the Shire of Brookton 2022/23 Draft Fees & Charges.

**Description of Proposal:**

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

A review of Annual Fees and Charges was undertaken on the premise of a 2.5% (rounded) increase which is inconsistent with the Shire of Brookton Long Term Financial Plan assumptions at 5.00%.

To reflect the actual scope of the Shire of Brookton's operations, with a fee and charge included in the budget for all charges made by the Shire of Brookton.

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

New Fees and Charges are as follows:

<b>Schedule 10 – Community Amenities</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Rubbish Service Charge	Now required to be in Fees & charges under the Waste Avoidance and Resource Recovery Act 2007	Council	Exempt	\$384.00
Refuse Site Rate - UV	Now required to be in Fees & charges under the Waste Avoidance and Resource Recovery Act 2007	Council	Exempt	\$60.00
Refuse Site Rate - GRV	Now required to be in Fees & charges under the Waste Avoidance and Resource Recovery Act 2007	Council	Exempt	\$60.00



<b>Schedule 13 - Economic Services</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Caravan Club - powered site - per van	To allow for more efficient booking times	Council	\$2.36	\$26.00
Caravan Park - Cancellation Fees - Chalets		Council	GST Included	1 Nights accommodation costs
Caravan Park - Chalet Cleaning/damage (extra cleaning required) - Per 15 minutes or part thereof		Council	\$2.09	\$23.00
Caravan Park - Chalet Cleaning/damage (extra cleaning required) - Minimum		Council	\$4.55	\$50.00
Caravan Park - Chalet Items: broken/ damaged/ replacement		Council	GST Included	Cost plus 20%
After hours call out fee (lost key etc.)		Council	\$8.18	\$90.00

<b>Brookton Community Resource Centre</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>22/23 Fee</b>
Advertising Rates – Telegraph - B&W - Full Page	Council taking over management and operations 01/07/22	Council	\$3.64	\$40.00
Advertising Rates – Telegraph - B&W – Half Page	Council taking over management and operations 01/07/22	Council	\$2.27	\$25.00
Advertising Rates – Telegraph - B&W - Quarter Page	Council taking over management and operations 01/07/22	Council	\$1.36	\$15.00
Colour advertising (any size)	Council taking over management and operations 01/07/22	Council	\$6.82	\$75.00
Colour advertising (any size) Community Group	Council taking over management and operations 01/07/22	Council	\$4.09	\$45.00
Club Notes - Max 2 Pages B&W	Council taking over management and operations 01/07/22	Council	N/A	No charge
B & W Business Card - 12 Months, 24 Editions	Council taking over management and operations 01/07/22	Council	\$7.73	\$85.00
Yearly Subscription - Includes P&H	Council taking over management and operations 01/07/22	Council	\$10.00	\$110.00
Facebook Post	Council taking over management and operations 01/07/22	Council	\$2.27	\$25.00
Printing & Administration Services - B&W Single Sided - A4	Council taking over management and operations 01/07/22	Council	\$0.04	\$0.45
Printing & Administration Services - B&W Single Sided – A3	Council taking over management and operations 01/07/22	Council	\$0.06	\$0.65
Printing & Administration Services - B&W Double Sided – A4	Council taking over management and operations 01/07/22	Council	\$0.06	\$0.65
Printing & Administration Services - B&W Double Sided – A3	Council taking over management and operations 01/07/22	Council	\$0.09	\$1.00
Printing & Administration Services – Colour Single Sided	Council taking over management and operations 01/07/22	Council	\$0.08	\$0.85

- A4				
Printing & Administration Services – Colour Single Sided – A3	Council taking over management and operations 01/07/22	Council	\$0.11	\$1.25
Printing & Administration Services – Colour Double Sided – A4	Council taking over management and operations 01/07/22	Council	\$0.11	\$1.25
Printing & Administration Services – Colour Double Sided – A3	Council taking over management and operations 01/07/22	Council	\$0.20	\$2.25
Photo Paper	Council taking over management and operations 01/07/22	Council	\$0.18	\$2.00
Laminating A4	Council taking over management and operations 01/07/22	Council	\$0.20	\$2.25
Laminating A3	Council taking over management and operations 01/07/22	Council	\$0.32	\$3.50
Binding Small (1-20pages)	Council taking over management and operations 01/07/22	Council	\$0.68	\$7.50
Binding Large (20+ pages)	Council taking over management and operations 01/07/22	Council	\$1.14	\$12.50
Folding Machine 100 pages	Council taking over management and operations 01/07/22	Council	\$1.36	\$15.00
VHS to DVD	Council taking over management and operations 01/07/22	Council	\$1.14	\$12.50
Community Directory A4	Council taking over management and operations 01/07/22	Council	\$0.91	\$10.00
Computer Services Usage 15 minutes	Council taking over management and operations 01/07/22	Council	\$0.23	\$2.50
Computer Services Usage 30 minutes	Council taking over management and operations 01/07/22	Council	\$0.45	\$5.00
Computer Services Usage 1 hour		Council	\$0.64	\$7.00
Room & Video Conference Hire Room 1 hour		Council	\$2.27	\$25.00
Room & Video Conference Hire Room full day		Council	\$4.55	\$50.00
Room & Video Conference Hire Room full day		Council	\$6.82	\$75.00
Room Hire with video conferencing 1 hour		Council	\$3.18	\$35.00
Room Hire with video conferencing half day	Council taking over management and operations 01/07/22	Council	\$5.45	\$60.00
Room Hire with video conferencing full day	Council taking over management and operations 01/07/22	Council	\$7.73	\$85.00
Equipment Hire Projector & Screen	Council taking over management and operations 01/07/22	Council	\$4.55	\$50.00
Equipment Hire PA System	Council taking over management and operations 01/07/22	Council	\$1.82	\$20.00
Equipment Hire Whiteboard	Council taking over management and operations 01/07/22	Council	\$1.82	\$20.00
Courses - Community Events, Training & Programs	Council taking over management and operations 01/07/22	Council		At cost +20%

Deleted Fees and charges are as follows

Schedule 4 - Governance	Comment	Statutory/ Council	GST	21/22 Fee
Reprint of Rates Notice		Council	Exempt D81	\$20.00
Building Plan Search Admin Fee		Council	\$1.45	\$16.00
Council and Committee Meeting Agenda and Minutes – Hard Copy – No Charge	To align with Hard Copy provided at Council Meetings at no charge.	Council	\$2.27	\$25.00

Schedule 13 – Economic Services	Comment	Statutory/ Council	GST	21/22 Fee
Long Term Residents	Council decision to no longer have long term residents at the park	Council	\$6.82 (5%)	\$150.00

**Background:**

Nil

**Consultation:**

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

**Statutory Environment:**

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

**6.16. Imposition of fees and charges**

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

*\* Absolute majority required.*

- 2) *A fee or charge may be imposed for the following —*
  - a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - b) *supplying a service or carrying out work at the request of a person;*
  - c) *subject to section 5.94, providing information from local government records;*
  - d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - e) *supplying goods;*
  - f) *such other service as may be prescribed.*

- 3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
  - a) *imposed\* during a financial year; and*
  - b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

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

- 1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
  - a) *the cost to the local government of providing the service or goods; and*

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

The recommendation that follows is consistent with the legislation requirements.

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

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

#### **Financial Implications:**

There are no known financial implications upon either the council’s current budget or long term financial plan.

#### **Risk Assessment:**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the 2022/23 Draft Fees and Charges, the organisation will have reduced income.

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

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

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

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

18 Financial Control

18.1 Prepare annual budget/conduct statutory budget reviews.

**Comment**

It is appropriate that Council gives consideration to the draft fees and charges for 2022/23 to allow the 2022/23 draft budget to be prepared.

**OFFICER RECOMMENDATION**

***That Council pursuant to sections 6.16 and 6.17 of the Local Government Act 1995, endorses the 2022/2023 schedule of annual Fees and Charges as contained in Attachment 14.06.22.03A, noting the relevant legislative fees and charges be amended upon gazettal.***

*(Absolute Majority vote required)*

**Attachments**

**Attachment 14.06.22.03A – 2022/2023 Schedule of Annual Fees and Charges.**

SHIRE OF BROOKTON FEES AND CHARGES 2022/23												
Account Code	Statutory/ Council	Particulars	Unit	2022/23	GST	2022/23	2021/22	GST	2021/22	Recommended Change - 2.5 % as per LTFF	Comment for less or more than LTFF 2.5% Increase	Responsible Officer
<b>SCHEDULE 4 - GOVERNANCE</b>												
<b>PHOTOCOPYING FEES</b>												
<i>Statutory Documents No GST</i>												
<i>Other Charges Incl GST</i>												
I114010.139	C	Photocopying	Per A4 Sheet (Strictly Library Use Only)	\$1.05	\$0.10	\$1.15	\$1.00	\$0.10	\$1.10	\$1.15		D Sweeney
<b>OTHER ADMINISTRATION</b>												
I042010.139	C	Lost Keys	Per Key	\$56.36	\$5.64	\$62.00	\$54.55	\$5.45	\$60.00	\$62.00		D Sweeney
<b>RATES &amp; PROPERTY</b>												
I031020.108	C	Rates Account Enquiry (Orders & Requisitions)	per enquiry	Exempt- D81		\$158.85	\$0.00	Exempt- D81	\$155.00	\$158.85		T Brown
Added to Assessment	C	Rates Special Arrangement Administration Fee	per assessment	Exempt- D81		\$25.00	\$0.00	Exempt- D81	\$20.00	\$25.00		T Brown
I031020.109	C	Debt Recovery - Debt Clearance Letter	per enquiry	\$51.23	\$5.12	\$56.35	\$50.00	\$5.00	\$55.00	\$56.35		T Brown
I031020.109	C	Reprint of Rates Notice	Per copy	Exempt- D81		\$0.00	\$0.00	Exempt- D81	\$20.00	\$0.00	Remove	T Brown
I031020.109	C	Building Plan Search Admin Fee	per enquiry	\$0.00	\$0.00	\$0.00	\$14.55	\$1.45	\$16.00	\$0.00	Remove	D Chard
I042010.139	C	Rate Book (Printed or Electronic) * Before purchase a statutory declaration must be made stating that it will not be copied, used for any commerical purpose, and/or provided to any other person	per roll	\$83.86	\$8.39	\$92.25			\$90.00	\$92.25		T Brown
I031020.109	C	Certificate of Title Search Fee	per enquiry	GST Included		At Cost		Yes	At Cost	At Cost		T Brown
<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>												
<i>Statutory - Freedom of Information Regulations 1993 Sch 1</i>												
I042010.139	S	Application Fee	Per application	Exempt- D81		\$30.00		Exempt- D81	\$30.00	\$30.00		
I042010.139	S	Staff Time dealing with FOI application	Per Hour (pro rata)	Exempt- D81		\$30.00		Exempt- D81	\$30.00	\$30.00		
I042010.139	S	Photocopying for FOI Applications	Per A4 page	Exempt- D81		\$0.20		Exempt- D81	\$0.20	\$0.20		
I042010.139	S	Charge for delivery, packaging and postage	Per application	Exempt- D81		Actual cost		Exempt- D81	Actual Cost	Actual cost		D Sweeney
	C	Council and Committee Meeting Agendas and Minutes	By email	N/A		No Charge		N/A	No Charge	No Charge		D Sweeney
	C		Hard copy	N/A		No Charge	\$22.73	\$2.27	\$25.00	No Charge		D Sweeney

	C		Hard Copy at Council Meeting	N/A		No Charge			No Charge	No Charge		D Sweeney
<b>SCHEDULE 5 - LAW, ORDER AND PUBLIC SAFETY</b>												
<b>Offences against the Bush fires Act (Bush Fire Act 1954)</b>												
I051010.117	S	Infringement		Exempt- D81		\$250.00		Exempt- D81	\$250.00	\$250.00		
I051010.118	C	Installation of Fire Break	Cost Recovery	GST Included		Cost Recovery		GST Included	Cost Recovery	Cost Recovery		
I051010.118	C	Hazard Reduction Burns	Per Hour	\$172.73	\$17.27	\$190.00	\$167.27	\$16.73	\$184.00	\$190.00		S Spencer/J Carrall
<b>ANIMAL CONTROL</b>												
<b>DOG REGISTRATION LICENSE FEES</b>												
<i>All registrations expire on 31 October each year</i>												
<b>Statutory – Dog Act 1976 – Dog Regulations 2013</b>			Registrations paid after 31 May each year are discounted by 50%									
I052010.111	S	Unsterilised Dog	1 year	Exempt- D81		\$50.00	\$50.00	Exempt- D81	\$50.00	\$50.00		
I052010.111	S		3 Year	Exempt- D81		\$120.00	\$20.00	Exempt- D81	\$120.00	\$120.00		
I052010.111	S		For Life	Exempt- D81		\$250.00	\$120.00	Exempt- D81	\$250.00	\$250.00		
I052010.111	S	Sterilised Dog	1 year	Exempt- D81		\$20.00	\$42.50	Exempt- D81	\$20.00	\$20.00		
I052010.111	S		3 Year	Exempt- D81		\$42.50	\$250.00	Exempt- D81	\$42.50	\$42.50		
I052010.111	S		For Life	Exempt- D81		\$100.00	\$100.00	Exempt- D81	\$100.00	\$100.00		
I052010.111	S	Unsterilised Working Dog	1 year	Exempt- D81		\$12.50	¼ of Registration Fee	Exempt- D81	\$12.50	\$12.50		
I052010.111	S		3 Year	Exempt- D81		\$30.00	½ of Registration Fee	Exempt- D81	\$30.00	\$30.00		
I052010.111	S	Sterilised Working Dog	1 year	Exempt- D81		\$5.00		Exempt- D81	\$5.00	\$5.00		
I052010.111	S		3 Year	Exempt- D81		\$10.63		Exempt- D81	\$10.63	\$10.63		
I052010.111	S	Working Dogs (droving or caring for stock)	For Life	Exempt- D82 81		25% (of the fee that would otherwise be payable) of Full Registration	\$90.91	Exempt- D82 81	25% (of the fee that would otherwise be payable) of Full Registration	25% (of the fee that would otherwise be payable) of Full Registration		
I052010.111	S	Dog Registration Concessions: Pensioner Concession Card Holders - Half Fee	Entitled to a discount of 50% of registration fees	Exempt- D81				Exempt- D81				
I052010.111	S	Application to keep more than 2 dogs		Exempt- D81		\$124.00	\$0.00	Exempt- D81	\$124.00	\$124.00		

DOG IMPOUND FEES												
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>										
I052010.117	C	- seizure and impounding of dog		\$93.64	\$9.36	\$103.00	\$90.91	\$9.09	\$100.00	\$103.00		K Freeman
I052010.117	C	- maintenance of dog in pound	Per day of part thereof - weekday	\$39.09	\$3.91	\$43.00	\$36.36	\$3.64	\$40.00	\$43.00		K Freeman
I052010.117	C		Per day of part thereof - weekend	\$120.91	\$12.09	\$133.00	\$118.18	\$11.82	\$130.00	\$133.00		K Freeman
I052010.117	C	- destruction of dog		\$111.82	\$11.18	\$123.00	\$109.09	\$10.91	\$120.00	\$123.00		K Freeman
		(Dogs will not be released from the pound unless licence and pound fees paid)										
I052010.117	C	- Surrender of Dog		N/A		NIL			NIL	NIL		K Freeman
I052010.111	S	Kennel Fees (as per s27 of the Dog Act)	Per Establishment	Exempt- D81		\$200.00	\$181.82	\$18.18	\$200.00	\$200.00		
I052010.117	S	Modified Penalties as per Shire of Brookton Dogs Local Law 2001	Penalties listed individually	Exempt- D81								
CAT REGISTRATION FEES												
		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>	<b>All Cats Must be Sterilised (except breeding cats)</b>									
I052010.111	S	Cat - Sterilised	1 year	Exempt- D81		\$20.00		Nil	\$20.00	\$20.00		
I052010.111	S		3 Year	Exempt- D81		\$42.50		Nil	\$42.50	\$42.50		
I052010.111	S		For Life	Exempt- D81		\$21.25		Nil	\$21.25	\$21.25		
I052010.111	S	Approval to Breed Cats	Per breeding cat (male or female)	Exempt- D81		\$100.00		Nil	\$100.00	\$100.00		
		<b>Cat Registrations: Pensioner (Holding concession card)</b>	<b>Entitled to a discount of 50% of registration fees</b>									
I052010.111	S	Registration after 31 May in any year, for that registration year		Exempt- D81		50% of fee payable otherwise		Nil	50% of fee payable otherwise	50% of fee payable otherwise		
I052010.111	S	Annual registration for approval or renewal of approval to breed cats (per cat)		Exempt- D81		\$100.00		Nil	\$100.00	\$100.00		



**SCHEDULE 7 - Health**

**Statutory - Food Act 2008, Food Regulations 2009**

I072010.139	C	Food Business/Premises Registration (Food Act s.140)	Per Registration	Exempt- D81		\$115.00	\$52.00	Exempt- D81	\$100.00	\$115.00	To bring in line with other Wheatbelt LGs (Narrogin)	D Chard
I072010.139	C	Food Inspections - Annual Fee	Annual Fee	Exempt- D81		\$115.00	\$140.00	Exempt- D81	\$70.00	\$115.00	To bring in line with other Wheatbelt LGs (Narrogin)	D Chard
I072010.139	C	Lodging House Registration Fee	Per Registration	\$186.36	\$18.64	\$205.00	\$181.82	\$18.18	\$200.00	\$205.00		D Chard
I072010.139	C	Lodging House Inspection Fee	Annual Fee	\$113.64	\$11.36	\$125.00	\$109.09	\$10.91	\$120.00	\$125.00		D Chard
I072010.139	C	Skin Penetration/Tattoo Establishment Registration Fees	Per Registration	\$236.36	\$23.64	\$260.00	\$227.27	\$22.73	\$250.00	\$260.00	Rounding	D Chard
I072010.139	C	Skin Penetration/Tattoo Establishment Annual Inspection Fees	Annual Fee	\$186.36	\$18.64	\$205.00	\$181.82	\$18.18	\$200.00	\$205.00	Rounding \$3.75	D Chard
I072010.139	C	Piggery Registration Fee	Per Registration	\$236.36	\$23.64	\$260.00	\$227.27	\$22.73	\$250.00	\$260.00	0	D Chard
I072010.139	C	Piggery Annual Inspection Fee	Annual Fee	\$186.36	\$18.64	\$205.00	\$181.82	\$18.18	\$200.00	\$205.00	Rounding \$3.75	D Chard
I072010.139	C	Offensive Trade Registration Fee	Per Registration	\$281.82	\$28.18	\$310.00	\$272.73	\$27.27	\$300.00	\$310.00	0	D Chard
I072010.139	C	Offensive Trade Annual Inspection Fee	Annual Fee	\$236.36	\$23.64	\$260.00	\$227.27	\$22.73	\$250.00	\$260.00	Rounding \$2.50	D Chard
I072010.139	C	Pop-Up Shop Fee	Per Day	\$10.00	\$1.00	\$11.00	\$9.09	\$0.91	\$10.00	\$11.00	Rounding \$3.75	D Chard
I072010.139	C	Pop-Up Shop Fee	Annual Fee	\$113.64	\$11.36	\$125.00	\$100.00	\$10.00	\$110.00	\$125.00	Rounding \$0.75	D Chard

**SCHEDULE 09 - Housing**

**Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2**

I091010.126	C	Private Rental of Shire Housing	Per Market Rental			Market Rental			Market Rental	Market Rental		A Craig
I092010.126	C	Rental rates for self contained unit per night (min 2 nights)	Per night - min 2 nights	\$84.55	\$8.45	\$93.00	\$81.82	\$8.18	\$90.00	\$93.00		A Craig
SUNDRY DEBTORS	C	Building Maintenance Fee *	Per Hour Plus Materials @ Cost	\$84.55	\$8.45	\$93.00	\$82.73	\$8.27	\$91.00	\$93.00		A Craig
		*(Private works for community groups, not for profit organisations and Shire service providers)										

**SCHEDULE 10 - COMMUNITY AMENITIES**

**TOWN PLANNING**

**Fees for planning services - refer to WA Planning Commission Fees @ 1/7/2018**

I104010.129	S	Determination of Development Application	< or = \$49,999 value			\$147.00			\$147.00	\$147.00		
I104010.129	S		>\$50,000 and < or = \$499,999			0.32% of estimated development cost			0.32% of estimated development cost	0.32% of estimated development cost		
I104010.129	S		>\$500,000 and < or = \$2.49M	Exempt- D81		\$1,700.00 + 0.257% for every \$1 >\$500,001		Exempt- D81	\$1,700.00 + 0.257% for every \$1 >\$500,001	\$1,700.00 + 0.257% for every \$1 >\$500,001		
I104010.129	S		>\$2.5M and <\$4.99M	Exempt- D81		\$7,161.00 + 0.206% for every \$1 >\$2.5M		Exempt- D81	\$7,161.00 + 0.206% for every \$1 >\$2.5M	\$7,161.00 + 0.206% for every \$1 >\$2.5M		
I104010.129	S		>\$5M and < or = \$21.49M	Exempt- D81		\$12,633.00 + 0.123% for every \$1 >\$5M		Exempt- D81	\$12,633.00 + 0.123% for every \$1 >\$5M	\$12,633.00 + 0.123% for every \$1 >\$5M		
I104010.129	S		>\$21.5M	Exempt- D81		\$34186.00		Exempt- D81	\$34186.00	\$34186.00		
I104010.129	S	Determination of Development Application where the development has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee		Exempt- D81	Applicable fee plus an additional penalty that is twice the applicable fee	Applicable fee plus an additional penalty that is twice the applicable fee		
I104010.129	S	Determination of an Extractive Industry Application		Exempt- D81		\$739.00		Exempt- D81	\$739.00	\$739.00		
I104010.129	S	Determination of an Extractive Industry Application where the development has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee		Exempt- D81	Applicable fee plus an additional penalty that is twice the applicable fee	Applicable fee plus an additional penalty that is twice the applicable fee		
I104010.129	S	Provision of a Subdivision Clearance	< or = 5 lots	Exempt- D81		\$73.00 per lot		Exempt- D81	\$73.00 per lot	\$73.00 per lot		
I104010.129			> 5 lots and < or = 195 lots	Exempt- D81		\$73.00 per lot for first 5 lots then \$35.00 per lot		Exempt- D81	\$73.00 per lot for first 5 lots then \$35.00 per lot	\$73.00 per lot for first 5 lots then \$35.00 per lot		
I104010.129	S		> 195 lots	Exempt- D81		\$7393.00		Exempt- D81	\$7393.00	\$7393.00		
I104010.129	S	Application for Approval of Home Occupation	Initial Fee	Exempt- D81		\$222.00		Exempt- D81	\$222.00	\$222.00		
I104010.129	S		Renewal Fee	Exempt- D81		\$73.00		Exempt- D81	\$73.00	\$73.00		
I104010.129	S	Application for Approval of Home Occupation where home occupation has commenced	Initial Fee	Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee		Exempt- D81	Applicable fee plus an additional penalty that is twice the applicable fee	Applicable fee plus an additional penalty that is twice the applicable fee		
I104010.129	S		Renewal Fee	Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee		Exempt- D81	Applicable fee plus an additional penalty that is twice the applicable fee	Applicable fee plus an additional penalty that is twice the applicable fee		

I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out		Exempt- D81		\$295.00		Exempt- D81	\$295.00	\$295.00			
I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee		Exempt- D81	Applicable fee plus an additional penalty that is twice the applicable fee	Applicable fee plus an additional penalty that is twice the applicable fee			
I104010.129	S	Issue of Zoning Certificate		Exempt- D81		\$73.00		Exempt- D81	\$73.00	\$73.00			
I104010.129	S	Reply to Property Settlement Questionnaire		Exempt- D81		\$73.00		Exempt- D81	\$73.00	\$73.00			
I104010.129	S	Issue of Written Planning Advice		Exempt- D81		\$73.00		Exempt- D81	\$73.00	\$73.00			
I104010.129	C	Local Planning scheme amendment proposals and structure plans	Basic		\$2518.18	\$251.82	\$2770.00	\$2454.55	\$245.45	\$2700.00	\$2770.00	Rounding \$2.50	D Chard
I104010.129	C		Standard		\$2981.82	\$298.18	\$3280.00	\$2909.09	\$290.91	\$3200.00	\$3280.00	-	D Chard
I104010.129	C		Complex		\$4286.36	\$428.64	\$4715.00	\$4181.82	\$418.18	\$4600.00	\$4715.00	-	D Chard
I104010.129	C	Extractive Industry Licence	Initial Application	Exempt- D81		\$490.00		Exempt- D81	\$477.00	\$490.00	Rounding \$1.075	D Chard	
I104010.129	C		Renewal Application	Exempt- D81		\$245.00		Exempt- D81	\$239.00	\$245.00	Rounding \$0.025	D Chard	
I104010.129	C		Annual Fee	Exempt- D81		\$125.00		Exempt- D81	\$120.00	\$125.00	Rounding \$2	D Chard	
I104010.129	C	Permanent Road Closure Process	Per Closure Process		\$236.36	\$23.64	\$260.00	\$227.27	\$22.73	\$250.00	\$260.00	Rounding \$3.75	D Chard

CEMETERY												
I105010.115	C	Funeral Director's Licence (Annual)		Exempt- D81		\$108.00		Exempt- D81	\$105.00	\$108.00	Rounding	K Freeman
I105010.115	C	Single funeral permit		Exempt- D81		\$77.00		Exempt- D81	\$75.00	\$77.00	Rounding	K Freeman
I105010.115	C	Application for Monumental Mason's Licence		Exempt- D81		\$77.00		Exempt- D81	\$75.00	\$77.00	Rounding	K Freeman
I105010.115	C	Interment	Monday to Friday	\$759.09	\$75.91	\$835.00	\$740.91	\$74.09	\$815.00	\$835.00	Rounding	K Freeman
I105010.115	C		Weekend/Public Holidays/RDOs	\$1141.82	\$114.18	\$1256.00	\$1113.64	\$111.36	\$1225.00	\$1256.00	Rounding	K Freeman
I105010.115	C	Re-opening Grave with a Headstone (over and above interment charge) Note: headstones & Monuments MUST be removed before grave re-opening.	Council will not remove headstones/monuments.	\$475.45	\$47.55	\$523.00	\$463.64	\$46.36	\$510.00	\$523.00	Rounding	K Freeman
I105010.115	C	Interment of Ashes in Grave (over and above re-opening grave with headstone)		\$153.64	\$15.36	\$169.00	\$150.00	\$15.00	\$165.00	\$169.00	Rounding	K Freeman
I105010.115	C	Purchase of Grant of Right of Burial	Valid for 25 years	\$153.64	\$15.36	\$169.00	\$150.00	\$15.00	\$165.00	\$169.00	Rounding	K Freeman
I105010.115	C	Permission to Erect headstone		\$85.45	\$8.55	\$94.00	\$83.64	\$8.36	\$92.00	\$94.00	Rounding	K Freeman
I105010.115	C	Exhumation fee		\$475.45	\$47.55	\$523.00	\$463.64	\$46.36	\$510.00	\$523.00	Rounding	K Freeman
I105010.115	C	Application for Pre-Need Grant Right of Burial	Valid for 25 years	\$153.64	\$15.36	\$169.00	\$150.00	\$15.00	\$165.00	\$169.00	Rounding	K Freeman
<b>Niche Wall</b>												
I105010.115	C	Interment - single compartment		\$152.73	\$15.27	\$168.00	\$149.09	\$14.91	\$164.00	\$168.00	Rounding	K Freeman
I105010.115	C	Interment - double compartment (1st Interment)		\$295.45	\$29.55	\$325.00	\$288.18	\$28.82	\$317.00	\$325.00	Rounding	K Freeman
I105010.115	C	Interment - double compartment (2nd Interment)		\$150.91	\$15.09	\$166.00	\$147.27	\$14.73	\$162.00	\$166.00	Rounding	K Freeman
I105010.115	C	Ashes removal - exhumation		\$150.91	\$15.09	\$166.00	\$147.27	\$14.73	\$162.00	\$166.00	Rounding	K Freeman
I105010.115	C	Reservation of Niche	Valid for 25 years	\$150.91	\$15.09	\$166.00	\$147.27	\$14.73	\$162.00	\$166.00	Rounding	K Freeman

REFUSE/RUBBISH DISPOSAL												
I101010.120	C	Replacement Bin		GST Included		At cost		GST Included	At cost			GSW rate
I101010.120	C	General Waste	Per tonne	\$31.82	\$3.18	\$35.00	\$30.91	\$3.09	\$34.00	\$35.00		L Vidovich
I101010.120	C	Green Waste	Per tonne	\$31.82	\$3.18	\$35.00	\$30.91	\$3.09	\$34.00	\$35.00		L Vidovich
I101010.120	C	Asbestos burial	Per tonne	\$76.36	\$7.64	\$84.00	\$74.55	\$7.45	\$82.00	\$84.00		L Vidovich
I101010.120	C	Asbestos burial	Minimum disposal cost	\$76.36	\$7.64	\$84.00	\$74.55	\$7.45	\$82.00	\$84.00		L Vidovich
I101010.120	C	Building rubble	Per tonne	\$31.82	\$3.18	\$35.00	\$30.91	\$3.09	\$34.00	\$35.00		L Vidovich
I101010.120	C	Car bodies	Each	\$31.82	\$3.18	\$35.00	\$30.91	\$3.09	\$34.00	\$35.00		L Vidovich
	C	Uncontaminated sand or fill				No Charge		N/A	No Charge	No Charge		L Vidovich
I101010.120	C	Disposal of septic waste (from within SoB boundaries)	Per 2000 litres or part thereof	\$65.45	\$6.55	\$72.00	\$63.64	\$6.36	\$70.00	\$72.00		L Vidovich
I101010.120	C	Disposal of septic waste (from outside of SoB boundaries)	Per 2000 litres or part thereof	\$280.00	\$28.00	\$308.00	\$272.73	\$27.27	\$300.00	\$308.00		L Vidovich
I101010.120	C	Contractor/Commercial/Government Agencies	Per m <sup>3</sup>	\$56.36	\$5.64	\$62.00	\$54.55	\$5.45	\$60.00	\$62.00		L Vidovich
I101010.120	C	Contractor/Commercial/Government Agencies	Per tonne	\$56.36	\$5.64	\$62.00	\$54.55	\$5.45	\$60.00	\$62.00		L Vidovich
I101010.120	C	Tip Access outside of opening hours (24 hrs notice)	Per Hour (min charge 1 hour)	\$102.73	\$10.27	\$113.00	\$100.00	\$10.00	\$110.00	\$113.00		L Vidovich
I101010.120	C	Trailer Mounted Skip Bin (for events)	Per Collection	\$23.64	\$2.36	\$26.00	\$22.73	\$2.27	\$25.00	\$26.00		L Vidovich
I101010.120	C	Cardboard Recycle Bins	Per Collection	\$102.73	\$10.27	\$113.00	\$100.00	\$10.00	\$110.00	\$113.00		L Vidovich
I101010.120	C	Townsite Residential Bulk Rubbish Pickup Service **				\$56.00	\$50.00	\$5.00	\$55.00	\$56.00		L Vidovich
Rates	C	Rubbish Service Charge				\$384.00			\$375.00	\$384.00		T Brown
Rates	C	Refuse Site Rate - UV				\$60.00			\$59.00	\$60.00		T Brown
Rates	C	Refuse Site Rate - GRV				\$60.00			\$59.00	\$60.00		T Brown
I102010.139	S	Application to install waste water treatment system	per application	Exempt- D81		\$118.00		Exempt- D81	\$118.00	\$118.00		
I102010.139	S	Permit to use waste water treatment system	per application	Exempt- D81		\$118.00		Exempt- D81	\$118.00	\$118.00		

**SCHEDULE 11 - RECREATION AND CULTURE**

**Playgroup**

I111012.116	C	Playgroup (\$20 x 30 Sessions)*	Per Annum	\$559.09	\$55.91	\$615.00	\$545.45	\$ 54.55	\$600.00	\$615.00		D Sweeney
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\* Playgroup hire fees include Pavilion use only (not Oval/Courts/Change rooms etc)

**PUBLIC BUILDING HIRE FEES - Per Council Policy 2.25 Hall Hire & 2.24 Fees and Charges for Community Facilities and Active Reserves**

**Commercial** - are activities run by private companies - this includes CBH, Silverchain and Baptistcare (includes MRWA, Wheatbelt Dev Comm, the School/Education Department etc)

**Private Functions** - are functions organised by individuals - birthday parties, funerals etc.

**Community Groups** - are groups that are run by volunteer committees .

**Bonds (Refundable)**

I013010.134	C	Bond - No Alcohol		N/A		\$250.00		N	\$250.00	\$250.00		D Sweeney
I013010.134	C	Bond - With Alcohol		N/A		\$500.00			\$500.00	\$500.00		D Sweeney
I111011.116	C	Clean/Damage Cost Recovery (per Policy 2.25)	at cost plus 15% admin fee	GST Included		Per Council policy		GST Included	Per Council policy	Per Council policy		D Sweeney

**MEMORIAL HALL**

		Entire Facility										
I111011.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$236.36	\$23.64	\$260.00	\$227.27	\$ 22.73	\$250.00	\$260.00		D Sweeney
I111011.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$140.91	\$14.09	\$155.00	\$136.36	\$ 13.64	\$150.00	\$155.00		D Sweeney
I111011.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$36.36	\$3.64	\$40.00	\$36.36	\$ 3.64	\$40.00	\$40.00		D Sweeney
I111011.116	C	Community Group	Flat Hourly Rate	\$5.45	\$0.55	\$6.00	\$5.45	\$ 0.55	\$6.00	\$6.00		D Sweeney

**OLD BOWLING CLUB**

I111010.116	C	Community Group	Flat Hourly Rate	\$10.00	\$1.00	\$11.00	\$9.09	\$ 0.91	\$10.00	\$11.00		D Sweeney
I111010.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$54.55	\$5.45	\$60.00	\$52.73	\$ 5.27	\$58.00	\$60.00		D Sweeney

**WB EVA PAVILION**

	C	Entire Facility (Excluding the Gymnasium)										
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$300.00	\$30.00	\$330.00	\$290.91	\$ 29.09	\$320.00	\$330.00		D Sweeney
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$150.00	\$15.00	\$165.00	\$145.45	\$ 14.55	\$160.00	\$165.00		D Sweeney
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$54.55	\$5.45	\$60.00	\$52.73	\$ 5.27	\$58.00	\$60.00		D Sweeney
I111012.116	C	Community Group	Flat Hourly Rate	\$10.00	\$1.00	\$11.00	\$9.09	\$ 0.91	\$10.00	\$11.00		D Sweeney

Community Room (Northern end of Pavilion) - Shared Use of Kitchen												
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$109.09	\$10.91	\$120.00	\$107.27	\$ 10.73	\$118.00	\$120.00		D Sweeney
I111012.116	C	Commercial/State Government & Other Agencies	Flat Hourly Rate	\$23.64	\$2.36	\$26.00	\$22.73	\$ 2.27	\$25.00	\$26.00		D Sweeney
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$50.00	\$5.00	\$55.00	\$49.09	\$ 4.91	\$54.00	\$55.00		D Sweeney
I111012.116	C	Private Function	Flat Hourly Rate	\$11.82	\$1.18	\$13.00	\$11.82	\$ 1.18	\$13.00	\$13.00		D Sweeney
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$19.09	\$1.91	\$21.00	\$19.09	\$ 1.91	\$21.00	\$21.00		D Sweeney
I111012.116	C	Community Group	Flat Hourly Rate	\$3.64	\$0.36	\$4.00	\$2.73	\$ 0.27	\$3.00	\$4.00		D Sweeney
RECREATION GROUND OVAL												
I113010.116	C	Hire of Oval per day (up to 24hrs)	Flat Daily Rate	\$127.27	\$12.73	\$140.00	\$123.64	\$ 12.36	\$136.00	\$140.00		D Sweeney
I113010.116	C	Hire of Oval per hour	Flat Hourly Rate	\$30.00	\$3.00	\$33.00	\$29.09	\$ 2.91	\$32.00	\$33.00		D Sweeney
GYMNASIUM												
		<b>Bond (refundable)</b>										
I113010.134	C	Gym Key Bond				\$150.00			\$60.00	\$150.00	Due to number of keys not returned, I would suggest possibly doubling the penalty fee. Key cost approx \$60-\$75.00 to cut). K Freeman	D Sweeney
		<b>Adult</b>										
I113010.139	C	Adult Membership - 3 Month	\$30.00 per month	\$81.82	\$8.18	\$90.00	\$81.82	\$ 8.18	\$90.00	\$90.00		J Bennell
I113010.139	C	Adult Membership - 6 Month	\$26.66 per month	\$145.45	\$14.55	\$160.00	\$145.45	\$ 14.55	\$160.00	\$160.00		J Bennell
I113010.139	C	Adult Membership - 1 Year	\$20.00 per month	\$218.18	\$21.82	\$240.00	\$218.18	\$ 21.82	\$240.00	\$240.00		J Bennell
		<b>Junior (Under the age of 18 but over the age of 12 years)</b>										
I113010.139	C	Junior Membership - 3 Month	50% of Adult Fee	\$40.91	\$4.09	\$45.00	\$40.91	\$ 4.09	\$45.00	\$45.00		J Bennell
I113010.139	C	Junior Membership - 6 Month	50% of Adult Fee	\$72.73	\$7.27	\$80.00	\$72.73	\$ 7.27	\$80.00	\$80.00		J Bennell
I113010.139	C	Junior Membership - 1 Year	50% of Adult Fee	\$109.09	\$10.91	\$120.00	\$109.09	\$ 10.91	\$120.00	\$120.00		J Bennell
		<b>Seniors - Concession Card Holders</b>										
I113010.139	C	Concession Membership - 3 Months	50% of Adult Fee	\$40.91	\$4.09	\$45.00	\$40.91	\$ 4.09	\$45.00	\$45.00		J Bennell
I113010.139	C	Concession Membership - 6 Months	50% of Adult Fee	\$72.73	\$7.27	\$80.00	\$72.73	\$ 7.27	\$80.00	\$80.00		J Bennell
I113010.139	C	Concession Membership - 1 Year	50% of Adult Fee	\$109.09	\$10.91	\$120.00	\$109.09	\$ 10.91	\$120.00	\$120.00		J Bennell

		<b>Group Fees:</b>										
I113010.139	C	Commercial Activities/State Government & Other Agencies	Per Session *	\$23.64	\$2.36	\$26.00	\$22.73	\$ 2.27	\$25.00	\$26.00		D Sweeney
* Session is any period up to 1.5 hours; run by a qualified instructor, and not more than one session allowed between 5.00pm and 9.00pm per day.												
<b>HARDCOURTS</b>												
I113010.116	C	Hire of Hard courts per day (up to 24hrs)		\$59.09	\$5.91	\$65.00	\$57.27	\$ 5.73	\$63.00	\$65.00		D Sweeney
I113010.116	C	Casual Court Hire	Per Hour	\$14.55	\$1.45	\$16.00	\$14.55	\$ 1.45	\$16.00	\$16.00		D Sweeney
<b>COMMUNITY GROUP CONTRIBUTIONS</b>												
I113010.124	C	Football Club	Per Annum	\$1304.55	\$130.45	\$1435.00	\$1272.73	\$ 127.27	\$1400.00	\$1435.00		D Sweeney
I113010.124	C	Cricket Club	Per Annum	\$690.00	\$69.00	\$759.00	\$672.73	\$ 67.27	\$740.00	\$759.00		D Sweeney
I113010.124	C	Hockey Club	Per Annum	\$690.00	\$69.00	\$759.00	\$672.73	\$ 67.27	\$740.00	\$759.00		D Sweeney
I113010.124	C	Netball Club	Per Annum	\$326.36	\$32.64	\$359.00	\$318.18	\$ 31.82	\$350.00	\$359.00		D Sweeney
I113010.124	C	Mixed Night Netball (per Session)	Per Session	\$34.55	\$3.45	\$38.00	\$33.64	\$ 3.36	\$37.00	\$38.00		D Sweeney
I113010.124	C	Tennis Club	Per Annum	\$1318.18	\$131.82	\$1450.00	\$1286.36	\$ 128.64	\$1415.00	\$1450.00		D Sweeney
<b>Sporting Club Fees include:</b>												
1. The use of the Oval/Courts for home game fixture;			<i>Provided that;</i>									
2. The use of the change rooms for training nights and home game fixtures;			1. Bookings are made for every use;									
3. The use of the facilities for home game fixture;			2. The buildings and facilities are left clean as per the Conditions of Use, including playing surfaces; and									
4. Three (3) free additional function hires which includes wind-ups or meetings.			3. That all damage or faults are reported.									
<b>COMMUNITY BUS HIRE</b>												
I113010.113	C	Full Hire *	Per Km	\$0.82	\$0.08	\$0.90	\$0.77	\$ 0.08	\$0.85	\$0.90		L Vidovich
I113010.113	C	Minimum Hire *	Minimum	\$38.18	\$3.82	\$42.00	\$37.50	\$ 3.75	\$41.25	\$42.00		L Vidovich
I113010.113	C	Cleaning Charges	Per 15 minutes or part thereof	\$20.91	\$2.09	\$23.00	\$20.45	\$ 2.05	\$22.50	\$23.00		L Vidovich
I113010.113	C	Minimum Cleaning Charge	Minimum	\$45.45	\$4.55	\$50.00	\$44.32	\$ 4.43	\$48.75	\$50.00		L Vidovich
I113010.113	C	Trailer Hire (per use)		\$37.27	\$3.73	\$41.00	\$36.36	\$ 3.64	\$40.00	\$41.00		L Vidovich
* Vehicle is provided with a full tank of fuel and must be returned in the same condition.												
I043010.134	C	Bond (refundable)		Exempt		\$350.00		Exempt	\$350.00	\$350.00		L Vidovich



SWIMMING POOL												
		<b>Entrance Fees</b>										
I112010.128	C	Children (aged 5-17)		\$2.73	\$0.27	\$3.00	\$2.73	\$ 0.27	\$3.00	\$3.00		J Bennell
I112010.128	C	Seniors - Concession Card Holder		\$1.82	\$0.18	\$2.00	\$1.82	\$ 0.18	\$2.00	\$2.00		J Bennell
I112010.128	C	Adults (18+ years)		\$3.64	\$0.36	\$4.00	\$3.64	\$ 0.36	\$4.00	\$4.00		J Bennell
I112010.128	C	Spectators		\$0.91	\$0.09	\$1.00	\$0.91	\$ 0.09	\$1.00	\$1.00		J Bennell
		<b>Season Tickets</b>										
I112010.128	C	Single		\$90.91	\$9.09	\$100.00	\$90.91	\$ 9.09	\$100.00	\$100.00		J Bennell
I112010.128	C	Family		\$178.18	\$17.82	\$196.00	\$178.18	\$ 17.82	\$196.00	\$196.00		J Bennell
LIBRARY FEES												
I114010.139	C	Replacement of membership card		\$5.00	\$0.50	\$5.50		\$ 0.45	\$5.00	\$5.50		D Sweeney
I114010.139	C	Lost/Damaged item				Cost + 22%			Cost + 20%	Cost + 22%		D Sweeney
I114010.139	C	Late Fee / Fines	(Max. charge \$2.00)			25c per day			20c per day	25c per day		D Sweeney
SCHEDULE 13 - ECONOMIC SERVICES												
BUILDING FEES												
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2011 In accordance with Building Regulations 2012 and as amendment from time to time.</b>												
I134010.112	S	Certified applications for a Building Permit Class 1 & 10	Minimum Fee \$105.00	Exempt- D81		0.19% of Cost of Construction	0.19% (min \$105.00)	Exempt- D81	0.19% of Cost of Construction	0.19% of Cost of Construction		
I134010.112	S	Certified applications for a Building Permit Class 2 to 9	Minimum Fee \$105.00	Exempt- D81		0.09% of Cost of Construction	0.09% (min \$105.00)	Exempt- D81	0.09% of Cost of Construction	0.09% of Cost of Construction		
I134010.112	S	Uncertified Building Application	Minimum Fee \$105.00	Exempt- D81		0.32% of Cost of Construction	0.32% (min \$105.00)	Exempt- D81	0.32% of Cost of Construction	0.32% of Cost of Construction		
I134010.112	S	Application for a Demolition Permit Class 1 & 10	Minimum Fee \$105.00	Exempt- D81		\$105.00	\$105.00	Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application for a Demolition Permit Class 2 to 9	Minimum Fee \$105.00	Exempt- D81		\$105.00	\$105.00	Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application to extend Building or Demolition permit	Minimum Fee \$105.00	Exempt- D81		\$105.00	\$105.00 per storey	Exempt- D81	105	\$105.00		
I134010.112	S	Application for an Occupancy Permit - completed building	Minimum Fee \$105.00	Exempt- D81		\$105.00	\$105.00	Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application for a Temporary Occupancy Permit - incomplete building	Minimum Fee \$105.00	Exempt- D81		\$105.00		Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	Minimum Fee \$105.00	Exempt- D81		\$105.00	0.137% of work	Exempt- D81	105	\$105.00		

I134010.112	S	Application for an Occupancy Permit for a permanent change of the building use classification	Minimum Fee \$105.00	Exempt- D81		\$105.00	\$61.65	Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application for a Occupancy Permit or Building Approval Certificate for registration of Strata Scheme, plan of re-subdivision	Based on number of units. Minimum Charge \$107.70	Exempt- D81		\$11.60 for each strata unit.	0.137% of work	Exempt- D81	\$11.60 for each strata unit.	\$11.60 for each strata unit.		
I134010.112	S	Application for an Occupancy Permit - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		0.18% of Cost of Construction	\$61.65	Exempt- D81	0.18% of Cost of Construction	0.18% of Cost of Construction		
I134010.112	S	Application for a Building Approval Certificate - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		0.38% of Cost of Construction	\$61.65	Exempt- D81	0.38% of Cost of Construction	0.38% of Cost of Construction		
I134010.112	S	Application to replace an Occupancy Permit for an existing building		Exempt- D81		\$105.00	0.274% of work value	Exempt- D81	105	\$105.00		
I134010.112	S	Application for a Building Approval Certificate for an existing building - authorised building work		Exempt- D81		\$105.00	\$123.30	Exempt- D81	\$105.00	\$105.00		
I134010.112	S	Application to extend the time which an Occupancy Permit of Building Approval Certificate has effect		Exempt- D81		\$105.00		Exempt- D81	\$105.00	\$105.00		

Building Services Levy												
0L01258	S	Building Permit or Demolition Permit > or = \$45,000		Exempt- D81		0.137% of value of the work	\$105.00	Exempt- D81	0.137% of value of the work	0.137% of value of the work		
0L01258	S	Building Permit or Demolition Permit < \$45,000		Exempt- D81		\$61.65	\$105.00	Exempt- D81	\$61.65	\$61.65		
0L01258	S	Occupancy Permit		Exempt- D81		\$61.65	\$11.60 per strata unit (min. \$115.00)	Exempt- D81	61.65	\$61.65		
0L01258	S	Building Approval Certificate		Exempt- D81		\$40.50	0.18% of work value (min. \$105.00)	Exempt- D81	40.5	\$40.50		
0L01258	S	Unauthorised Building Work > or = \$45,000		Exempt- D81		0.274% of value of the work	0.38% of work value (min. \$105.00)	Exempt- D81	0.274% of value of the work	0.274% of value of the work		
0L01258	S	Unauthorised Building Work <\$45,000		Exempt- D81		\$123.30	\$105.00	Exempt- D81	\$123.30	\$123.30		
0L01258	S	BCITF Fee - all building permits > or = \$20,000		Exempt- D81		0.2% Cost of Construction (incl GST)	\$105.00	Exempt- D81	0.2% Cost of Construction (incl GST)	0.2% Cost of Construction (incl GST)		
I134010.139	S	Mandatory Private Swimming pool inspection fee	Inspected every 4 years/Max Fee \$58.45 - Inspection costs is included on the rates.	Exempt- D81		\$58.45	\$105.00	Exempt- D81	\$58.45	\$58.45		
TOWN PLANNING FEES												
I122030.160	C	Rural Street Address	Application Fee	\$181.82	\$18.18	\$200.00	\$100.00	\$10.00	\$110.00	\$200.00		T Brown/L Vidovich

CARAVAN PARK												
		<b>Powered Site Per Van</b>										
I132010.114	C	Per Night	Nightly	\$28.18	\$2.82	\$31.00	\$27.27	\$2.73	\$30.00	\$31.00		D Sweeney
I132010.114	C	Per Week	Weekly	\$168.18	\$16.82	\$185.00	\$163.64	\$16.36	\$180.00	\$185.00		D Sweeney
I132010.114	C	Per Night - Concession Card Holder	Nightly	\$24.55	\$2.45	\$27.00	\$23.64	\$2.36	\$26.00	\$27.00		D Sweeney
I132010.114	C	Per Week - Concession Card Holder	Weekly	\$145.45	\$14.55	\$160.00	\$141.82	\$14.18	\$156.00	\$160.00		D Sweeney
I132010.114	C	Caravan Club - powered site - per van	Per Night	\$23.64	\$2.36	\$26.00				\$26.00		D Chard
		<b>Unpowered Site Per Van</b>										
I132010.114	C	Per Night	Nightly	\$23.64	\$2.36	\$26.00	\$22.73	\$2.27	\$25.00	\$26.00		D Sweeney
I132010.114	C	Per Week	Weekly	\$140.91	\$14.09	\$155.00	\$136.36	\$13.64	\$150.00	\$155.00		D Sweeney
I132010.114	C	Per Night - Concession Card Holder	Nightly	\$19.09	\$1.91	\$21.00	\$18.18	\$1.82	\$20.00	\$21.00		D Sweeney
I132010.114	C	Per Week - Concession Card Holder	Weekly	\$113.64	\$11.36	\$125.00	\$109.09	\$10.91	\$120.00	\$125.00		D Sweeney
		<b>Camping (grassed area)</b>										
I132010.114	C	Per Night	Nightly	\$20.91	\$2.09	\$23.00	\$20.00	\$2.00	\$22.00	\$23.00		D Sweeney
I132010.114	C	Per Night - Concession Card Holder	Nightly	\$19.09	\$1.91	\$21.00	\$18.18	\$1.82	\$20.00	\$21.00		D Sweeney
I132010.114	C	Shower usage only	Per shower	\$10.00	\$1.00	\$11.00	\$9.09	\$0.91	\$10.00	\$11.00		D Sweeney
I132010.114	C	Long Term Residents	Per week			Remove	\$136.36	\$13.64	\$150.00	Remove		D Sweeney/ D Chard
		<b>Chalets</b>										
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Night	\$168.18	\$16.82	\$185.00	\$163.64	\$16.36	\$180.00	\$185.00	Rounding \$0.50	D Chard
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Week	\$1009.09	\$100.91	\$1110.00	\$981.82	\$98.18	\$1080.00	\$1110.00	Rounding \$3.00	D Chard
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Night	\$177.27	\$17.73	\$195.00	\$172.73	\$17.27	\$190.00	\$195.00	Rounding \$0.25	D Chard
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Week	\$1063.64	\$106.36	\$1170.00	\$1036.36	\$103.64	\$1140.00	\$1170.00	Rounding \$1.50	D Chard
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Night	\$122.73	\$12.27	\$135.00	\$118.18	\$11.82	\$130.00	\$135.00	Rounding \$1.75	D Chard
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Week	\$727.27	\$72.73	\$800.00	\$709.09	\$70.91	\$780.00	\$800.00	Rounding \$0.50	D Chard
I132010.114	C	Replacement Key	Per Key	\$28.18	\$2.82	\$31.00	\$27.27	\$2.73	\$30.00	\$31.00	Rounding \$0.25	D Chard

I132010.114	C	Caravan Park - Cancellation Fees - Chalets	1 Nights accommodation costs	GST Included		<b>1 Nights accommodation costs</b>				1 Nights accommodation costs		D Chard
I132010.114	C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Per 15 minutes or part thereof	\$20.91	\$2.09	<b>\$23.00</b>				\$23.00		D Chard
I132010.114	C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Minimum	\$45.45	\$4.55	<b>\$50.00</b>				\$50.00		
I132010.114	C	Caravan Park - Chalet Items: broken/damaged/replace		GST Included		<b>Cost plus 20%</b>				Cost plus 20%		D Chard
I132010.114	C	After hours call out fee (lost key etc.)		\$81.82	\$8.18	<b>\$90.00</b>	<b>\$27.27</b>	<b>\$2.73</b>	\$30.00	\$90.00	Call out fee for staff	D Chard
		Note: Caravan Park Bookings (Chalets) must be paid in FULL prior to arrival										D Chard
<b>STANDPIPE WATER</b>												
I136010.127	C	Standpipe Water - Domestic	per kilolitre	GST Free		<b>\$10.00</b>		<b>GST Free</b>	\$10.00	\$10.00		
I136010.127	C	Standpipe Water - Other	per kilolitre	GST Free		<b>\$10.00</b>		<b>GST Free</b>	\$10.00	\$10.00		
I136010.127	C	Debtor invoice	Administration (plus usage per kl)	\$27.27	\$2.73	<b>\$30.00</b>	<b>\$27.27</b>	<b>\$2.73</b>	\$30.00	\$30.00		T Brown

**COMMUNITY RESOURCE CENTRE**

COMMUNITY RESOURCE CENTRE											
		<b>Advertising Rates - Telegraph</b>									
	C	B&W	Full Page	\$36.36	\$3.64	\$40.00	\$0.00	\$0.00	\$0.00	\$40.00	
	C		Half page	\$22.73	\$2.27	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	
	C		Quarter page	\$13.64	\$1.36	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	
	C	Colour advertising (any size)	Any size	\$68.18	\$6.82	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	
	C		Community Group	\$40.91	\$4.09	\$45.00	\$0.00	\$0.00	\$0.00	\$45.00	
	C	Club Notes	Max 2 Pages B&W	N/A		No Charge			\$0.00	No Charge	
	C	B & W Business Card	12 Months, 24 Editions	\$77.27	\$7.73	\$85.00	\$0.00	\$0.00	\$0.00	\$85.00	
	C	Yearly Subscription	Includes P&H	\$100.00	\$10.00	\$110.00	\$0.00	\$0.00	\$0.00	\$110.00	
		<b>Facebook Post</b>									
	C			\$22.73	\$2.27	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	
		<b>Printing &amp; Administration Services</b>									
	C	B&W Single Sided	A4	\$0.41	\$0.04	\$0.45	\$0.00	\$0.00	\$0.00	\$0.45	
	C		A3	\$0.59	\$0.06	\$0.65	\$0.00	\$0.00	\$0.00	\$0.65	
	C	B&W Double Sided	A4	\$0.59	\$0.06	\$0.65	\$0.00	\$0.00	\$0.00	\$0.65	
	C		A3	\$0.91	\$0.09	\$1.00	\$0.00	\$0.00	\$0.00	\$1.00	
	C	Colour Single Sided	A4	\$0.77	\$0.08	\$0.85	\$0.00	\$0.00	\$0.00	\$0.85	
	C		A3	\$1.14	\$0.11	\$1.25	\$0.00	\$0.00	\$0.00	\$1.25	
	C	Colour Double Sided	A4	\$1.14	\$0.11	\$1.25	\$0.00	\$0.00	\$0.00	\$1.25	
	C		A3	\$2.05	\$0.20	\$2.25	\$0.00	\$0.00	\$0.00	\$2.25	
	C	Photo Paper		\$1.82	\$0.18	\$2.00	\$0.00	\$0.00	\$0.00	\$2.00	
	C	Laminating	A4	\$2.05	\$0.20	\$2.25	\$0.00	\$0.00	\$0.00	\$2.25	
	C		A3	\$3.18	\$0.32	\$3.50	\$0.00	\$0.00	\$0.00	\$3.50	
	C	Binding	Small (1-20pages)	\$6.82	\$0.68	\$7.50	\$0.00	\$0.00	\$0.00	\$7.50	
	C		Large (20+ pages)	\$11.36	\$1.14	\$12.50	\$0.00	\$0.00	\$0.00	\$12.50	
	C	Folding Machine	100 pages	\$13.64	\$1.36	\$15.00	\$0.00	\$0.00	\$0.00	\$15.00	
	C	VHS to DVD		\$11.36	\$1.14	\$12.50	\$0.00	\$0.00	\$0.00	\$12.50	
	C	Community Directory	A4	\$9.09	\$0.91	\$10.00	\$0.00	\$0.00	\$0.00	\$10.00	
		<b>Computer Services</b>									
	C	Usage	15 minutes	\$2.27	\$0.23	\$2.50	\$0.00	\$0.00	\$0.00	\$2.50	
	C		30 minutes	\$4.55	\$0.45	\$5.00	\$0.00	\$0.00	\$0.00	\$5.00	
	C		1 hour	\$6.36	\$0.64	\$7.00	\$0.00	\$0.00	\$0.00	\$7.00	
		<b>Room &amp; Video Conference Hire</b>									
	C	Room	1 Hour	\$22.73	\$2.27	\$25.00	\$0.00	\$0.00	\$0.00	\$25.00	
	C		Half Day	\$45.45	\$4.55	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	
	C		Full Day	\$68.18	\$6.82	\$75.00	\$0.00	\$0.00	\$0.00	\$75.00	
	C	Room with video conferencing	1 Hour	\$31.82	\$3.18	\$35.00	\$0.00	\$0.00	\$0.00	\$35.00	
	C		Half Day	\$54.55	\$5.45	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	
	C		Full Day	\$77.27	\$7.73	\$85.00	\$0.00	\$0.00	\$0.00	\$85.00	

		<b>Equipment Hire</b>										
	C	Projector & Screen		\$45.45	\$4.55	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00		
	C	PA System		\$18.18	\$1.82	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00		
	C	Whiteboard		\$18.18	\$1.82	\$20.00	\$0.00	\$0.00	\$0.00	\$20.00		
		<b>Courses</b>										
	C	Community Events, Training & Programs				At cost +20%			\$0.00	At cost +20%		

**SCHEDULE 14 - OTHER PROPERTY AND SERVICES**

**PLANT HIRE (Per Hour - Ex Yard)**

**Note:**

**1.All plant is to be operated by Shire Staff - Dry hire is not available for private works.**

**2.Shire Staff may dry hire (for personal use only) plant at a 40% discount in lieu of labour component, subject to having adequate qualifications/certification to operate the respective plant or equipment.**

SUNDRY DEBTOR	C	Front End Loader	Weekday	\$160.00	\$16.00	\$176.00	\$156.36	\$15.64	\$172.00	\$176.00		L Vidovich
SUNDRY DEBTOR	C	Front End Loader	Weekend	\$181.82	\$18.18	\$200.00	\$177.27	\$17.73	\$195.00	\$200.00		L Vidovich
SUNDRY DEBTOR	C	Grader	Weekday	\$197.27	\$19.73	\$217.00	\$192.73	\$19.27	\$212.00	\$217.00		L Vidovich
SUNDRY DEBTOR	C	Grader	Weekend	\$217.27	\$21.73	\$239.00	\$211.82	\$21.18	\$233.00	\$239.00		L Vidovich
SUNDRY DEBTOR	C	Multi Tyred Roller	Weekday	\$190.91	\$19.09	\$210.00	\$186.36	\$18.64	\$205.00	\$210.00		L Vidovich
SUNDRY DEBTOR	C	Multi Tyred Roller	Weekend	\$210.00	\$21.00	\$231.00	\$204.55	\$20.45	\$225.00	\$231.00		L Vidovich
SUNDRY DEBTOR	C	Backhoe	Weekday	\$181.82	\$18.18	\$200.00	\$177.27	\$17.73	\$195.00	\$200.00		L Vidovich
SUNDRY DEBTOR	C	Backhoe	Weekend	\$203.64	\$20.36	\$224.00	\$199.09	\$19.91	\$219.00	\$224.00		L Vidovich
SUNDRY DEBTOR	C	Tip Truck (Canter)	Weekday	\$175.45	\$17.55	\$193.00	\$170.91	\$17.09	\$188.00	\$193.00		L Vidovich
SUNDRY DEBTOR	C	Tip Truck (Canter)	Weekend	\$197.27	\$19.73	\$217.00	\$192.73	\$19.27	\$212.00	\$217.00		L Vidovich
SUNDRY DEBTOR	C	Tip Truck (Tandem)	Weekday	\$203.64	\$20.36	\$224.00	\$199.09	\$19.91	\$219.00	\$224.00		L Vidovich
SUNDRY DEBTOR	C	Tip Truck (Tandem)	Weekend	\$225.45	\$22.55	\$248.00	\$220.00	\$22.00	\$242.00	\$248.00		L Vidovich
SUNDRY DEBTOR	C	Bobcat	Weekday	\$123.64	\$12.36	\$136.00	\$120.91	\$12.09	\$133.00	\$136.00		L Vidovich
SUNDRY DEBTOR	C	Bobcat	Weekend	\$144.55	\$14.45	\$159.00	\$140.91	\$14.09	\$155.00	\$159.00		L Vidovich
SUNDRY DEBTOR	C	Utility	Weekday	\$175.45	\$17.55	\$193.00	\$170.91	\$17.09	\$188.00	\$193.00		L Vidovich
SUNDRY DEBTOR	C	Utility	Weekend	\$197.27	\$19.73	\$217.00	\$192.73	\$19.27	\$212.00	\$217.00		L Vidovich
SUNDRY DEBTOR	C	Tree Planter	Weekday	\$47.27	\$4.73	\$52.00	\$46.36	\$4.64	\$51.00	\$52.00		L Vidovich
SUNDRY DEBTOR	C	Tree Planter	Weekend	\$59.09	\$5.91	\$65.00	\$57.27	\$5.73	\$63.00	\$65.00		L Vidovich
SUNDRY DEBTOR	C	Labourer	Weekday	\$84.55	\$8.45	\$93.00	\$82.73	\$8.27	\$91.00	\$93.00		L Vidovich
SUNDRY DEBTOR	C	Labourer	Weekend	\$106.36	\$10.64	\$117.00	\$103.64	\$10.36	\$114.00	\$117.00		L Vidovich

SALE OF MATERIALS												
		Sand (As part of Private Works Job Only)										
I148030.122	C	- Within Town site	10m <sup>3</sup>	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	- Outside of Town site	10m <sup>3</sup>	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	- Within Town site	3m <sup>3</sup>	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	- Outside of Town site	3m <sup>3</sup>	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	Trailer Load		GST Included				GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
		<b>Aggregate</b>										
I148030.122	C	Soiled	m <sup>3</sup> Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	New	m <sup>3</sup> Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
		<b>Pipes</b>										
I148030.122	C	300mm x 2.4m	Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	375mm x 2.4m	Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	450mm	Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich
I148030.122	C	Premix	Plus delivery per hour	GST Included		Cost plus 20%		GST Included	Cost plus 20%	Cost plus 20%		L Vidovich



**14.06.22.04 SUNDRY DEBTOR WRITE-OFF**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Tricia Brown – Finance Administration Officer - Rates
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This item seeks Council’s consideration to write off two sundry debts totaling \$444.00.

**Description of Proposal:**

It is recommended that the council resolve to write off the various sundry debts totaling \$444.00 as described below:

<b>Debtor</b>	<b>Date</b>	<b>Comments</b>	<b>Amount</b>
434	02/06/2021	Reimbursement Charges – Vacate Gardening – Staff Housing 4 hours @ \$91.00 labour and transport of green waste. <ul style="list-style-type: none"> <li>- Monthly statements issued to debtor</li> <li>- 15/11/2021 received notification from debtor’s new employer that the debtor had ceased employment with them, and no forwarding address was available</li> <li>- 24/11/2021 Invoice issued to debtor’s personal email address requesting payment</li> <li>- 16/12/2021 - Notice of Intention to Summons issued</li> </ul>	\$364.00
433	05/05/2021	Original Infringement Notice 11845 \$100 – 4 equal instalments of \$20 remain <ul style="list-style-type: none"> <li>- Monthly statements issued</li> <li>- Sept 2021 to December 2021 – mail returned to sender from Australia Post</li> <li>- Final Notice issued – 31/12/2021 mail returned to sender from Australia Post</li> <li>- Notice of Intention to summons issued 20/01/2022 – mail returned to sender from Australia Post</li> </ul>	\$80.00
<b>Total:</b>			<b>\$444.00</b>

Administrative attempts to recover the monies have not been successful. As these debts have been outstanding greater than 12 months, Shire Officer’s anticipate that payment of the outstanding debts are very unlikely and further recovery attempts would not be cost effective.

**Background:**

Debtor 434 - Debt raised for garden maintenance following final inspection of vacated staff housing.

Debtor 433 –Debt raised following nonpayment of an infringement notice issued by the Shire Ranger.

Invoices and statements have been issued regularly to the debtors along with notice of Intention to Summons letters, all of which have been had no response.

**Consultation:**

Consultation with the Manager Corporate and Community has occurred regarding this matter with view that Council be requested to write off these debts.

**Statutory Environment:**

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to sundry debtor write-offs, as provided below:

**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.

**Relevant Plans and Policy:**

There are no Council policy implications relative to this item.

**Financial Implications:**

Should Council approve the write off it will be accepting a reduction in income expected for the 2021/2022 financial year, however the financial impact is considered negligible.

**Risk Assessment:**

The risk is assessed low, and unlikely to set a precedent for future decision making in relation to sundry debtor write-offs.

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

- 18 Financial Control
  - 18.5 Process Rates, other revenues, timely payments

**Comment**

All attempts to recover these sundry debts totaling \$444 over the course of the 2021/2022 financial year has proven ineffective, and any further efforts to pursue this matter is likely to further cost ratepayers well beyond the value of the debt.

Therefore, in the interest of responsible business practices it is recommended Council exercise discretion to write off these debts pursuant to section 6.12 (1)(c) of the *Local Government Act 1995*.

**OFFICER RECOMMENDATION**

***That Council pursuant to section 6.12 (1)(c) of the Local Government Act 1995 approves the sundry debtor write off to a total value of \$444.00 as detailed in this report.***

*(Absolute Majority vote required)*

#### 14.06.22.05 WRITE-OFF SMALL BALANCES – END OF YEAR RATES

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 June 2022
<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>	Tricia Brown – Finance Administration Officer - Rates
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The author and authorising officers have no financial interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

This report provides Council with an update on the rates debt recovery process and seeks Council's approval to write-off small balances in relation to penalty interest on rates.

#### Description of Proposal:

As part of the rates end of year process it is recommended to Council that it supports to write-off small balances of \$5.00 and under per rates assessment.

A list of assessments and the totals are contained in **ATTACHMENT 14.06.22.05A**.

#### Background:

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

Accordingly, this report is to update Council on the small balance write-off for Rates and Service Charges that are currently under \$5.00 outstanding against individual rate assessments. There are currently a total 72 assessments, with a total of \$125.44 to be written off in accordance with section 6.12 (1) (c) of the *Local Government Act 1995*, effective as at 31 May 2022.

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

#### Consultation:

There are no community engagement implications identified as a result of this report or recommendation, however, review of this process has been discussed between the Manager Corporate and Community and the Finance Officer – Rates.

#### Statutory Environment:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs where it states:

#### 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:

There are no Council policy implications relative to this issue.

### Financial Implications:

The financial implications of \$125.44 is minor and covered in a standard budget provision for write offs of this nature in the 2021/2022 budget.

### Risk Assessment:

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

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

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

### Community & Strategic Objectives:

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

18 Financial Control

18.5 Process Rates, other revenues, timely payments

### Comment

It is recommended the small balances totalling \$125.44 be written-off. This comprises multiple small balances accrued as a result of rates payments made after the due date.

### OFFICER RECOMMENDATION

*That Council pursuant to section 6.12 (1)(c) of the Local Government Act 1995:*

- 1) Authorises the schedule of small balance write-off's totalling \$125.44 as contained in CONFIDENTIAL Attachment 14.06.21.03A; and*
- 2) Delegates authority to the Chief Executive Officer to write off any additional rates small balances incurred in the month of June 2022 as part of the 2021/2022 Rates end of year processing.*

(Absolute Majority vote required)

**Attachment**

Attachment 14.06.22.05A – List of Assessments for Small Balance Write offs

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

<b>Assess #</b>	<b>Value</b>	<b>Assess #</b>	<b>Value</b>
A56	\$0.46	A740	\$1.81
A114	\$0.84	A764	\$0.19
A191	\$0.90	A770	\$1.06
A229	\$0.18	A772	\$2.26
A262	\$4.43	A818	\$0.38
A301	\$0.55	A819	\$0.29
A346	\$1.10	A830	\$0.29
A349	\$1.96	A876	\$2.05
A375	\$2.13	A886	\$1.98
A382	\$1.22	A902	\$0.61
A405	\$0.11	A921	\$4.16
A407	\$0.23	A944	\$0.22
A418	\$2.65	A945	\$0.22
A436	\$0.02	A946	\$0.22
A441	\$4.32	A969	\$1.73
A458	\$3.11	A972	\$1.41
A459	\$3.55	A974	\$0.14
A463	\$1.89	A978	\$1.31
A465	\$4.21	A979	\$1.48
A468	\$1.88	A980	\$3.74
A475	\$1.84	A2557	\$0.29
A490	\$2.27	A2560	\$1.13
A511	\$0.72	A2563	\$0.47
A551	\$1.96	A2572	\$3.26
A554	\$1.92	A2580	\$4.48
A555	\$1.96	A2629	\$0.02
A576	\$2.69	A2660	\$2.03
A589	\$0.47	A2670	\$2.69
A592	\$1.93	A2681	\$4.99
A593	\$1.81	A2683	\$3.98
A595	\$1.53	A2684	\$1.77
A642	\$1.22	A2747	\$4.81
A676	\$0.07	A2766	\$3.96
A706	\$3.42	A2814	\$3.39
A733	\$1.48	A2852	\$0.07
A735	\$1.51	A2860	\$0.01
<b>TOTAL:</b>			<b>\$125.44</b>

## 14.06.22.06 LIST OF ACCOUNTS – MAY 2022

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Leigh Anderson – Finance Administration Officer - Creditors
<b>Authorising Officer:</b>	Deanne Sweeney –Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 MAY 2022

### Summary of Item

This report presents payments for the month of May 2022, as required by the *Local Government (Financial Management) Regulations 1996*.

### Description of Proposal

The payments made under Delegation 1.1, Power to Make Payments are included at Attachment 14.06.22.06A.

### 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.

### Consultation - Nil

### Statutory Environment

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

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
  - (a) the payee's name; and
  - (b) the amount of the payment; and
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.



The Local Government (Administration) Regulations 1996 require that:

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

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

**Relevant Plans and Policy**

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

**Financial Implications**

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

**Risk Assessment**

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

Consequence	Insignificant	Minor	Moderate	Major	Extreme
<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
<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 – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

**Comment**

The following table summarizes the payments for the period by payment type, with full details of the accounts paid contained within **Attachment 14.06.22.06A**.

**Payments For May 2022**

Payment Type	Account Type	Amount
Direct Debits	Municipal	\$ 56,102.93
Cheque Payments	Municipal	
Payroll	Municipal	\$ 159,156.55
EFT Payments	Municipal	\$ 317,903.04
<b>Sub Total</b>	<b>Municipal</b>	<b>\$ 533,162.52</b>
EFT Payments – Nil	Trust	\$ -
<b>Sub Total</b>	<b>Trust</b>	<b>\$ -</b>
EFT Payments	Bond	
<b>Sub Total</b>	<b>Bond</b>	<b>\$ 600.00</b>
<b>Totals</b>		<b>\$ 533,762.52</b>

Contained within **Attachment 14.06.22.06B** is a detailed transaction listing of credit card expenditure paid in May 2022. This amount is included within the total payments, listed above.

### **OFFICER'S RECOMMENDATION**

*That Council receive:*

1. *the list of accounts paid in May 2022 under delegated authority, totalling \$533,762.52, as contained within Attachment 14.06.22.06A, in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996; and*
2. *the list of List of Credit Card Payments Paid in May 2022, contained within Attachment 14.06.22.06B.*

*(Simple majority vote required)*

### **Attachments**

Attachment 14.06.22.06A – List of Payments for May 2022

Attachment 14.06.22.06B – Details of Credit Card Payments Paid in May 2022

## LIST OF PAYMENTS FOR MAY 2022

Chq/EFT	Date	Name	Description	Amount
<b>PAYMENTS</b>				
915.1	02/05/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$ 135.65
915.1	02/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 11.00
916.1	04/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 10.00
916.1	05/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 4.15
917.1	06/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 16.10
917.1	06/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 116.10
917.1	08/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	-\$ 116.10
919.1	10/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
920.1	11/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 32.90
921.1	12/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 14.30
922.1	13/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
923.1	19/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.90
923.1	20/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 1.60
923.1	16/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 4.15
923.1	17/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.75
923.1	18/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 21.75
924.1	23/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20

924.1	26/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 14.50
926.1	30/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
927.1	31/05/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.65
DD6048.1	03/05/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 4,714.22
DD6048.10	03/05/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 810.40
DD6048.11	03/05/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 713.73
DD6048.12	03/05/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$ 50.00
DD6048.13	03/05/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 247.60
DD6048.2	03/05/2022	I & T BROWN FAMILY SUPER FUND	PAYROLL DEDUCTIONS	\$ 539.24
DD6048.3	03/05/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 623.06
DD6048.4	03/05/2022	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 235.62
DD6048.5	03/05/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 261.57
DD6048.6	03/05/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$ 821.16
DD6048.7	03/05/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 279.38
DD6048.8	03/05/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 319.42
DD6048.9	03/05/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$ 362.73
DD6053.1	06/05/2022	SYNERGY	409 966 190 ELECTRICITY CHARGES 09/03/22 - 12/04/22	\$ 1,554.94
DD6063.1	16/05/2022	TELSTRA CORPORATION	136 1575 300 TELSTRA SERVICES & EQUIPMENT RENTAL TO 22 MAY 2022	\$ 235.73
DD6065.1	14/05/2022	SHIRE OF BROOKTON - MASTERCARD - CESM	BENDIGO BANK CESM CREDIT CARD STATEMENT 01/04/22 - 30/04/22	\$ 62.00

DD6065.2	14/05/2022	SHIRE OF BROOKTON - MASTERCARD - MCC	BENDIGO BANK MCC CREDIT CARD STATEMENT 01/04/22 - 30/04/22	\$ 4.00
DD6065.3	14/05/2022	SHIRE OF BROOKTON - MASTERCARD - CEO	BENDIGO BANK CEO STATEMENT 01/04/22 - 30/04/22	\$ 3,283.58
DD6067.1	17/05/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 5,302.84
DD6067.10	17/05/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 811.11
DD6067.11	17/05/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 713.73
DD6067.12	17/05/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$ 50.00
DD6067.13	17/05/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 247.60
DD6067.2	17/05/2022	I & T BROWN FAMILY SUPER FUND	PAYROLL DEDUCTIONS	\$ 539.24
DD6067.3	17/05/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 622.36
DD6067.4	17/05/2022	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 235.62
DD6067.5	17/05/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 290.63
DD6067.6	17/05/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$ 821.16
DD6067.7	17/05/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 278.67
DD6067.8	17/05/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 319.42
DD6067.9	17/05/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$ 362.73
DD6073.1	19/05/2022	WATER CORPORATION OF WA	9007657321 WATER SERVICE CHARGE - VACANT LAND 01/05/22 - 30/06/22 3241 CUMMING ST BROOKTON	\$ 44.95
DD6075.1	20/05/2022	SYNERGY	293 922 670 - UNITS 40 WHITE ST ELECTRICITY SUPPLY 18/01/22 - 18/03/22	\$ 679.25
DD6084.1	21/05/2022	SYNERGY	502 310 670 ELECTRICITY SUPPLY - STREETLIGHTS 25/03/22 - 24/04/22	\$ 3,586.54
DD6084.2	21/05/2022	TELSTRA CORPORATION	3 X MOBILE HANDSETS SAMSUNG GALAXY S22 - 256GB BLACK - MANAGER INFRASTRUCTURE & WORKS - LEADING HAND - WORKS - MAINTENANCE OFFICER	\$ 4,815.29

DD6091.1	26/05/2022	WATER CORPORATION OF WA	9018455098 - WATER SERVICE CHARGE 01/05/22 - 30/06/22	\$ 1,446.93
DD6093.1	30/05/2022	SYNERGY	281 861 690 ELECTICITY CHARGES 19 MAR 2022 - 9 MAY 2022	\$ 319.01
DD6096.1	31/05/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 5,068.20
DD6096.10	31/05/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 811.11
DD6096.11	31/05/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 713.73
DD6096.12	31/05/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$ 50.00
DD6096.13	31/05/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 247.60
DD6096.2	31/05/2022	I & T BROWN FAMILY SUPER FUND	PAYROLL DEDUCTIONS	\$ 539.24
DD6096.3	31/05/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 624.78
DD6096.4	31/05/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$ 892.11
DD6096.5	31/05/2022	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 235.62
DD6096.6	31/05/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 290.63
DD6096.7	31/05/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 279.75
DD6096.8	31/05/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 323.96
DD6096.9	31/05/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$ 362.73
DD6098.1	31/05/2022	SYNERGY	409 966 190 ELECTRICITY CHARGES 13 MAY TO 10 MAY 2022	\$ 1,034.50
DD6098.2	31/05/2022	WATER CORPORATION OF WA	9007657065 WATER USE CHARGES 09 MARCH - 09 MAY 2022	\$ 7,734.31
EFT13226	04/05/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 231.07
EFT13227	04/05/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50

EFT13228	04/05/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 60.00
EFT13229	04/05/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 732.10
EFT13230	04/05/2022	SHIRE OF BROOKTON SOCIAL CLUB	PAYROLL DEDUCTIONS	\$ 30.00
EFT13232	13/05/2022	3E ADVANTAGE PTY LTD	PRINTING COSTS FOR PHOTOCOPIER MAY 2022	\$ 1,218.64
EFT13233	13/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	NEW DAMPENER, COOLANT LEAK RECTIFY	\$ 6,082.16
EFT13234	13/05/2022	ALLMARK & ASSOCIATES PTY LTD	DESK NAME PLATE - COUNCIL LES VIDOVICH - MANAGER INFRASTRUCTURE & WORKS	\$ 81.95
EFT13235	13/05/2022	AMPAC DEBT RECOVERY	DEBT RECOVERY SERVICES MAY 2022	\$ 656.55
EFT13236	13/05/2022	ATO	MAY 22 BAS RETURN	\$ 30,984.00
EFT13237	13/05/2022	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY NEWSPAPER ORDERS	\$ 166.05
EFT13238	13/05/2022	BEDFORD ARMS HOTEL	THURSDAY 21ST MAY 2022 7 X COUNCILLORS DINNER & 3 X STAFF	\$ 252.00
EFT13239	13/05/2022	BENARA NURSERIES	MEMORIAL PARK - ASSORTED PLANTS AS PER QUOTE NO. 18442	\$ 4,292.07
EFT13240	13/05/2022	BOC GASES	OXY BOTTLE HIRE MAY 2022	\$ 54.66
EFT13241	13/05/2022	BRIAN WILLIAMS	CARTAGE OF 240T ROCK FROM NARROGIN QUARRY TO BROOKTON COMPOUND	\$ 3,245.00
EFT13242	13/05/2022	BROOKTON PLUMBING	CARAVAN PARK - DUMP POINT PUMP OUT & UNBLOCK ABLUTION DRAIN	\$ 1,652.15
EFT13243	13/05/2022	BROOKTON RURAL TRADERS	AS PER QUOTE 764944 1 X SPREADER 59KG	\$ 2,288.74
EFT13244	13/05/2022	BROOKTON TYRE SERVICE	PUNCTURE REPAIR JOHN DEERE LOADER	\$ 632.50
EFT13245	13/05/2022	BURKE ELECTRICAL SERVICES	LIGHT TOWER AND FOOTINGS INSPECTION FOR POTENTIAL REUSE AND INSTALLATION	\$ 880.00
EFT13246	13/05/2022	BW JAMES TRANSPORT	CONSIGNMENT J189028 - CORSIGN 1 X PK POSTS	\$ 159.23
EFT13247	13/05/2022	CLEANFLOW ENVIRONMENTAL SOLUTIONS	CAPPELOTTO COMBI UNIT 210422	\$ 3,247.20

EFT13248	13/05/2022	COOTE MOTORS	PUMP MOTOR NOT STARTING INSPECT AND CARRY OUT REPAIRS TO PF9 - 2012 ISUZU FIRE TENDER WEST BRIGADE 1EHU591	\$ 1,135.75
EFT13249	13/05/2022	CORSIGN WA PTY LTD	AS PER QUOTE 64858 6 X WINDING ROAD RIGHT 4 X WINDING ROAD LEFT TO BE FREIGHTED VIA TOLL ACCOUNT	\$ 858.00
EFT13250	13/05/2022	EDGE PLANNING & PROPERTY	TOWN PLANNING ADVICE SERVICES MARCH & MAY 8.25 HRS @ \$125 PER HOUR	\$ 1,134.37
EFT13251	13/05/2022	FARM & TURF EQUIPMENT (WA)	HIRE OF SWARDMAN REEL MOWER, SCARIFIER, VERTICUTTER 2 WEEKS	\$ 1,808.00
EFT13252	13/05/2022	FUEL DISTRIBUTORS OF WA	DIESEL OPENING DIP 2100 CLOSING DIP 9100 7000 LITRES OF DEISEL @ \$1.7083 INCLUSIVE OF GST PER LITRE TO BE DELIVERED 6/4/22 BROOKTON SHIRE DEPOT	\$ 11,958.10
EFT13253	13/05/2022	FULLPOWER ELECTRICS (WA) PTY LTD	REMOVED RCD FROM BBQ AND INSTALLED IN SWITCHBOARD	\$ 474.46
EFT13254	13/05/2022	G&J SUCKLING RADIO & TELEVISION SERVICE	RECONNECT ANTENNA CABLE, REMOVE REDUNDANT ANTENNAS, REPLACED FAULTY ANTENNA	\$ 1,075.00
EFT13255	13/05/2022	GREAT SOUTHERN FUEL SUPPLIES	MAY FUEL CARD STATEMENT	\$ 672.55
EFT13256	13/05/2022	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH COLLECTION X 5 WEEKS 22/02/22 - 29/03/22	\$ 10,752.62
EFT13257	13/05/2022	GREEN ELEVEN	STRATEGIC PLANNING CONSULTANCY SERVICES - INCEPTION MEETINGS AND BASELINE DATA REVIEW	\$ 3,575.00
EFT13258	13/05/2022	H RUSHTON & CO	YANMAR 10HP BUGGY W/HEAVY DUTY REEL & 30MTR HOSE FITTED - INDUSTRIAL PRESSURE CLEANER	\$ 11,537.82
EFT13259	13/05/2022	IAN HASTINGS AG MECHANICAL REPAIRS	SERVICE OF R8 BOMAG MULTI WHEEL ROLLER, REGISTRATION 1DUK617,	\$ 1,055.45
EFT13260	13/05/2022	INGAL CIVIL PRODUCTS	EZY GAURD KITS, FISHTAIL TERMINAL & PLASTIC END CAP	\$ 7,409.60
EFT13261	13/05/2022	IT VISION	CHANGES TO PURCHASE ORDER TEMPLATE IN CREDITORS - PROCUREMENT POLICY - QUOTE 8545	\$ 275.00
EFT13262	13/05/2022	JELCOBINE FARMS	ANZAC DAY WREATHS TO BE LAYED BY THE SHIRE OF BROOKTON COUNCILLORS	\$ 200.00
EFT13263	13/05/2022	LANDGATE (DOLA)	GROSS RENTAL VALUATIONS 19/03/22 - 15/04/22 SCHEDULE NO: G 2022/02	\$ 70.40
EFT13264	13/05/2022	INTEGRATED ICT	MANAGED SERVICE AGREEMENT - MANAGEMENT & MONITORING TOOL	\$ 3,577.34
EFT13265	13/05/2022	MAYDAY RENTAL	DEMOB \$ 875.00 + GST EACH WAY HIRE FROM 27/4/22 TO 29/4/22	\$ 962.50
EFT13266	13/05/2022	MCINTOSH & SON	CARRY OUT INSPECTION FOR REPAIRS ON 2012 CASE 581PC5 BACKHOE - BO5418	\$ 330.00



EFT13267	13/05/2022	MOORE AUSTRALIA (WA) PTY LTD	2022 FINANCIAL REPORTING WORKSHOP 20 MAY LIVESTREAM X 2	\$ 3,168.00
EFT13268	13/05/2022	NARROGIN AUTO CENTRE	SERVICE OF BO363 2018 MITSUBISHI TRITON MQ3L20 4 X 2	\$ 705.69
EFT13269	13/05/2022	NARROGIN QUARRY OPERATIONS	240T ARMOUR ROCK @ \$33.00 EX GST NARROGIN QUARRY LOCAL SUPPLIER FOR ROAD WORKS	\$ 11,425.08
EFT13270	13/05/2022	NORTH METROPOLITAN TAFE	TAFE - SEMESTER ONE FEES - KYLIE FREEMAN - DIPLOMA COMMUNITY DEVELOPMENT	\$ 1,881.75
EFT13271	13/05/2022	NOURISH BROOKTON	MILK, D/LQD, WATER	\$ 449.95
EFT13272	13/05/2022	QUALITY PRESS	DFES#15 PERMIT TO SET FIRE TO BUSH PACKS	\$ 187.00
EFT13273	13/05/2022	RESONLINE	MAY 2022 ROOM MANAGER MONTHLY FEE	\$ 220.00
EFT13274	13/05/2022	RYLAN CONCRETE	MOUNTABLE KERB - RICHARDSON ST SUPPLY AND LAY KERBING RICHARDSON STREET R2R	\$ 32,274.00
EFT13275	13/05/2022	SEABROOK ABORIGINAL CORPORATION	ANNUAL LEASE GLENROY FARM WATER REUSE POND 01/11/2022 - 31/10/2023 6 HECTARES @ \$400 PER HECTARE	\$ 2,400.02
EFT13276	13/05/2022	SHANAE D'VAUZ	COVID REFUND SALMONGUM & WANDOO	\$ 310.00
EFT13277	13/05/2022	SHIRE OF NARROGIN	ROAD SWEEPER WET HIRE 9 HOURS 10/03/22	\$ 2,181.50
EFT13278	13/05/2022	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	INCEPTION MEETING & INITIAL CONSULTATION - BROOKTON MEMORIAL HALL	\$ 6,710.00
EFT13279	13/05/2022	STRUCTERRE CONSULTING ENGINEERS ZEMLA PTY LTD	SITE INSPECTION / MEETING WITH INSPECTION REPORT	\$ 1,804.00
EFT13280	13/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES RELATES TO PO 106172 FREIGHT FOR SIGNS QUOTE 64996	\$ 11.01
EFT13281	13/05/2022	TOWIE TIMBER TRAINING	UNIT OF COMPETENCY IS FWPHAR2209 - TRIM AND CUT HARVESTED TREES GEOFFREY THRIFT DARBY WHITMORE GLEN CARSON	\$ 2,225.00
EFT13282	13/05/2022	TRACK MY RIDE PTY LTD	1 X TMR-S8 GPS TRACKER (4G+3G) 7BO 2020 MR4V47 MR TRITON GLX-R 2.4L D 6A/T 4X4 DC	\$ 260.00
EFT13283	13/05/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES 22/04/22, 28/04/22, 06/05/22	\$ 1,916.75
EFT13284	13/05/2022	WA TREASURY CORPORATION	SCHEDULED PAYMENT FOR PERIOD 01.04.22 TO 30.06.22 LOAN 81 PRINCIPLE, LOAN 82 PRINCIPAL & INTEREST	\$ 65,222.77
EFT13285	13/05/2022	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE PERIOD 26/03/22 - 25/04/22 ARCHIVE BOXES	\$ 49.20

EFT13286	18/05/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 231.07
EFT13287	18/05/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
EFT13288	18/05/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 60.00
EFT13289	18/05/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 732.10
EFT13290	20/05/2022	BOB WADDELL & ASSOCIATES PTY LTD	ASSIASTANCE WITH THE MARCH MONTHLY FINANCIAL STATEMENTS & AFR REPORTING ISSUE	\$ 5,940.00
EFT13294	23/05/2022	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PROJECT NO 16.21-22 9877 GREAT SOUTHERN HWY	\$ 43.95
EFT13295	23/05/2022	BURKE ELECTRICAL SERVICES	BROOKTON OVAL LIGHT TOWERS - 20% DEPOSIT	\$ 5,027.00
EFT13296	23/05/2022	CDA AIR & SOLAR	UNIT 2 MADISON SQUARE UNITS - 28 WLLIAMS STREET SUPPLY AND INSTALL MIDEA 5KW WALL SPLIT AS PER QUOTE DATED 5TH MAY 2022	\$ 2,130.00
EFT13297	23/05/2022	EMMA DRAPER	4TH FEB - GYM INDUCTION + TRAVEL (\$80) 11TH MARCH - GYM INDUCTION + TRAVEL (\$80) 2ND MAY - GYM INDUCTION + TRAVEL (\$80)	\$ 350.00
EFT13298	23/05/2022	GREEN ELEVEN	PHOTOGRAPHY - IPR DOCUMENTATION 27 MAY 2022	\$ 1,787.50
EFT13299	23/05/2022	J ANDERSON	REFUND OF WANDO CHALET - 6 MAY 2022	\$ 180.00
EFT13300	23/05/2022	JELCOBINE FARMS	FLOWERS FOR FUNERAL DELIVER TO SHIRE OFFICE 6 MAY 2022	\$ 80.00
EFT13301	23/05/2022	KALEXPRESS & QUALITY TRANSPORT	FREIGHT CHARGES FOR WINC DELIVERY INVOICE9038694463	\$ 34.20
EFT13302	23/05/2022	KWEDA GOLF CLUB	PAYMENT FOR THE 2020/21 DRUM MUSTER	\$ 945.56
EFT13303	23/05/2022	MCPEST PEST CONTROL	TERMITE INSPECT AND REPORT ON 13 BRIDGES AS PER LIST ANNUAL INSPECTION X 13 TIMBER BRIDGES 3162A, 4863, 3158A, 3159A, 3156A, 3143, 3154A, 3150A, 4834, 4878A, 3152A, 3163A AND 3146A TREATMENT BRIDGE 3159 & BRIDGE 4834	\$ 1,991.00
EFT13304	23/05/2022	MIRACLE RECREATION EQUIPMENT	INSTALL REPLACEMENT STAIRWAY, END RUNG, SHOP COUNTER PANEL	\$ 495.00
EFT13305	23/05/2022	TATE LUNN	NARRATION MEALS AND FUEL REIMBURSMENT FOR BRIDGE COURSE IN ALBANY	\$ 140.70
EFT13306	23/05/2022	TOLL TRANSPORT PTY LTD	TOLL FREIGHT CHARGES	\$ 34.73

EFT13307	23/05/2022	WA LOCAL GOVERNMENT ASSN	SHORT COURSE CR HAYDEN SERVING ON COUNCIL MONDAY, 9 MAY 2022 & TUESDAY, 10 MAY 2022	\$ 1,230.00
EFT13308	23/05/2022	WHEATBELT ELECTRICS	INSTALL POWER OUTLETS IN COMMENTARY BOX	\$ 500.35
EFT13309	23/05/2022	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE PERIOD 26/02/22 - 25/03/22	\$ 49.20
EFT13311	27/05/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	G8 BO5515 - 2017 670G JOHN DEERE GRADER - OIL LEAK - REPLACE HYD HOSE ON LHS OF ENGINE BAY	\$ 760.10
EFT13312	27/05/2022	AUSTRALIA POST	POSTAL CHARGES FOR MAY 2022	\$ 218.62
EFT13313	27/05/2022	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL PETER MULCAHY 22 FEBRUARY 2022	\$ 150.00
EFT13314	27/05/2022	BROOKTON PLUMBING	COLLAPSED 150M DRAIN, REPLACED 3M SECTION & HOUSE JUNCTION	\$ 3,157.00
EFT13315	27/05/2022	BROOKTON RURAL TRADERS	CLOTHES DRYER 7KG HELLER HCD7E	\$ 1,632.76
EFT13316	27/05/2022	BROOKTON TYRE SERVICE	PUNCTURE REPAIR	\$ 319.00
EFT13317	27/05/2022	C & D CUTRI	EMERGENCY REPAIRS TO BRIDGE 3143 YEO ROAD AS PER MAINROAD INSTRUCTION	\$ 10,120.00
EFT13318	27/05/2022	CORSIGN WA PTY LTD	AS PER QUOTE 65710 ROAD SIGNS FOR BROOKTON/KWEDA RRG	\$ 1,034.00
EFT13319	27/05/2022	FUEL DISTRIBUTORS OF WA	DIESEL TANK 1 OPENING DIP 2600 CLOSING DIP 9100 QTY 6500	\$ 13,099.45
EFT13320	27/05/2022	G & M DETERGENTS AND HYGIENE SERVICES	1X PAPER HAND TOWEL, 1X 5LRT HAND SOAP, 1X TOILET BRUSH, 1X BOX OF GLOVES & 1X SMALL MOP HEAD	\$ 147.80
EFT13321	27/05/2022	HERSEY SAFETY PTY LTD	AS PER QUOTE 0082 -REQUIRED SAFETY ITEMS FOR USE WHEN PATCHING ROADS	\$ 517.98
EFT13322	27/05/2022	JES-KY BUILDING AND SUPPLIES	U2 4 MATTHEW STREET - SUPPLY AND INSTALL COLOURBOARD FENCING PANEL AND MATERIALS TO RECTIFY TREE ROOT DAMAGE TO REAR FENCE. AS PER YOUR QUOTE NO. 317	\$ 2,464.00
EFT13323	27/05/2022	KALEXPRESS & QUALITY TRANSPORT	FREIGHT FOR WIPES FROM WINC	\$ 32.71
EFT13324	27/05/2022	LEONIE GAULD	CANCELLED CHALET BOOKINGS - COVID	\$ 260.00
EFT13325	27/05/2022	LO-GO APPOINTMENTS	RECRUITMENT SERVICES OF CEO JULY 2021 RMEAING BLANACE 50% FEE	\$ 3,630.00
EFT13326	27/05/2022	MAJOR MOTORS PTY LTD	120,000KM SERVICE - 2011 ISUZU TIPPER 1DUD 178	\$ 2,181.18

EFT13327	27/05/2022	MAYDAY RENTAL	DRY HIRE EXCAVATOR & WHEEL LOADER & DEMOBILISATION 01/05/22 - 03/05/22	\$ 3,289.00
EFT13328	27/05/2022	NARROGIN TOYOTA	10,000 KLM SERVICE OF 1BO 2021 MAZDA CX-30 G25 TOURING	\$ 330.42
EFT13329	27/05/2022	SEEK LIMITED	SEEK JOB ADVERT - EXECUTIVE GOVERNANCE OFFICER	\$ 302.50
EFT13330	27/05/2022	SIGNS PLUS	LES VIDOVICH - NAME BADGE + DELIVERY	\$ 21.00
EFT13331	27/05/2022	TJ & SJ NANKIVELL PTY LTD NARROGIN SMASH REPAIRS	7BO - SUPPLY & FIT NEW WINDSCREEN	\$ 2,171.90
EFT13332	27/05/2022	TOLL TRANSPORT PTY LTD	FREIGHT FOR 1 X ROLL OF REFLECTIVE TAPE RED/WHITE	\$ 114.58
EFT13333	27/05/2022	WHEATBELT ELECTRICS	CARAVAN PARK INSTALL LIGHT SWITCH TO STOREROOM	\$ 677.55
EFT13334	27/05/2022	WINC AUSTRALIA PTY LTD	CLINELL INSTRUMENT WIPES PK200	\$ 38.38
EFT13231	13/05/2022	LURON PETERS	BOND - GYM KEY RETURN	\$ 60.00
EFT13291	23/05/2022	CE HARTL	BOND - RETURN OF GYM KEY	\$ 60.00
EFT13310	27/05/2022	RICHARD TAKARANGI	BOND - RETURN OF GYM KEY	\$ 60.00
EFT13292	23/05/2022	DECLAN MILLAR	BOND- RETURN OF GYM KEY	\$ 60.00
EFT13293	23/05/2022	SHIRE OF BROOKTON	VARIOUS FORFEITED BOND GYM KEY	\$ 360.00
<b>PAYMENTS</b>				<b>\$ 374,605.97</b>
PAYJRUN*1069	3/05/2022	SALARIES & WAGES	WEEK 44 PPE 03/05/22	\$ 52,196.36
PAYJRUN*1071	17/05/2022	SALARIES & WAGES	WEEK 46 PPE 17/05/22	\$ 53,810.10
PAYJRUN*1073	31/05/2022	SALARIES & WAGES	WEEK 48 PPE 31/05/22	\$ 53,150.09
<b>PAYROLL PAYMENTS</b>				<b>\$ 159,156.55</b>
<b>PAYMENTS TOTAL</b>				<b>\$ 533,762.52</b>

## List of Credit Card Transactions Paid in May 2022

## CREDIT CARD TRANSACTIONS PAID IN MAY 2022

## Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Name	Description	Amount
DD6065.3	27/04/2022	KMART	BEDLINEN & MATTRESS PROTECTORS FOR CHALETS	\$ 168.00
	27/04/2022	BNB SUPPLIES	SANITARY DISPOSAL, DISHWASHING LIQUID, LAUNDRY BAGS ENRICHED GUEST AMENITIES	\$ 512.64
	25/04/2022	LIBERTY KALGOORLIE	FUEL 45.97 LITRES	\$ 85.46
	08/04/2022	ACMA	ANNUAL LICENCE RENEWAL AMBULATORY & LAND MOBILE SYSTEM	\$1,097.00
	01/04/2022	WATER CORP	LOT 1 GT SOUTHERN HWY RENTAL CHARGES TO 31/12/2022	\$ 550.00
	01/04/2022	WATER CORP	CREDIT CARD PROCESSING SURCHARGE	\$ 3.90
	01/04/2022	AVELING	WHITE CARD TRAINING	\$ 80.00
	02/04/2022	7 ELEVEN	DIESEL	\$ 39.95
	04/04/2022	DEPT OF TRANSPORT	REGISTRATION FEES FOR NEW WOODCHIPPER BO4562 GST	\$ 14.05
	04/04/2022	DEPT OF TRANSPORT	REGISTRATION FEES FOR NEW WOODCHIPPER BO4562 NON-GST PORTION	\$ 40.85
	20/04/2022	SURVEY MONKEY	SUBSCRIPTION ADVANTAGE ANNUAL PLAN	\$ 384.00
	29/04/2022	TARGET	ITEMS FOR CHALET PILLOW PROTECTORS, QUILTS, PILLOWS	\$ 194.40
	20/04/2022	TRACK MY RIDE	FLEET METRICES - ANNUAL PRORATED CHARGES	\$ 15.75
	10/04/2022	EF FUELCO	DIESEL	\$ 93.58
29/04/2022	BENDIGO BANK	CARD FEE	\$ 4.00	
<b>TOTAL</b>				<b>\$3,283.58</b>

## Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Name	Description	Amount
DD6065.2	29/04/2022	BENDIGO BANK	CARD FEE	\$ 4.00
<b>TOTAL</b>				<b>\$ 4.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Name	Description	Amount
DD6065.1	03/04/2022	HARVEY NORMAN	KEYBOARD & MOUSE FOR CESM LAPTOP	\$ 58.00
	29/04/2022	BENDIGO BANK	CARD FEE FEBRUARY 2022	\$ 4.00
<b>TOTAL</b>				<b>\$ 62.00</b>

## 14.06.22.07 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2022

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Charlotte Cooke – Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 May 2022

### Summary of Item:

The Statement of Financial Activity for period ending 31 May 2022 together with associated commentaries are present for Council's consideration.

### Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31 May 2022, prepared in accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, included at Attachment 14.06.22.07A.

### Background:

Nil

### 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* requires the Local Government to prepare monthly financial statements and report on actual performance against what was set out in the annual budget.

### Relevant Plans and Policy:

There is no Council Policy relevant to this item.

### Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within **Attachment 14.06.22.07A**.

### 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 *Shire of Brookton, Ordinary Meeting of Council, 16 June 2022 Agenda*

requirements on financial reporting. The identified risk is failure to fulfil statutory regulations or compliance 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:

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

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

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

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

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

#### Comment

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

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

***That Council receives the Monthly Statements of Financial Activity for the 31 May 2022 as included at Attachment 14.06.22.07A.***

*(Simple majority vote required)*

#### **Attachments**

**Attachment 14.06.22.07A – Statement of Financial Activity for period ended 31 May 2022**

# Shire of Brookton

## MONTHLY FINANCIAL REPORT

**For the Period Ended 31 May 2022**

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Statement of Financial Activity by Nature & Type

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**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2022**

Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
<b>Operating Revenues</b>	\$		\$	\$	\$	%	
Governance	23,510	23,510	22,065	16,947	(5,118)	(23.19%)	
General Purpose Funding	1,886,516	1,179,938	1,079,747	1,685,481	605,734	56.10%	☺
Law, Order and Public Safety	315,963	1,065,933	1,003,033	163,771	(839,262)	(83.67%)	☹
Health	300	300	275	127	(148)	(53.72%)	
Education and Welfare	65,906	65,906	60,401	55,147	(5,254)	(8.70%)	
Housing	71,296	88,296	80,927	102,761	21,834	26.98%	☺
Community Amenities	404,681	475,521	468,127	478,395	10,268	2.19%	
Recreation and Culture	36,101	36,101	33,055	33,558	503	1.52%	
Transport	684,303	684,303	465,670	609,198	143,528	30.82%	☺
Economic Services	100,160	149,160	136,708	188,496	51,788	37.88%	☺
Other Property and Services	27,000	29,000	26,554	33,893	7,339	27.64%	
<b>Total (Excluding Rates)</b>	<b>3,615,736</b>	<b>3,797,968</b>	<b>3,376,562</b>	<b>3,367,775</b>	<b>(8,787)</b>	<b>(0.26%)</b>	
<b>Operating Expense</b>							
Governance	(569,257)	(464,810)	(371,141)	(526,387)	(155,246)	41.83%	
General Purpose Funding	(250,387)	(250,387)	(222,613)	(166,349)	56,264	25.27%	☺
Law, Order and Public Safety	(470,954)	(460,954)	(422,843)	(293,182)	129,661	30.66%	☺
Health	(25,294)	(25,294)	(23,291)	(20,732)	2,559	10.99%	
Education and Welfare	(163,573)	(147,073)	(134,519)	(105,766)	28,753	21.37%	☺
Housing	(241,917)	(231,917)	(198,289)	(157,534)	40,755	20.55%	☺
Community Amenities	(573,400)	(565,400)	(517,698)	(385,686)	132,012	25.50%	☺
Recreation and Culture	(1,044,540)	(1,021,295)	(931,577)	(792,346)	139,231	14.95%	☺
Transport	(3,571,833)	(3,533,903)	(3,224,278)	(2,970,096)	254,182	7.88%	
Economic Services	(257,475)	(255,275)	(227,201)	(214,864)	12,337	5.43%	
Other Property and Services	(406,383)	(406,382)	(365,980)	(308,478)	57,502	15.71%	☺
<b>Total</b>	<b>(7,575,013)</b>	<b>(7,362,690)</b>	<b>(6,639,430)</b>	<b>(5,941,419)</b>	<b>698,011</b>	<b>10.51%</b>	
<b>Funding Balance Adjustment</b>							
Add back Depreciation	3,098,790	3,098,790	2,840,558	2,674,456	(166,101)	(5.85%)	
Adjust (Profit)/Loss on Asset Disposal	47,511	47,511	43,549	(4,068)	(47,617)	(109.34%)	☹
Correction of SSL78 adjustment	0	0	0	0	0	0.00%	
Adjust (Profit)/Loss on Asset Revaluation	0	0	0	0	0	0.00%	
Adjustment (rounding)	0	0	0	0	0	0.00%	
Movement in Non Cash Provisions	0	0	0	0	0	0.00%	
<b>Net Operating (Ex. Rates)</b>	<b>(812,976)</b>	<b>(418,421)</b>	<b>(378,761)</b>	<b>96,744</b>	<b>475,505</b>	<b>(125.54%)</b>	
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	122,000	354,500	122,000	238,841	116,841	(95.77%)	
Proceeds from New Debentures	600,000	0	0	0	0	0.00%	
Self-Supporting Loan Principal	24,413	24,413	24,412	11,998	(12,414)	0.00%	
Transfer from Reserves	2,406,197	1,883,197	523,000	0	(523,000)	0.00%	
<b>Total</b>	<b>3,152,610</b>	<b>2,262,110</b>	<b>669,412</b>	<b>250,839</b>	<b>(418,573)</b>		
<b>Capital Expenses</b>							
Land and Buildings	(1,514,000)	(795,906)	(647,042)	(332,357)	314,685	48.63%	☺
Plant and Equipment	(436,000)	(917,302)	(402,710)	(167,008)	235,703	58.53%	☺
Furniture and Equipment	(10,000)	(10,000)	(9,163)	(7,638)	1,525	0.00%	
Infrastructure Assets - Roads & Bridges	(1,068,926)	(1,121,856)	(1,304,844)	(770,939)	533,905	40.92%	☺
Infrastructure Asset - Other	0	(22,850)	(20,944)	(4,570)	16,374	0.00%	
Infrastructure Assets - Sewerage	(742,000)	(142,000)	(137,826)	(88,725)	49,101	35.63%	☺
Infrastructure Assets - Footpath	0	0	0	0	0	0.00%	
Repayment of Debentures	(133,672)	(133,672)	(133,668)	(133,671)	(3)	(0.00%)	
Principal elements of finance lease payments	(1,419)	(1,419)	0	(1,419)		0.00%	
Transfer to Reserves	(1,791,777)	(2,039,277)	(1,626,087)	(10,132)	1,615,955	99.38%	☺
<b>Total</b>	<b>(5,697,794)</b>	<b>(5,184,282)</b>	<b>(4,282,284)</b>	<b>(1,516,458)</b>	<b>2,767,245</b>	<b>(64.62%)</b>	
<b>Net Capital</b>	<b>(2,545,184)</b>	<b>(2,922,172)</b>	<b>(3,612,872)</b>	<b>(1,265,619)</b>	<b>2,348,672</b>	<b>(65.01%)</b>	
<b>Total Net Operating + Capital</b>	<b>(3,358,160)</b>	<b>(3,340,593)</b>	<b>(3,991,633)</b>	<b>(1,168,875)</b>	<b>2,824,177</b>	<b>70.75%</b>	
Rate Revenue	2,376,497	2,410,607	2,410,471	2,412,055	1,584	0.07%	
Opening Funding Surplus(Deficit)	981,662	929,986	905,785	905,785	75,877	8.38%	
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>0</b>	<b>(675,377)</b>	<b>2,148,965</b>	<b>2,901,638</b>		

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Program by Nature and Type**  
**For the Period Ended 31 May 2022**

NOTE	2021/22 Adopted Budget	2021/22 Current Budget	2021/22 YTD Budget	2021/22 YTD Actual	Variance YTD Budget vs YTD Actual
	\$	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>					
Rates	2,410,607	2,410,607	2,410,471	2,412,055	1,584
Operating Grants, Subsidies and Contributions	1,192,180	1,122,362	1,040,617	1,733,722	693,105
Fees and Charges	689,173	777,173	744,524	806,172	61,648
Interest Earnings	135,249	43,499	34,439	34,529	90
Other Revenue	162,795	162,795	158,522	153,642	(4,880)
	4,590,004	4,516,436	4,388,573	5,140,119	751,546
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>					
Employee Costs	(2,225,555)	(2,133,690)	(1,859,796)	(1,764,170)	95,626
Materials and Contracts	(1,715,698)	(1,602,631)	(1,440,881)	(1,073,446)	367,435
Utilities	(185,040)	(185,040)	(161,640)	(169,024)	(7,384)
Depreciation	(3,098,790)	(3,098,790)	(2,842,635)	(2,674,456)	168,179
Interest Expenses	(60,731)	(67,343)	(60,089)	(51,842)	8,247
Insurance	(230,993)	(227,743)	(225,446)	(193,514)	31,932
Other Expenditure	(7,462)	(850)	(808)	(2,763)	(1,955)
	(7,524,269)	(7,316,087)	(6,591,295)	(5,929,215)	662,080
	(2,934,265)	(2,799,651)	(2,202,722)	(789,096)	1,413,626
Non-Operating Grants, Subsidies & Contributions	1,398,729	1,688,639	1,395,259	623,438	(771,821)
Profit on Asset Disposals	0	0	0	16,272	16,272
Loss on Asset Disposals	(47,511)	(47,511)	(43,549)	(12,204)	31,345
<b>NET RESULT</b>	<b>(1,583,047)</b>	<b>(1,158,523)</b>	<b>(851,012)</b>	<b>(161,589)</b>	<b>689,422</b>

**Shire of Brookton**  
**Notes To The Statement Of Financial Activity**  
**For the Period Ended 31 May 2022**

**Explanation Of Material Variances**

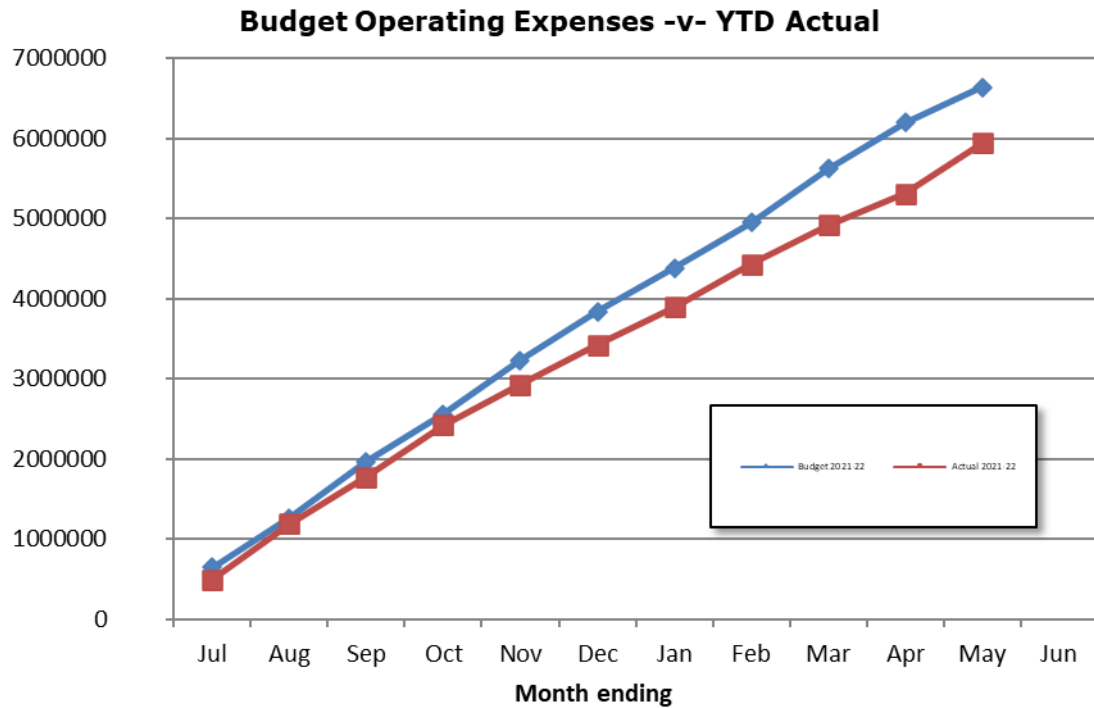
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

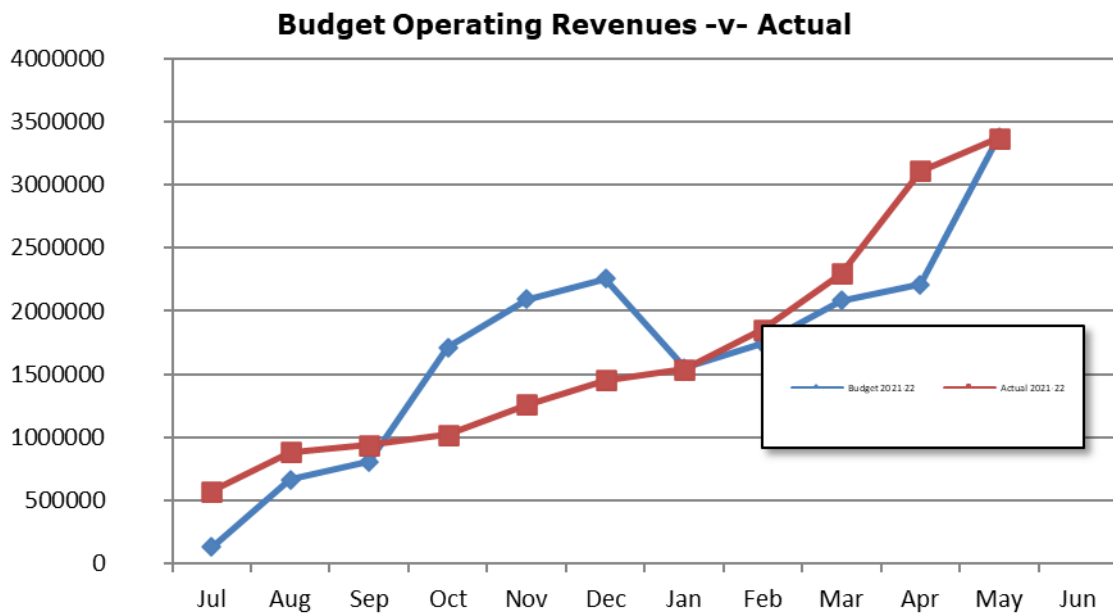
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	(5,118)	(23.19%)		Within variance threshold
General purpose funding	605,734	56.10%	☺ Permanent	General FAGS Budget \$668,176; Actual \$418,962 variance of \$249,484 Road FAGS Budget \$382,492; Actual \$184,960 variance of \$197,532 of \$447,016 - will require review. Advance Payment received \$649,700 General Purpose & \$330,040 Roads
Law, order and public safety	(839,262)	(83.67%)	☹ Timing	BRMP position not reinstated therefore expected revenue will not be received
Health	(148)	(53.72%)		Within variance threshold
Education and welfare	(5,254)	(8.70%)		Within variance threshold
Housing	21,834	26.98%	☺ Permanent	Staff housing rental income higher than budgeted
Community amenities	10,268	2.19%		Within variance threshold
Recreation and culture	503	1.52%		Within variance threshold
Transport	143,528	30.82%	☺ Timing	Roads to Recovery Grant received in March
Economic services	51,788	37.88%	☺ Timing	Caravan Park Fees higher than budget
Other property and services	7,339	27.64%		Within variance threshold
<b>Expenditure from operating activities</b>				
Governance	(155,246)	41.83%		Within variance threshold
General purpose funding	56,264	25.27%	☺ Timing	Admin allocations are being monitored and will be addressed as part of the 22/23 budget
Law, order and public safety	129,661	30.66%	☺ Timing	Expenditure timing
Health	2,559	10.99%		Within variance threshold
Education and welfare	28,753	21.37%	☺ Timing	ILUs general op exp under budget
Housing	40,755	20.55%	☺ Timing	Admin allocations are being monitored and will be addressed as part of the 22/23 budget
Community amenities	132,012	25.50%	☺ Timing	Refuse & Sewerage operating expense costs under budget
Recreation and culture	139,231	14.95%	☺ Timing	Pool, recreation grounds & parks & reserves operating expense under budget
Transport	254,182	7.88%		Within variance threshold
Economic services	12,337	5.43%		Within variance threshold
Other property and services	57,502	15.71%	☺ Timing	Admin allocations require review; operating expense including employee costs under budget
<b>Funding Balance Adjustment</b>				
Add back Depreciation	(166,101)	(5.85%)		Within variance threshold
Adjust (Profit)/Loss on Asset Disposal	(47,617)	(109.34%)	☹ Permanent	Within variance threshold
Correction of SSL78 adjustment	0	0.00%		Within variance threshold
Adjust (Profit)/Loss on Asset Revaluation	0	0.00%		Within variance threshold
Movement in Non Cash Provisions	0	0.00%		Within variance threshold
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	116,841	(95.77%)		Within variance threshold
Proceeds from New Debentures	0	0.00%		Within variance threshold
Self-Supporting Loan Principal	(12,414)	0.00%		Within variance threshold
Transfer from Reserves	(523,000)	0.00%		Within variance threshold
<b>Capital Expenses</b>				
Land and Buildings	314,685	48.63%	☺ Permanent	Capital expenditure unlikely to commence FY 1/22. Possible carry forward for FY 22/23, for some projects
Plant and Equipment	235,703	58.53%	☺ Timing	Capital expenditure subject to project timing & progress
Furniture and Equipment	1,525	0.00%		Within variance threshold
Infrastructure Assets - Roads & Bridges	533,905	40.92%	☺ Timing	Capital expenditure subject to project timing & progress
Infrastructure Assets - Sewerage	49,101	35.63%	☺ Timing	Capital expenditure subject to project timing & progress
Infrastructure Assets - Footpath	0	0.00%		Within variance threshold
Repayment of Debentures	(3)	(0.00%)		Within variance threshold
Principal elements of finance lease payments	0	0.00%		Within variance threshold
Transfer to Reserves	1,615,955	99.38%	☺ Timing	Based on reserve interest received
Rate Revenue	1,584	0.07%		Within variance threshold
Opening Funding Surplus(Deficit)	75,877	8.38%	Timing	20/21 closing surplus Audited Annual Financial Report

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Operating Expenses**



**Comments/Notes - Operating Revenues**

ADJUSTED NET  
CURRENT ASSETS

Note 3: NET CURRENT FUNDING  
POSITION

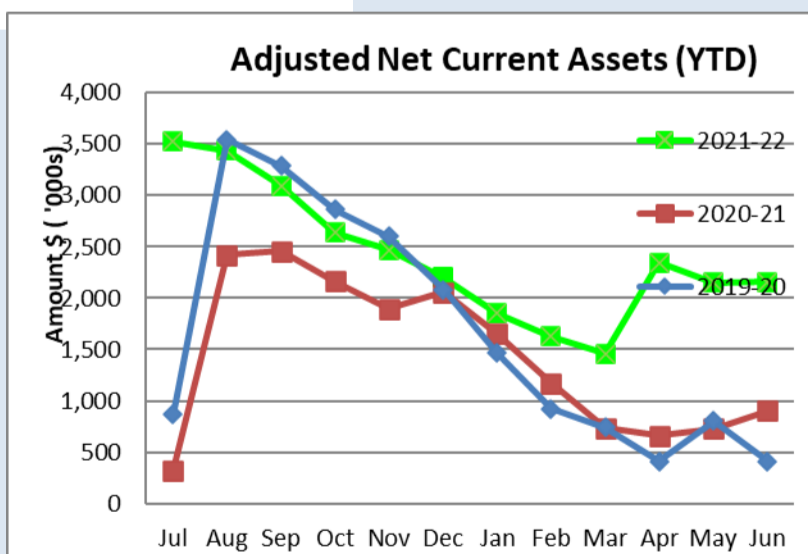
Adjusted Net Current Assets	Note	Last Years Closing	This Time Last Year	Year to Date Actual
		30/06/2021	31/05/2021	31/05/2022
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		1,123,704	859,979	1,932,617
Cash - Restricted Unspent Grants		0	0	286,906
Cash Restricted - Reserves	5	11,626,742	11,932,315	11,636,874
Cash Restricted - Bonds & Deposits		9,060	7,950	9,750
Receivables - Rates		76,004	114,053	143,273
Receivables - Other		68,812	274,985	374,849
ATO Holding Account		0	0	0
Other Assets Other Than Inventories		0	0	0
Inventories		239,610	234,538	90,898
		13,143,933	13,423,820	14,475,167
<b>Less: Current Liabilities</b>				
Payables		(123,978)	(366,159)	(83,279)
Contract Liabilities	17	0	0	(286,906)
Bonds & Deposits		0	0	(2,740)
Loan and Lease Liability	7	(135,090)	0	0
Provisions		(250,465)	(178,874)	(250,465)
		(509,533)	(545,033)	(623,390)
Less: Cash Reserves	5	(11,626,742)	(11,932,315)	(11,636,874)
Less: Current assets not expected to be received at end of year - Land held for resale		(212,551)	(212,551)	(53,523)
Add Back: Loan and Lease Liability		135,090	0	0
Less : Loan Receivable - clubs/institutions		(24,414)	0	(12,415)
<b>Net Current Funding Position</b>		<b>905,784</b>	<b>733,921</b>	<b>2,148,965</b>

SIGNIFICANT ACCOUNTING POLICIES

KEY INFORMATION

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

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.



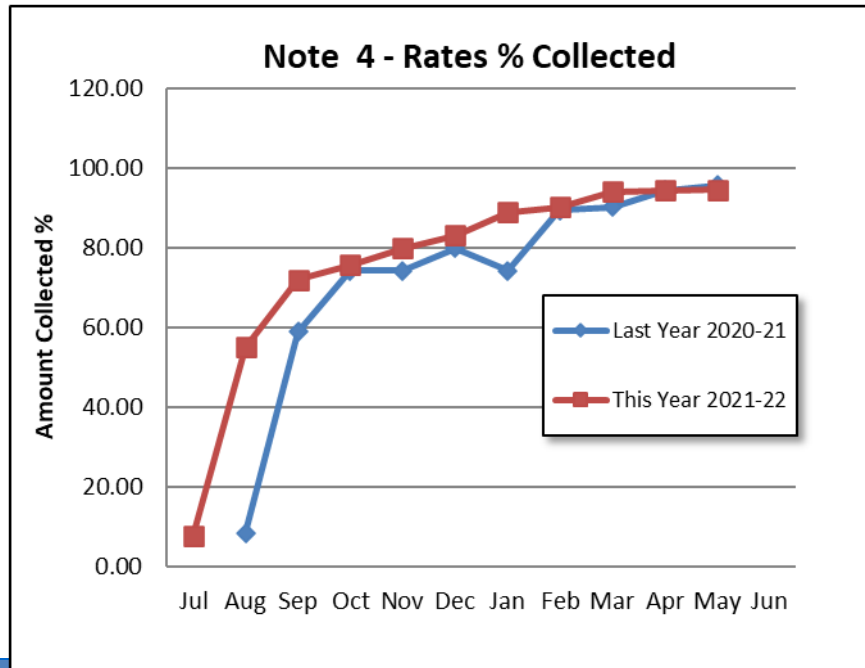
<b>This Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$2.15 M</b>
<b>Last Year YTD</b>
<b>Surplus(Deficit)</b>
<b>\$.73 M</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 4: RECEIVABLES**

**Receivables - Rates, Sewerage and Rubbish**

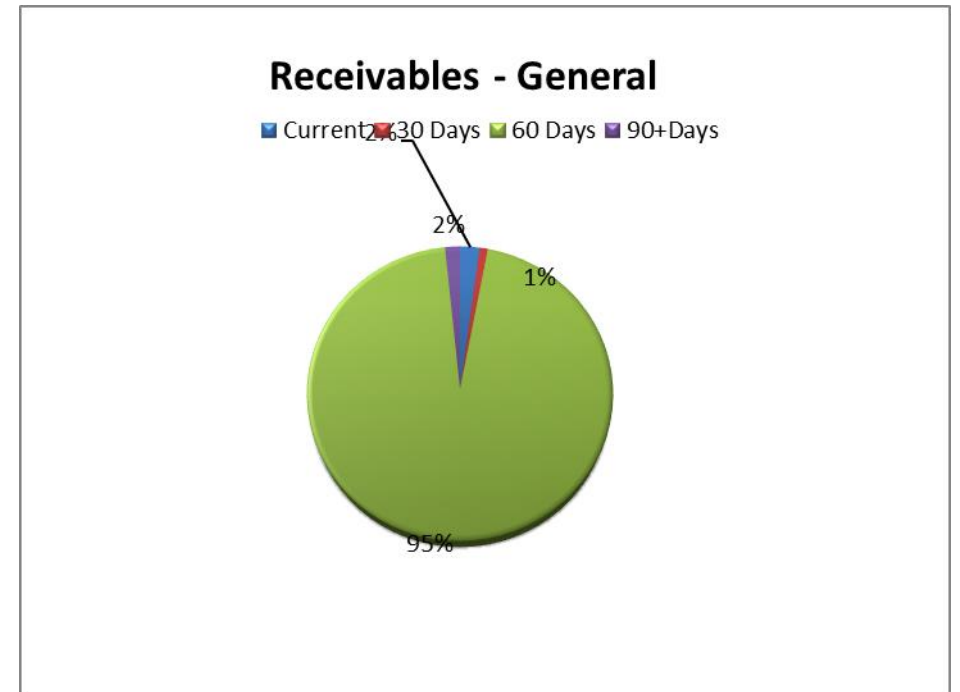
	Current 2021-22	Previous Year 2020-21
Opening Arrears Previous Years Rates, Sewerage & Rubbish Levied this year	\$ 98,570	\$ 234,381
<u>Less</u> Collections to date	2,797,889	2,703,069
Equals Current Outstanding	<b>(2,738,661)</b>	<b>(2,809,558)</b>
<b>Net Rates Collectable</b>	<b>157,799</b>	<b>127,892</b>
% Collected	157,799	127,892
	94.55%	95.65%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	30			
	Current	Days	60 Days	90+Days
	\$	\$	\$	\$
	7,291	3,033	326,425	5,567
<b>Total Outstanding</b>				<b>342,317</b>

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 5: Cash Backed Reserves**

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$		\$
Leave Reserve	138,900	1,111	51	0	0	0	0	0	0	140,011	140,011	138,951
Plant and Vehicle Reserve and Community Bus Reserve	337,435	2,699	125	545,000	545,000	0	(314,000)	(296,000)	0	571,134	589,134	337,560
Land & Housing Development Reserve/Independent Living Units	1,392,425	11,139	515	0	247,500	0	(30,000)	(30,000)	0	1,373,564	1,621,064	1,392,941
Furniture and Equipment Reserve	21,213	170	8	0	0	0	(10,000)	(10,000)	0	11,383	11,383	21,221
Municipal Buildings & Facilities Reserve	631,068	5,049	234	0	0	0	(180,000)	(170,000)	0	456,117	466,117	631,301
Townscape and Footpath Reserve	125,177	1,001	46	0	0	0	(47,000)	(47,000)	0	79,178	79,178	125,224
Sewerage Scheme Reserve	445,787	3,566	165	65,000	65,000	0	(50,000)	(50,000)	0	464,353	464,353	445,952
Road and Bridge Infrastructure Reserve	115,816	927	43	758,764	758,764	0	(484,433)	(484,433)	0	391,074	391,074	115,859
Health & Wellbeing reserve	554,349	4,435	205	0	0	0	(558,764)	(558,764)	0	20	20	554,554
Sport & Recreation Reserve	31,653	253	12	0	0	0	0	0	0	31,906	31,906	31,665
Rehabilitation & Refuse Reserve	210,991	1,688	78	55,000	55,000	0	(50,000)	(35,000)	0	217,679	232,679	211,070
Caravan Park Reserve	354,061	2,832	131	0	0	0	0	0	0	356,893	356,893	354,192
Brookton Heritage/Museum Reserve	47,189	378	17	0	0	0	0	0	0	47,567	47,567	47,207
Kweda Hall Reserve	18,042	144	7	0	0	0	0	0	0	18,186	18,186	18,049
Railway Station Reserve	330,082	2,641	122	200,000	200,000	0	(70,000)	(70,000)	0	462,723	462,723	330,204
Madison Square Units Reserve	30,680	245	11	0	0	0	0	0	0	30,925	30,925	30,691
Cemetery Reserve	30,735	246	11	50,000	50,000	0	(40,000)	(10,000)	0	40,981	70,981	30,747
Water Harvesting Reserve	109,633	877	41	0	0	0	(42,000)	(42,000)	0	68,510	68,510	109,674
Developer Contribution	2,742	22	1	0	0	0	0	0	0	2,764	2,764	2,743
Cash Contingency Reserve	131,689	1,054	49	0	0	0	0	0	0	132,743	132,743	131,737
Brookton Aquatic Reserve	456,307	3,650	169	25,000	25,000	0	(30,000)	(30,000)	0	454,957	454,957	456,476
Future Fund Reserve	4,097,368	32,779	5,425	0	0	0	0	0	0	4,130,147	4,130,147	4,102,792
Innovations Fund Reserve	2,013,401	16,107	2,666	0	0	0	(500,000)	(50,000)	0	1,529,508	1,979,508	2,016,067
	<b>11,626,742</b>	<b>93,013</b>	<b>10,131.63</b>	<b>1,698,764</b>	<b>1,946,264</b>	<b>0</b>	<b>(2,406,197)</b>	<b>(1,883,197)</b>	<b>0</b>	<b>11,012,322</b>	<b>11,782,822</b>	<b>11,636,874</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 6: CAPITAL DISPOSALS AND ACQUISITIONS**

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
31,746	22,000	(9,746)	PAV4 - Commodore (MCC Vehicle)	\$ 31,603		\$ 22,727	(8,876)
44,931	40,000	(4,931)	PAV116 -2018 Ford Ranger MC 2019	44,141		41,114	(3,028)
61,846	35,000	(26,846)	Isuzu Tandem Tip Truck	0		0	0
15,988	10,000	(5,988)	Isuzu Single Axle Truck	0		0	0
17,653	15,000	(2,653)	Triton Single Cab Ute Parks & Gardens	0		0	0
0	0	0	Lot 105 - 10 Avonbank Close, Brookton - A2772	38,728		55,000	16,272
0	0	0	Lot 102 - 4 Avonbank Close, Brookton - A2773	60,150		60,000	(150)
0	0	0	Lot 103 -6 Avonbank Close, Brookton -A2774	60,150		60,000	(150)
<b>172,164</b>	<b>122,000</b>	<b>(50,164)</b>		<b>234,773</b>	<b>0</b>	<b>238,841</b>	<b>4,068</b>

Comments - Capital Disposal

Summary Acquisitions	Budget	Current Budget	YTD Actual	Variance
	\$		\$	\$
<b>Property, Plant &amp; Equipment</b>				
Land and Buildings	1,514,000	795,906	332,357	463,549
Plant & Equipment	436,000	917,302	167,008	750,295
Furniture & Equipment	10,000	10,000	7,638	2,362
<b>Infrastructure</b>				
Roadworks & Bridge Works & Footpaths	1,068,926	1,121,856	770,938	350,918
Other	0	22,850	4,570	18,280
Sewerage & Drainage	742,000	142,000	88,725	53,275
<b>Totals</b>	<b>3,770,926</b>	<b>3,009,914</b>	<b>1,371,235</b>	<b>1,638,679</b>

Comments - Capital Acquisitions



**Shire of Brookton**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**NOTE 7: INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
						2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22
						Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$
<b>Self Supporting Loans</b>													
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	193,027	0	0	24,413	24,414	168,614	168,613	12,999	11,986
<b>Education &amp; Welfare</b>													
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2026	25	5.63 *	54,417	0	0	9,710	9,710	44,707	44,707	2,929	1,858
<b>Housing</b>													
Loan 80 Staff Housing	Staff Housing	1/02/2026	25	5.63	89,787	0	0	16,021	16,021	73,766	73,766	4,833	3,065
<b>Community Amenities</b>													
Loan 80 Sewerage	Sewerage Extension	1/02/2026	25	5.63	38,092	0	0	6,797	6,797	31,295	31,295	2,050	1,301
Sewerage	Sewerage Upgrade				0	600,000	0	0	0	600,000	0	0	0
<b>Transport</b>													
Loan 80 Grader	New Grader	1/02/2026	25	5.63	89,787	0	0	16,021	16,021	73,766	73,766	4,833	3,065
<b>Recreation and Culture</b>													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	480,006	0	0	60,710	60,710	419,296	419,296	32,324	29,804
					945,116	600,000	0	133,672	133,671	1,411,444	811,445	59,968	51,079

(\*) Self supporting loan financed by payments from third parties.  
All other loan repayments were financed by general purpose revenue.

**INFORMATION ON LEASES**

(b) Lease Repayments

Particulars	Principal 1-Jul-21	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments					
		2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22	2021/22				
		Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$				
<b>Administration</b>													
Re-Use Water Dam LE-03	Seabrook Aboriginal Corporation	1/11/2034	25	3.4	23,437	0	0	1,419	1,419	22,018	22,018	763	763
					23,437	0	0	1,419	1,419	22,018	22,018	763	763

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 8: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>								
Municipal Cash at Bank - Operating Account	0.00%	243,558				243,558	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.05%	1,975,815				1,975,815	Bendigo	
Municipal cash Floats	0.00%	150				150		
Muni Cash at Bank - Restricted Cash - Contract Liabilities		(286,906)				(286,906)		
Bond Fund	0.00%		9,750			9,750	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
<b>(b) Term Deposits</b>								
Savings Account	0.05%		4,438,015			4,438,015	Bendigo	
Reserves	0.20%		7,198,859			7,198,859	Bendigo	20/06/2022
<b>(c) Investments</b>								
Bendigo Bank Shares					10,000	10,000	Bendigo	
<b>Total</b>		<b>1,932,617</b>	<b>11,646,624</b>	<b>13,820</b>	<b>10,000</b>	<b>13,603,061</b>		

Comments/Notes - Investments

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 9: BUDGET AMENDMENTS**

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Adopted Budget Net Asset Surplus 30 June 2021</b> Based on audited 2020/2021 Annual Financials Gain on Disposal of Kalkarni Nursing Home now treated as non-cash transaction LSL Provision movement now treated as non-cash transaction Correction of Surplus Budgeted for 2020/2021		Opening Surplus(Deficit)	\$	\$	\$	\$
					451,710		<b>981,662</b>
						503,386	<b>1,433,372</b>
						24,201	<b>929,986</b>
						51,676	<b>905,785</b>
							<b>854,109</b>
I032010.150	Reduction in General FAGS Allocation - budget included 2021/22 advance payment received in 2020/21	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue			249,483.00	<b>604,626</b>
I032020.150	Reduction in Roads FAGS Allocation - budget included 2021/22 advance payment received in 2020/21	Resolution 14.05.22.04 - OCM 19/05/23	Operating Revenue			197,535.00	<b>407,091</b>
ADMINCAP	Painting deferred; carpets & rewiring completed	Resolution 14.05.22.04 - OCM 19/05/24	Capital Expenses		10000.00		<b>417,091</b>
OL01661	Painting deferred; offset by GL 0L01661	Resolution 14.05.22.04 - OCM 19/05/25	Capital Revenue			10,000.00	<b>407,091</b>
CEMABLU	Project deferred; offset by GL: 0L0901	Resolution 14.05.22.04 - OCM 19/05/26	Capital Expenses		30000.00		<b>437,091</b>
OL01901	Reserve transfer deferred; offset by Job No: CEMABLU	Resolution 14.05.22.04 - OCM 19/05/27	Capital Revenue			30,000.00	<b>407,091</b>
SEWPIPE	Project deferred; offset by GL: I106700. High pressure cleaner - Drain clean out	Resolution 14.05.22.04 - OCM 19/05/28	Capital Expenses		600000.00		<b>1,007,091</b>
I106700.220	Loan deferred due to project deferment; offset by Job No: SEWPIPE	Resolution 14.05.22.04 - OCM 19/05/29	Capital Revenue			600,000.00	<b>407,091</b>
I106020.151	Department of Water & Environment Regulation - Community Water Supply Program Brookton - Happy Valley Water	Resolution 14.05.22.04 - OCM 19/05/30	Operating Revenue		54840.00		<b>461,931</b>
TIPCAP	Project deferred; offset by GL: 0L01781	Resolution 14.05.22.04 - OCM 19/05/31	Capital Expenses		15000.00		<b>476,931</b>
OL01781	Reserve transfer deferred; offset by Job No: TIPCAP	Resolution 14.05.22.04 - OCM 19/05/32	Capital Revenue			15,000.00	<b>461,931</b>
MHALLSFC	Project deferred; Partially offset 0L01991	Resolution 14.05.22.04 - OCM 19/05/33	Capital Expenses		950000.00		<b>1,411,931</b>
OL01991	Reserve transfer deferred; offset by Job No: MHALLSFC	Resolution 14.05.22.04 - OCM 19/05/34	Capital Revenue			450,000.00	<b>961,931</b>
I136498.200	Sale revenue not included in original budget; offset by GL: 0L01632	Resolution 14.05.22.04 - OCM 19/05/35	Capital Revenue		247500.00		<b>1,209,431</b>
OL01632	Offset by GL: I136498; revenue from sale of land	Resolution 14.05.22.04 - OCM 19/05/36	Capital Expenses			247,500.00	<b>961,931</b>
E042531.502	Purchase cost higher than original budget; offset by reserve	Resolution 14.05.22.04 - OCM 19/05/37	Capital Expenses			7,000.00	<b>954,931</b>
TRUCKH	Purchase cost higher than original budget	Resolution 14.05.22.04 - OCM 19/05/38	Capital Expenses			36,341.00	<b>918,590</b>
LIGHTV	P&G Ute Purchase deferred; partial offset by GL: I143498	Resolution 14.05.22.04 - OCM 19/05/39	Capital Expenses		40000.00		<b>958,590</b>
OL01621	Plus \$7k CEO minus \$25k P&G Ute	Resolution 14.05.22.04 - OCM 19/05/40	Capital Revenue			18,000.00	<b>940,590</b>
I143498.200	No sale; P&G Ute purchase deferred; partial offset Job No: LIGHTV	Resolution 14.05.22.04 - OCM 19/05/41	Capital Revenue			15,000.00	<b>925,590</b>

OVALCAP	Renovation works to the Brookton Oval lights OCM 14.04.22.01	Resolution 14.05.22.04 - OCM 19/05/42	Capital Expenses			22,850.00	<b>902,740</b>
OVALOP	Increase in reticulation electrical & disconnect & dismantle oval lighting tower; safety risk Renovation works to the Brookton Oval lights OCM 14.04.22.01	Resolution 14.05.22.04 - OCM 19/05/43	Operating Expenses			13,255.00	<b>889,485</b>
E054530.502	Local Government Grant Scheme (LGGS) Capital Grant - 1HOI412 Iveco Fire Tender	Resolution 14.05.22.04 - OCM 19/05/44	Capital Expenses			459,064.00	<b>430,421</b>
I054020.151	Local Government Grant Scheme (LGGS) Capital Grant - 1HOI412 Iveco Fire Tender	Resolution 14.05.22.04 - OCM 19/05/45	Operating Revenue		459064.00		<b>889,485</b>
WBSHEDCAP	West Brookton Brigade Appliance Bay Facility and Amenities	Resolution 14.05.22.04 - OCM 19/05/46	Capital Expenses			286,906.00	<b>602,579</b>
I054020.151	West Brookton Brigade Appliance Bay Facility and Amenities DFES Capital Grant	Resolution 14.05.22.04 - OCM 19/05/47	Operating Revenue		286906.00		<b>889,485</b>
I032070.151	LRCI Phase 3 revenue due to be received 2022/23	Resolution 14.05.22.04 - OCM 19/05/48	Operating Revenue			510,900.00	<b>378,585</b>
E136530.502	Standpipe Swipe Card Controller: Offset by GL E042010	Resolution 14.05.22.04 - OCM 19/05/49	Capital Expenses			18,897.00	<b>359,688</b>
E042010.300	Savings Salary and Wages Administration	Resolution 14.05.22.04 - OCM 19/05/50	Operating Expenses		18897.00		<b>378,585</b>
RICHAR2R	Increase in reseal expenditure \$15K Shire Funded	Resolution 14.05.22.04 - OCM 19/05/51	Capital Expenses			15,000.00	<b>363,585</b>
I033020.142	Decrease in investment interest due to lower than budgeted interest rates	Resolution 14.05.22.04 - OCM 19/05/52	Operating Revenue			91,750.00	<b>271,835</b>
I052010.111	Increased revenue pound fees	Resolution 14.05.22.04 - OCM 19/05/53	Operating Revenue		4000.00		<b>275,835</b>
I091010.126	Increase in rental revenue due to increased tenancy occupancy	Resolution 14.05.22.04 - OCM 19/05/54	Operating Revenue		17000.00		<b>292,835</b>
I104010.129	Increase in Planning Fees from adopted 2021/22 budget	Resolution 14.05.22.04 - OCM 19/05/55	Operating Revenue		16000.00		<b>308,835</b>
I132010.114	Increase in revenue due to higher occupancy of Caravan Park Chalets	Resolution 14.05.22.04 - OCM 19/05/56	Operating Revenue		45000.00		<b>353,835</b>
I136010.127	Increase in Water Standpipe Fees from adopted budget	Resolution 14.05.22.04 - OCM 19/05/57	Operating Revenue		4000.00		<b>357,835</b>
I141010.130	Increased Revenue Private Works	Resolution 14.05.22.04 - OCM 19/05/58	Operating Revenue		2000.00		<b>359,835</b>
E042010.300	Admin Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/59	Operating Expenses		60000.00		<b>419,835</b>
E055010.300	Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/60	Operating Expenses		10000.00		<b>429,835</b>
E134020.300	Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/61	Operating Expenses		2200.00		<b>432,035</b>
E041020.411	Decrease in expenditure due to LGIS Scheme credit	Resolution 14.05.22.04 - OCM 19/05/62	Operating Expenses		3000.00		<b>435,035</b>
ADMIOP.379	Decrease in expenditure due to deferment of Internal and External painting	Resolution 14.05.22.04 - OCM 19/05/63	Operating Expenses		20000.00		<b>455,035</b>
ADMIOP.327	Decrease expenditure Consultant/Contractor - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/64	Operating Expenses		1500.00		<b>456,535</b>
ADMIOP.340	Decrease expenditure Minor Equipment - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/65	Operating Expenses		500.00		<b>457,035</b>
ADMIOP.352	Decrease expenditure Equipment Maintenance - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/66	Operating Expenses		550.00		<b>457,585</b>
WBOP.340	Decrease expenditure Chair Trolley x 2 - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/67	Operating Expenses		5500.00		<b>463,085</b>
U133WS.379	Decrease in Building Maintenance - Unit 1 33 Whittington Street	Resolution 14.05.22.04 - OCM 19/05/68	Operating Expenses		3000.00		<b>466,085</b>

U233WS.379	Decrease in Building Maintenance - Unit 2 33 Whittington Street	Resolution 14.05.22.04 - OCM 19/05/69	Operating Expenses		4000.00		<b>470,085</b>	
U340WS.379	Decrease in Building Maintenance - Unit 3 40 White Street	Resolution 14.05.22.04 - OCM 19/05/70	Operating Expenses		1000.00		<b>471,085</b>	
U540WS.379	Decrease in Building Maintenance - Unit 5 40 White Street	Resolution 14.05.22.04 - OCM 19/05/71	Operating Expenses		3000.00		<b>474,085</b>	
U640WS.379	Decrease in Building Maintenance -Unit 6 40 White Street	Resolution 14.05.22.04 - OCM 19/05/72	Operating Expenses		2000.00		<b>476,085</b>	
U740WS.379	Decrease in Building Maintenance - Unit 7 40 White Street	Resolution 14.05.22.04 - OCM 19/05/73	Operating Expenses		2000.00		<b>478,085</b>	
U840WS.379	Decrease in Building Maintenance - Unit 8 40 White Street	Resolution 14.05.22.04 - OCM 19/05/74	Operating Expenses		1500.00		<b>479,585</b>	
U2MSUOP.379	Decrease in Building Maintenance - Unit 2 4 Matthew Street	Resolution 14.05.22.04 - OCM 19/05/75	Operating Expenses		5000.00		<b>484,585</b>	
28AWSOP.379	Decrease in Building Maintenance - Unit 5 28 Williams Street	Resolution 14.05.22.04 - OCM 19/05/76	Operating Expenses		5000.00		<b>489,585</b>	
E105020.327	Cemetery Reserve Management Plan - Project deferred	Resolution 14.05.22.04 - OCM 19/05/77	Operating Expenses		8000.00		<b>497,585</b>	
POOLGO.327	Asset Report pool Equipment and pipework - Project deferred	Resolution 14.05.22.04 - OCM 19/05/78	Operating Expenses		11000.00		<b>508,585</b>	
E115050.391	Decrease in community applications 2021/22	Resolution 14.05.22.04 - OCM 19/05/79	Operating Expenses		20000.00		<b>528,585</b>	
I032020.150	Advance Payment 22/23 received in 21/22	Resolution 14.05.22.04 - OCM 19/05/80	Operating Revenue		272500.00		<b>801,085</b>	
I032010.150	Advance Payment 22/23 received in 21/22	Resolution 14.05.22.04 - OCM 19/05/81	Operating Revenue		104700.00		<b>905,785</b>	
BRDGOP.379	Bridge 3154A Davis Road - Budget transferred to capital construction	Resolution 14.05.22.04 - OCM 19/05/82	Operating Expenses		37930.00		<b>943,715</b>	
BRIDGE02.504	Capital works Bridge 3154A Davis Road - expenditure offset by transfer from operating expenditure budget	Resolution 14.05.22.04 - OCM 19/05/83	Capital Expenses			37,930.00	<b>905,785</b>	
DAVISFC.504	Capital works not expected to be completed in 2021/22	Resolution 14.05.22.04 - OCM 19/05/84	Capital Expenses		50000.00		<b>955,785</b>	
BARTSFC.504	Capital works completion of gravel resheeting	Resolution 14.05.22.04 - OCM 19/05/85	Capital Expenses			50,000.00	<b>905,785</b>	
<b>Closing Funding Surplus (Deficit)</b>					<b>0</b>	<b>3,885,797</b>	<b>3,961,674</b>	<b>905,785</b>

**Shire of Brookton**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2022**

**Note 10: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period 1 July 2021	Amount Received	Amount Paid	Closing Balance For the Period Ended 31 May 2022
	\$	\$	\$	\$
Public Open Space Contributions	13,820	0	0	<b>13,820</b>
	<b>13,820</b>	<b>0</b>	<b>0</b>	<b>13,820</b>

**1. Public Open Space Contribution:**

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Sewerage Programm by Nature and Type**  
**For the Period Ended 31 May 2022**

**Note 11 Sewerage Operating Statement**

NOTE	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sewerage Connection Fees and Charges	1,690	1,690	1,180	(510)
Annual Sewerage Rates	196,268	196,268	195,421	(847)
	<b>197,958</b>	<b>197,958</b>	<b>196,601</b>	<b>(1,357)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs 30	(3,559)	(3,140)	(877)	2,263
Materials and Contracts 32	(51,200)	(47,241)	(56,107)	(8,866)
Utilities 38	(3,300)	(2,975)	(2,681)	294
Depreciation 45	(36,542)	(33,484)	(41,739)	(8,255)
Interest Expenses 40	(2,315)	(2,314)	(1,301)	1,014
Insurance 41	(322)	(322)	(160)	162
Allocations/Overheads 80	(1,920)	(1,690)	(806)	884
Allocation of Administration Expense 80	(50,243)	(46,046)	(32,162)	13,884
	<b>(149,401)</b>	<b>(137,212)</b>	<b>(135,833)</b>	<b>1,379</b>
	<b>48,557</b>	<b>60,746</b>	<b>60,768</b>	<b>22</b>
Add Back Depreciation	36,542	33,497	41,739	8,255
Non-Operating Grants, Subsidies & Contributions	0	0	0	0
Profit on Asset Disposals	0	0	0	0
Loss on Asset Disposals	0	0	0	0
Transfer to Sewerage and Drainage Reserve	(68,566)	(62,852)	0	(62,852)
Transfer from Sewerage and Drainage Reserve	50,000	50,000	0	50,000
<b>NET RESULT</b>	<b>66,533</b>	<b>81,391</b>	<b>102,507</b>	<b>(4,575)</b>
Capital Loan Repayments			(6,797)	

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**WB Eva Pavilion by Nature and Type**  
**For the Period Ended 31 May 2022**

**Note 12 WB Eva Pavilion Operating Statement**

NOTE	2021/22	2021/22	2021/22	Variance
	Adopted Budget	YTD Budget	YTD Actual	YTD Budget vs YTD Actual
	\$	\$	\$	\$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Hire Fees - WB Eva Pavilion	4,000	3,667	3,103	(563)
Sporting Club Fees	4,000	3,667	673	(2,994)
Gymnasium Income	7,000	6,417	7,509	1,092
	<b>15,000</b>	<b>13,750</b>	<b>11,285</b>	<b>(2,465)</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	(17,967)	(15,893)	(9,387)	6,506
Materials and Contracts	(13,685)	(7,502)	(6,639)	863
Utilities	(3,200)	(2,926)	(3,855)	(929)
Interest Expenses	(35,688)	(35,688)	(29,804)	5,884
Insurance	(6,210)	(6,210)	(5,558)	652
Allocations/Overheads	(5,395)	(4,928)	(1,518)	3,410
Gymnasium Operating	(11,983)	(10,956)	(4,008)	6,948
	<b>(94,128)</b>	<b>(84,103)</b>	<b>(60,767)</b>	<b>23,336</b>
	<b>(79,128)</b>	<b>(70,353)</b>	<b>(49,482)</b>	<b>20,871</b>
<b>NET RESULT</b>	<b>(79,128)</b>	<b>(70,353)</b>	<b>(49,482)</b>	<b>20,871</b>
Capital Loan Repayments			(60,710)	



**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Brookton Caravan Park and Brookton Aquatic Centre**  
**For the Period Ended 31 May 2022**

	Note	Adopted Annual Budget 2021/22	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)- (a)/(b) 9
<b>Note 13 (a): Brookton Caravan Park</b>		\$		\$	\$	\$	%
<b>Operating Revenue</b>							
Caravan Park Fees		85,000		119,163	155,749	36,586	30.70%
<b>Total Revenue</b>		<b>85,000</b>		<b>119,163</b>	<b>155,749</b>	<b>36,586</b>	30.70%
<b>Operating Expenses</b>							
Brookton Caravan Park	CARAOP	(75,846)		(67,687)	(74,054)	(6,367)	9.41%
Brookton Caravan Park	MARKOP	(2,000)		(1,826)	(418)		
Caravan Park Depreciation		(2,179)		(1,991)	(7,890)	(5,899)	296.27%
Caravan Park Abc Administration Expenses		(30,146)		(27,632)	(19,297)	8,335	(30.16%)
<b>Total</b>		<b>(110,171)</b>		<b>(99,136)</b>	<b>(101,659)</b>	<b>(3,931)</b>	<b>(3.97%)</b>
<b>Operating Surplus (Deficit)</b>		<b>(25,171)</b>		<b>20,027</b>	<b>54,090</b>	<b>32,656</b>	<b>-163%</b>
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		2,179		1,991	7,890	5,899	296.27%
<b>Net Operating Surplus (Deficit)</b>		<b>(22,992)</b>		<b>22,018</b>	<b>61,980</b>	<b>38,554</b>	<b>175.10%</b>
<b>Note 13 (b): Brookton Aquatic Centre</b>							
<b>Operating Revenue</b>							
POOL FEES & CHARGES		13,100		12,001	15,334	3,333	27.77%
<b>Total Revenue</b>		<b>13,100</b>		<b>12,001</b>	<b>15,334</b>	<b>3,333</b>	27.77%
<b>Operating Expenses</b>							
POOL EMPLOYEE COSTS		(79,061)		(72,402)	(72,222)	180	0.00%
POOL GENERAL OPERATING EXPENSES		(49,439)		(43,579)	(29,814)	13,765	(31.59%)
POOL BUILDING MAINTENANCE		(15,978)		(14,739)	(14,987)	(248)	1.68%
POOL DEPRECIATION		(11,272)		(10,329)	(11,148)	(819)	7.93%
POOL ABC ADMINISTRATION EXPENSES		(30,146)		(27,632)	(19,297)	8,335	(30.16%)
<b>Total</b>		<b>(185,896)</b>		<b>(168,681)</b>	<b>(147,469)</b>	<b>21,212</b>	12.58%
<b>Operating Surplus (Deficit)</b>		<b>(172,796)</b>		<b>(156,680)</b>	<b>(132,135)</b>	<b>24,545</b>	15.67%
<b>Excluding Non Cash Adjustments</b>							
Add back Depreciation		11,272		10,329	11,148	819	7.93%
<b>Net Operating Surplus (Deficit)</b>		<b>(161,524)</b>		<b>(146,351)</b>	<b>(120,986)</b>	<b>25,365</b>	<b>17.33%</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Road Program**  
**For the Period Ended 31 May 2022**

**Note 14 Road Program**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding		
					R2R	LRCIP Other	RRG	RRG Carry over	Direct Grant	FAGS	Reserve	Contributions	Muni
Town Street Maintenance	\$ 179,285	\$ 179,285	\$ 124,025	69%	\$	\$	\$	\$	\$	\$	\$	\$	\$
Rural Road Maintenance	472,983	472,983	471,461	100%					84,910				388,073
Bridge Maintenance	96,314	96,314	51,691	54%									96,314
<b>R2R Work Schedule</b>													0
Richardson Street	218,633	233,633	204,876	88%	218,633								0
<b>Other Construction</b>													0
Davis Road	150,537	100,537	0	0%							150,537		-50,000
Bartram Road	0	50,000	0	0%									50,000
Koornong Drive	59,117	59,117	0	0%							59,117		0
Lefroy Street	20,000	20,000	10,439	52%									20,000
Collard Street	10,000	10,000	6,487	65%									10,000
Crn Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%							8,000		0
Drainage Works Various Roads	40,900	40,900	0	0%		10,900					30,000		0
Bridge 3154A Davis Road	0	37,930	0	0%									37,930
<b>RRG Approved Projects</b>													0
Brookton-Kweda Road	561,739	561,739	549,136	98%			374,960				186,779		0
	<b>1,817,508</b>	<b>1,870,438</b>	<b>1,418,115</b>	<b>78%</b>	<b>218,633</b>	<b>10,900</b>	<b>374,960</b>	<b>0</b>	<b>84,910</b>	<b>0</b>	<b>434,433</b>	<b>0</b>	<b>746,602</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Capital Works Program**  
**For the Period Ended 31 May 2022**

**Note 15 Capital Works Program**

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					Total Funding
					Muni	Grants	Reserves	Sale of Assets	Loan	
	\$	\$	\$		\$	\$	\$	\$	\$	\$
Chambers & Reception Area Upgrade	35,000	25,000	24,045	96%			25,000			25,000
Robinson Road – Street Bins	17,000	17,000	0	0%			17,000			17,000
Landfill Ground Water Monitoring Bores x2	15,000	0	0	0%						0
Ablution Facilities at Cemetery	30,000	0	0	0%						0
Memorial Hall upgrade/construction works	1,000,000	50,000	5,500	11%			50,000			50,000
Railway Station Fencing, signage & crossing improvements	30,000	30,000	0	0%			30,000			30,000
Youth Precinct - Nature Play Ground	0	0	1,642							0
Community Garden/Mens Shed building	0	0	3,286							0
Youth/Girl Guides Building	0	0	2,809							0
Aquatic Centre Improvements	30,000	30,000	0	0%			30,000			30,000
Memorial Park Gazebo and Disable access	30,000	30,000	3,900	13%			30,000			30,000
Tourist Information Bay	17,000	17,000	455	3%	17,000					17,000
Caravan Park Upgrade Stage 1	180,000	180,000	174,961	97%		180,000				180,000
West Brookton BFB - Appliance Bay Facility & Amenities (Shed)	0	286,906	0	0%		286,906				286,906
Depot Improvements	130,000	130,000	115,760	89%			130,000			130,000
Chambers Chairs x 24	10,000	10,000	7,638	76%			10,000			10,000
CEO Vehicle change over	45,000	52,000	51,536	99%			10,886	41,114		52,000
MCC Vehicle change over	36,000	36,000	36,468	101%			14,000	22,000		36,000
Water Tank & Wood Chipper 6"	50,000	50,000	60,107	120%			50,000			50,000
Single Axle Tipper small Parks & Garden (trade PT13)	65,000	65,000	0	0%			55,000	10,000		65,000
Tandem Truck (trade PT10)	200,000	236,341	0	0%			201,341	35,000		236,341
Bushfire Plant & Equipment	0	459,064	0	0%		459,064				459,064
Parks and Garden (trade PU33)	40,000	0	0	0%						0
Standpipe	0	18,897	18,897	100%	18,897					18,897
Brookton-Kweda Road	561,739	561,739	549,136	98%		374,960	186,779			561,739
Richardson Street	218,633	233,633	204,876	88%		233,633				233,633
Davis Road	150,537	100,537	0	0%			100,537			100,537
Koornong Drive	59,117	59,117	0	0%			59,117			59,117
Lefroy Street	20,000	20,000	10,439	52%	20,000					20,000
Collard Street	10,000	10,000	6,487	65%	10,000					10,000
Bartram Road	0	50,000	0	0%	50,000					50,000
Bridge 3154A Davis Road	0	37,930	0	0%	37,930					37,930
Crn Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%			8,000			8,000
Drainage Works Various Roads	40,900	40,900	0	0%		10,900	30,000			40,900
Happy Valley Bore Field	92,000	92,000	88,725	96%		50,000	42,000			92,000
Upgrade- Refurb/Relining Pipe Network	650,000	50,000	0	0%			50,000			50,000
Oval Renovations	0	22,850	4,570	20%			22,850			22,850
	<b>3,770,926</b>	<b>3,009,914</b>	<b>1,371,235</b>		<b>153,827</b>	<b>1,595,463</b>	<b>1,152,510</b>	<b>108,114</b>	<b>0</b>	<b>3,009,914</b>

**Shire of Brookton**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**Grants, Subsidies and Contributions Register**  
**For the Period Ended 31 May 2022**

**Note 16 Grants**

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Main Roads WA	Regional Road Group	Non Operating	(374,960)	(374,960)	Recurrent	(374,960)	(299,964)	80%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	(218,634)	100%
Department of Water & Environment Regulation	Happy Valley	Non Operating	-	(54,840)	-	-	(54,840)	-
Drought Communities Grant	Brookton Recreational Precinct Upgrade	Non Operating	(50,000)	(50,000)	-	(50,000)	(50,000)	100%
LRCI Phase 3		Non Operating	(606,933)	(96,033)	-	(606,933)	-	0%
DFES	West Brookton Fire Shed	Non Operating	-	(745,970)	-	-	-	-
DFES	Bushfire Risk Management Planning Officer Grant	Non Operating	(148,203)	(148,203)	-	(148,203)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(691,193)	Recurrent	(668,176)	(1,068,393)	155%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(289,659)	Recurrent	(382,494)	(514,999)	178%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(56,600)	(56,600)	Recurrent	(56,600)	(58,212)	103%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	-	-	-	-	-	-
Bendigo Bank	Community Christmas Party	Operating	-	-	-	(1,818)	(1,818)	-
Main Roads WA	Direct Grant	Operating	(84,910)	(84,910)	Recurrent	(84,910)	(90,300)	106%
			<b>(2,590,909)</b>	<b>(2,811,001)</b>		<b>(2,592,727)</b>	<b>(2,357,161)</b>	<b>84%</b>

**SHIRE OF BROOKTON  
RESTRICTED CASH RECONCILIATION  
For the Period Ended 31 May 2022**

**Note 17 Restricted Funds Summary**

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure current year 2021/22	Restricted Funds Remaining
Department of Fire & Emergency Services	Law Order & Public Safety	WBSHEDCAP	286,905.50	0.00	286,905.50
National Volunteer Week Grant					
<b>Sub Total</b>					<b>286,905.50</b>
<b>Total Restricted Grant Funds</b>					<b>286,905.50</b>
<b>Available Cash</b>		<b>GL/Job Account</b>	<b>Interest Rate</b>		<b>Balance</b>
Municipal Bank	Muni Fund Bank	0A011010	0		243,557.87
Municipal Bank	Muni Fund Interest Bearing A/C	0A011010	0.05%		1,975,815.01
Municipal Bank	Till Float	0A011020			150.00
Total Cash					2,219,522.88
Less Restricted Cash					<b>(286,905.50)</b>
<b>Total Unrestricted Cash</b>					<b>1,932,617.38</b>

**14.06.22.08 LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM (LRCIP) – PHASE 3 - PROJECTS**

<b>File No:</b>	FIN 008
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

---

**Summary of Item:**

This report seeks approval from the Federal Department of Infrastructure for the allocation of funds to the identified projects as part of the Local Roads and Community Infrastructure (LRCIP) Phase 3 program.

**Description of Proposal:**

The Officer's Recommendation seeks Council to endorse the following projects being:

*1. Brookton Street Tree Program;*

This project removes bottlebrush trees in White and Cumming Streets and replaces them with a native plantings.

*2. Brookton Town CCTV Installation;*

Installation of CCTV would link three site for locating including Robinson Road, Brookton Highway at a location in central Brookton and the WB Eva Pavilion. Each installation requires access to power and either a dedicated pole or suitable high installation. Robinson Road and Brookton Highway would require dedicated poles for camera installation.

*3. Robinson Road Upgrade*

This project would include

- Amenity improvements to the existing public toilets
- New plantings around the existing public toilets to improve visibility of the toilets and access of natural light into the buildings;
- Rationalise existing street bins and replace them with manufactured wheely bin surrounds featuring local historic photography
- Updated park furniture including new park seating;
- New light pole adjacent to railway crossing. This pole could link with CCTV.

*4. Brookton Cemetery Toilet Facility*

This project would include construction of a modern waterless toilet facility at the Brookton cemetery. The cemetery does not have access to reticulated water to allow construction of an alternative type of facility. The Pingelly Cemetery features a similar construction.

## 5. Road Reseals

This project will include reseals to local roads including Lennard Street and Copping Road.

Project	Activity	Sub Total	Total
Street Gardens	Replace bottlebrush trees in White and Cumming Streets	\$60,000	\$60,000
CCTV	3 sites <ul style="list-style-type: none"><li>• Brookton Highway</li><li>• Robinson Road</li><li>• Recreation Ground</li></ul>	\$85,000	\$85,000
Robinson Road	Toilet Upgrade	\$45,000	
Robinson Road	New Appropriate Planting	\$10,000	
Robinson Road	Park Furniture	\$8,900	
Robinson Road	Replace public bins	\$42,000	
Robinson Road	Light Pole	\$20,000	\$125,900
Cemetery	Waterless Public Toilet	\$40,000	\$40,000
Reseals	Lennard Street. Copping Road	\$200,000	\$200,000
<b>TOTAL</b>			<b>\$510,900</b>

### Background:

At their February 2022 Ordinary Meeting of Council decided on the following. LRCIP Phase 3 projects:

- Brookton Swimming Pool and Surrounds Upgrade Project - \$400,000
- Brookton Town CCTV Installation - \$50,900
- Street Tree Program - \$60,000

Investigation of the Brookton Swimming Pool and Surrounds Upgrade Project identified significant potential for delay in the completing an upgrade. This potential included requirement for the Shire of Brookton to that any works completed left the pool fully compliant with health regulations. The cost of the project was almost certain to be greater than the funds available.

### Consultation:

Consultation has been undertaken between Councillors and Shire staff on these projects and no further consultation is required to progress the approval process.

Removal of the existing street trees in White and Cumming Streets will require communication with affected community members to explain the rationale and reasoning for the proposal.

### Statutory Environment:

Nil at this time.

### Relevant Plans and Policy:

There are no current Plans and policies relevant to this matter.

### Financial Implications:

Once the projects have been approved the Shire will receive 50% (\$255, 450) of the total program allocation and then can claim additional expenditure each quarter.

### Risk Assessment:

LRCIP projects are required to be completed and acquitted by 30<sup>th</sup> June 2023. Any significant delay in the completing a project will risk funding.

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

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

### Community & Strategic Objectives:

This proposal in part relates to delivery of upgraded community assets.

### Comment

Council has been allocated \$510,900 in the LRCIP Phase 3 program and there has been a very clear direction from the Commonwealth that there will be no extension provided to phase 3 projects. If the projects are not completed by the 30<sup>th</sup> June 2023, the Commonwealth have indicated that they will be adopting a position of 'spend it or lose it' for the Phase 3 program.

Therefore, it's imperative that Council identifies and allocates the funds to projects that it has confidence will be completed by 30<sup>th</sup> June 2023.

### OFFICER'S RECOMMENDATION

***That Council submit a Local Roads and Community Infrastructure Program Phase 3 Work Schedule that includes:***

- |  |                  |
|--|------------------|
| <b>1. Street Gardens: White &amp; Cumming Streets</b>  | <b>\$60,000</b>  |
| <b>2. CCTV 3 Sites</b>   | <b>\$85,000</b>  |
| <b>3. Robinson Road Upgrade, Toilet Upgrade, Planting, Park Furniture, Bin Surrounds, Light Pole</b> | <b>\$125,900</b> |
| <b>4. Brookton Cemetery – Waterless Public Toilet</b>  | <b>\$40,000</b>  |
| <b>5. Reseal Roads: Lennard Street &amp; Copping Road</b>  | <b>\$200,000</b> |

*(Simple majority vote required)*



## 15.06.22 GOVERNANCE REPORTS

### 15.06.22.01 STAFF UNIFORM POLICIES

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer does not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is to consider policy to provide guidance on the provision of uniforms to staff.

#### Description of Proposal:

The Shire of Brookton generally requires staff to present to work in attire that is safe and suitable for work. The draft Council policies included at **Attachment 15.06.22.01A** and **Attachment 15.06.22.01B**, seek to provide guidance for Council support for to staff to provide suitable attire for work.

Policy **Attachment 15.06.22.01A** provides guidance for the purchase of a range of personal protective equipment (PPE) items that form part of Works Department's staff uniform. The policy establishes amounts and requires staff to wear the uniform. It is expected that the uniform will be very similar for employees and key pieces of the uniform will feature the Shire of Brookton logo and the employees name.

The purchase of uniforms would be still be completed locally. The purchase of the embroidered employee name and Shire logo can be arranged locally. Local purchase will considerably reduce the employee organisation to complete purchases.

Administration staff have no defined uniform and normally present in a range of attire depending on personal taste. The Policy **Attachment 15.06.22.01B** would allow for Administration to select office attire available through WALGA approved uniform suppliers for the Shire of Brookton to purchase. This attire and would utilise a ATO approved logo that would ensure that the purchase was FBT exempt and would allow staff to claim a laundry tax deduction. Under the policy staff would not receive an allowance, rather the clothing items would be purchased for them. While not requiring staff to wear the uniform, it would be expected that because attire would meet their functional needs, Administration staff would utilise the uniform.

The policy allows for an initial purchase of \$500 of uniform, with a lesser annual purchase. To meet the tax requirements, this uniform cannot be purchased locally.

#### Background:

The Shire of Brookton requires staff to generally present to work in attire that is safe and suitable for work.

Works staff are provided with work clothes that meets the requirements of personal protective equipment, that is high visibility in colour and safety boots. In the past there has been no regular purchasing, so staff are dressed in a range of colours. Over time the attire can become tired and visually unappealing.

Administration Staff are encouraged, or even expected, to wear business type attire that is professional in nature and projects the Shire of Brookton as capable and competent. While there is no formal guidance on this, the Shire of Brookton requires staff purchase their own suitable clothing. Having a wardrobe of suitable clothing can be a significant expense for new, full time staff member without a history office work.

**Consultation:**

Uniform requirements have been discussed with Works Staff.

**Statutory Environment:**

The Shire of Brookton has a requirement to ensure that staff have appropriate PPE.

**Relevant Plans and Policy:**

Employees are required by the Shire of Brookton Employee Code of Conduct to “comply with professional, neat and responsible dress standards at all times”.

**Financial Implications:**

The initial investment by the Shire of Brookton in a new Works Department employee is estimated at \$1,400.

Item	No	Value	Total
Long Pants	3	100	300
Long Sleeve Shirts	5	100	500
Jumper	2	90	180
Coat	1	150	150
Safety Boots	1	250	250
Wide Brim Hat	1	20	20
<b>TOTAL</b>			<b>1,400</b>

In 2022/23 an estimated \$14,470 is expected to be purchased. The purchase of quality equipment will reduce in future years. In 2021/22 the Shire of Brookton expects to purchase \$3,500 of uniform equipment.

The initial expense of administration employee uniform purchase is estimated at \$5,500 in 2022/23. This expense would reduce over time.

**Risk Assessment:**

The risk associated with staff uniform and PPE are unlikely and of moderate consequence.

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

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

**Community & Strategic Objectives:**

Uniform policy relates to delivery of core business and services.

**Comment**

The Council policies have application to the majority of Shire staff. Staff completing duties with unique uniform requirements will be provided with compliant uniforms outside of the Council policy.

**OFFICER’S RECOMMENDATION**

*That Council adopt:*

- 1. draft policy 2.47 Works Department Uniform included at Attachment 15.06.22.01A; and**
- 2. draft policy 2.48 Administration Staff Uniform included at Attachment 15.06.22.01B.**

(Simple Majority Vote Required)

**Attachments**

Attachment 15.06.22.01A - Policy 2.47 – Works Department Uniform

Attachment 15.06.22.01B – Policy 2.48 – Administration Staff Uniform

<b>2.47 Works Department Uniform</b>
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<b>Directorate:</b>	Works; Corporate			
<b>Statutory Environment:</b>				
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>	June 2023			

**Objective:**

To have staff wear uniforms so that they promote an acceptable uniform appearance to the general public and meet safety standards

**Policy:**

Each employee is to be provided with a Uniform Kit that includes:

- 3 pairs of long pants (Safety Variety with reflectors)
- 5 long sleeve shirts (Safety Variety with reflectors)
- 2 Jumpers (Safety Variety with reflectors)
- 1 Rain Coat (Safety Variety with reflectors)
- Safety Boots - issued upon start if required
- 1 Wide Brim Hat

**Policy Guidelines:**

1. Staff eligible under this policy include Works staff, gardeners, and cleaners.
2. Casual and Permanent Part- time staff will be receive a modified uniform kit that includes a pro-rata uniform kit, that is sufficient for their requirements.
3. Uniforms will be replaced on an as needs basis upon presentation of old uniforms.
4. Staff will be required to wear the Uniform Kit at work. Staff arriving at work not wearing articles of the Uniform Kit will be directed to return home to change before commencing work.
5. An employee is allowed to enter the workplace without the required uniform where a medical certificate is provided with a reason justifying for noncompliance, or extenuating circumstances considered acceptable by the Manager Infrastructure and Works.

<b>2.48 Administration Staff Uniform</b>
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<b>Directorate:</b>	Corporate & Community			
<b>Statutory Environment:</b>				
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>	June 2023			

**Objective:**

To encourage administration staff to wear uniforms so that they promote a professional appearance to the general public.

**Policy:**

That Administrative staff employed under the Local Government Industry Award, be provided uniforms, in accordance with the following:

1. Upon commencement Council will provide uniforms selected by the employee of a value up to \$500; and
2. Council will provide uniforms up to a value of \$300 annually.

**Policy Guidelines**

1. Only permanent full time and permanent part time employees who have satisfactorily completed any probationary period are eligible.
2. Administrative staff, who have a clause relating to the provision of uniforms in their contract, are excluded from this policy.
3. In this policy “uniforms” is defined as the FBT exempt Local Government uniform arranged by WALGA.
4. Nothing in this policy requires staff to purchase uniforms or restricts staff from purchasing and/or wearing their own, additional office attire if they choose.

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

<b>File No:</b>	ADM 0427
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

The Council is obligated to review its Delegation Register annually and when circumstances change. This report seeks

**Description of Proposal:**

This report serves as the annual review of Council's delegations and Council adoption of a small number of amendments to the attached Delegation Register. Included in Attachment 15.10.21.2A is the proposed amended delegations with amendments and deletions highlighted.

**Background:**

Local Governments are authorised under various pieces of State Government legislation to perform certain duties and exercise certain powers. Under the Local Government Act, 1995 Council can delegate its authority the Chief Executive Officer (CEO).

At least once each year the Council is required under the legislation to review, and if considered necessary, amend the schedule of delegations, although more than one review can be entertained.

**Consultation:**

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

**Statutory Environment:**

Local Government Act 1995

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

- 1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - i. any power or duty that requires a decision of an absolute majority of the council; and
    - ii. any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - i. the local government's property; or
    - ii. an event in which the local government is involved.

- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

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

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

\* Absolute majority required.

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

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

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

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

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

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

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

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

#### **Financial Implications:**

There are no direct financial implications arising from this report.

#### **Risk Assessment:**

Risk exists for Council that:

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

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

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

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

### Community & Strategic Objectives:

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

### Comment:

As Council will appreciate, the grant of delegation is to assist in streamlining the 'day to day' business of the organisation as opposed to relying on Council meetings to be convened, and multiple reports having to be written. It is important the level of delegation does not extend beyond:

- The level of permissibility and empowerment afforded under Section 5.42 of the *Local Government Act, 1995*; and
- the Council losing (or perceived to be losing) control of its responsibilities under applied legislation with a formed view by some people that the CEO is performing the role of Council in its entirety.

An amended Delegation Register is included at **Attachment 15.06.22.02A** with the proposed amendments to existing highlighted in red.

There are no new delegations being sought with this report, rather the proposed amendments of existing delegations.

### OFFICER'S RECOMMENDATION

***"That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended Shire of Brookton Delegation Register, as included at Attachment 15.06.22.02A."***

(Absolute majority vote required)

### Attachments

Attachment 15.06.22.02A – Delegation Register - Amended





Delegation Register

Version 12 ~~11~~



## AMENDMENTS

### Most recently - Reviewed and Adopted:

Ordinary Council Meeting 16 January 2020 inclusive of the following amendments:

#### Version 2 - Ordinary Meeting of Council 17 May 2018

- 1.30 – Execution of Leases Licence Agreements and Contracts

#### Version 3 - Ordinary Meeting of Council 17 January 2019

- 1.1 – Payment from Trust and Municipal Funds
- 1.16 – Impounding Goods – Authorised Employee
- 1.36 – Purchasing Authority

#### Version 4 - Ordinary Meeting of Council 18 May 2019

- Annual Review

#### Version 5 - Ordinary Meeting of Council 21 November 2019

- 1.1 – Payment from Trust and Municipal Funds
- 1.2 – Insurance Renewal
- 1.4 – Investments
- 1.8 – Management Engagement of Professional Service
- 1.11 – Rate Book
- 1.16 – Impounding Goods - Authorised Officers
- 1.20 – Development Application - Advertising
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- 1.45 – Issue of Corporate Credit Cards
- 1.47 – Appointed/Designated Officers (Direct from the Relevant Act)

**Version 7 - Amendment to Delegation from CEO – May 2020**

- 1.36 – Purchasing Authority
  - Maintenance Officer Purchasing Authority increased from \$1,000 to \$5,000.

**Version 8 - Amendment to Delegation from CEO – September 2021**

- 1.1 – Payment from Trust, Bond, and Municipal Funds
  - Addition of the Governance Officer

**Version 9 - Ordinary Meeting of Council – October 2021**

- Formatting and changes to document in entirety
- Behaviour Complaints Committee

**Version 10 - Ordinary Meeting of Council – December 2021**

- 1.5 – Disposal of Assets
- 1.36 – Purchasing Authority
  - Addition of Maintenance Officer (up to \$5,000.00).

**Version 11 - Ordinary Meeting of Council – February 2022**

- 1.50 – Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act
  - New Delegation approved by Council.

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## INTRODUCTION

**Local Government Act, 1995** states on matters of Delegation:

### **5.42. Delegation of some powers and duties to Chief Executive Officer**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

**\* Absolute majority required.**

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

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

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

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

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

(1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

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

### **5.45. Other matters relevant to delegations under this Division**

(1) Without limiting the application of sections 58 and 59 of the *Interpretation Act 1984* —

- (a) a delegation made under this Division has effect for the period of time specified in the delegation or where no period has been specified, indefinitely; and
- (b) any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.

(2) Nothing in this Division is to be read as preventing —

- (a) a local government from performing any of its functions by acting through a person other than the CEO; or
- (b) a CEO from performing any of his or her functions by acting through another person.

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

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

#### **3.24. Authorising persons under this Subdivision**

The powers given to a local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorised by it to exercise those powers.

**Local Government (Administration) Regulations, 1996** further states:

#### **Reg.19 Delegates to keep certain records, Act s. 5.46(3)**

Where a power or duty has been delegated under the Act to the CEO or to any other local government employee, the person to whom the power or duty has been delegated is to keep a written record of —

- (a) how the person exercised the power or discharged the duty; and
- (b) when the person exercised the power or discharged the duty; and
- (c) the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

**Local Government Act, 1995** also refers to an employee with delegated authority to expend funds on behalf of the Local Government must complete the required primary and annual return as prescribed by the following legislation.

#### **5.75. Primary returns**

- (1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.
- (2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.
- (3) This section does not apply to a person who —
  - (a) has lodged a return within the previous year; or
  - (b) has, within 3 months of the start day, ceased to be a relevant person.

**Penalty: \$10 000 or imprisonment for 2 years.**

#### **5.76. Annual returns**

- (1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.
- (2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

**Penalty: \$10 000 or imprisonment for 2 years.**

#### **5.77. Acknowledging receipt of returns**

On receipt of a return under section 5.75 or 5.76 from a person, the CEO or the mayor or president, as the case may be, is to give the person written acknowledgment of having received the return.

## 1.0 COUNCIL DELEGATIONS

### 1.1 Power to Make Payments

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act 1995; s6.10</i> ✓ <i>Local Government (Financial Management) Regulations, 1996; r.12 and r.13.</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1



## 1.2 Tenders for Goods and Services – Calling For

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to invite and evaluate tenders for goods and services that are adequately funded in the annual budget where the value is worth, or expected to be worth, more than \$250,000 over a contractual period of 3 years. Note – this delegation does not apply: i. Where Council approval for specific design, specification and/or selection and weighting criteria is required. ii. To accepting a tender submission and awarding of a contract without a formal motion of Council to do so.		
<b>Conditions of Delegation:</b>	a) This delegation extends to conformity with Section 3.57 of the <i>Local Government Act, 1995</i> and the prescribe functions under r.11; r.13; r.14; r.18 and r.20 of the <i>Local Government (Functions and General) Regulation, 1996</i> . b) Tenders may only be called where this is a sufficient allocation in the adopted annual budget for the proposed goods or services or where the Council has seriously entertained the draft annual budget with incorporation of the funding for the required goods or services that are deemed essential to the continuity of service delivery as part of the Shire core business. c) Minor variations to required goods and services may only be entertained and accepted to a variance of 10% of the tendered price.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b> OCM	<b>Date:</b> Apr 2022	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.57</i> ✓ <i>Local Government (Functions and General) Regulations 1996; r.11; r.13; r.14; r.18; r.20</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the <i>Local Government (Admin) Regulations, 1996</i> .		
<b>Version No.</b>	1		

## 1.4 Financial Investments

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; S6.14 ✓ <i>Trustees Act, 1962</i> ; Part III ✓ Local Government (Financial Management) Regulations; r. 19 ✓ Policy 2.19 - Financial Reserves
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.5 Disposal of Assets

<b>Delegator:</b>	Council
<b>Express Power to Delegate:</b>	<p><i>Local Government Act, 1995</i></p> <ul style="list-style-type: none"> <li>✓ S.5.42 Delegation of some powers or duties to the CEO</li> <li>✓ S.5.43 Limitations on delegations to the CEO</li> </ul>
<b>Delegated to:</b>	Chief Executive Officer
<b>Delegated Function:</b>	<p>Power to dispose of:</p> <ol style="list-style-type: none"> <li>1) Shire owned property to: <ol style="list-style-type: none"> <li>a) The highest bidder at public auction [s. 358(2)(a)].</li> <li>b) The person who at public tender called by the local government makes what is considered (by the delegate) to be the most acceptable tender, whether or not it's the highest tender [s.358(2)(b)].</li> </ol> </li> <li>2) Property by private treaty only in accordance with section 3.58(3) and prior to disposal, to conder any submissions received following the giving of public notice [s. 3.58(3)]. Including the execution of all transfer and sale documents.</li> <li>3) Heavy plant and vehicles included in the budget for disposition/trade.</li> <li>4) Shire owned property by way of periodic, or fixed-term residential tenancy and leave agreements, and associated documents.</li> </ol>
<b>Conditions of Delegation:</b>	<ol style="list-style-type: none"> <li>a) This delegation extends to compliance with the prescribe provisions under s3.58, s5.42, s6.10 of the Local Government Act 1995. and r.30 of the Local Government (Functions and General) Regulations, 1996 and any applicable Council Policy at the time of disposal.</li> <li>b) Action performed under this delegation shall as a minimum be advertised through local media platforms (print and digital) to ensure maximum circulation.</li> <li>c) Where public auction is determined as the method of disposal. Disposal of land or buildings is limited to items specified in the Annual Budget, and Policy 2.11 Koornong Residential Estate, and in any other case, a Council resolution is required.</li> <li>d) In accordance with s.5.43(d), disposal of property, for any single project where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000.00, or less, and equal to, or above, the reserve price in regard to land identified in Policy 2.11.</li> <li>e) Where public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>• The reserve price has been set by independent valuation. If the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>f) Where a public tender is determined as the method of disposal, and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method, and if so, must determine not to accept any tender, and use an alternative disposal method.</li> <li>g) Where a private treaty is determined [s.358(3)], as the method of disposal, authority to: <ul style="list-style-type: none"> <li>• Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>• Consider any public submissions received, and determined if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> </li> <li>h) Where the market value of the property is determined as being less than \$20,000 [(F&amp;G r30(3) excluded] disposal may be undertaken: <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved, however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</li> </ul> </li> <li>i) This delegation allows for a surplus asset of less than \$300.00 to be gifted to a</li> </ol>

	local community group of incorporated status, without the need to advertise the item.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> Dec 2021	<b>Minute:</b> OCM 12.21-15
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

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

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act 1995 s3.58, s5.42, s6.10</i></li> <li>✓ Local Government (Functions and General) Regulations 1996, r.30</li> <li>✓ Policy 2.11 – Koornong Residential Estate</li> <li>✓ Policy 2.33 – Employee and Community Housing</li> <li>✓ Policy 2.37 – Lease Licence and Tenancy Agreements</li> <li>✓ Policy 2.41 – Community Engagement</li> <li>✓ Delegation 1.38 - Common Seal</li> </ul>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.6 Relocation Expenses

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

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

<b>Compliance References:</b>	✓ Policy 2.32 – Employee Remuneration
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.7 Employee Housing

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

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

<b>Compliance References:</b>	✓ <i>Residential Tenancies Act, 1987</i> ✓ Policy 2.32 – Employee Remuneration ✓ Policy 2.33 – Employee and Community Housing ✓ Policy 2.37 – Lease Licence and Tenancy Agreements
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.8 Engagement of Professional Services

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

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

<b>Compliance References:</b>	✓ Council Policy 1.19 – Legal Representation for Council Members and Employees ✓ Policy 1.20 – Legal Advice, Proceedings and Prosecutions		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.9 Local Laws Administration

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

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

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



## 1.10 Liquor Licensing and Permits

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

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

<b>Compliance References:</b>	✓ <i>Liquor Control Act, 1988; s.39; s.40 and s.59.</i> ✓ Policy 2.25 - Hall Hire
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.11 Rate Book

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; Part 6; Division 6; s.6.26 LGA Rateable land
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.12 Closure of thoroughfares to vehicles

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to: a) Close a thoroughfare (wholly or partially/ constructed or unconstructed) to a particular class(s) of vehicle for a period not exceeding four (4) weeks in accordance with s.3.50(1) of the <i>Local Government Act, 1995</i> . However, before doing so: <ol style="list-style-type: none"> <li>i. Giving public notice of the pending closure.</li> <li>ii. Giving written to the Commissioner of Main Roads and landowners directly affected by the closure.</li> <li>iii. Consider submissions to the proposed road closure in accordance with s.3.50(1a), (2) and (4) of the <i>Local Government Act, 1995</i>.</li> </ol> b) Revoke an order to close a thoroughfare in accordance with s.3.50(6) of the <i>Local Government Act, 1995</i> . c) Close a thoroughfare (wholly or partially) without public notice for repairs or maintenance where it is unlikely to have significant adverse effect on users in accordance with s.3.50(A) of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.50 s.3.50A s.3.51 ✓ <i>Local Government (Functions and General) Regulations 1996</i> r4, r5 and r6		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.13 Native Title

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

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

<b>Compliance References:</b>	✓ <i>Native Title Act, 1999</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.14 Impounding Goods - Authorised Employee

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.46 s.3.47 s.3.48
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.15 Offences – Bush Fires Act

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

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

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.59 s.59A(2)</i> ✓ <i>Bush Fires (Infringement) Regulations 1978 r.4a</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.17 Dog Act 1976

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Dog Act, 1976</i> ✓ S.10AA – Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<ol style="list-style-type: none"> <li>1. All powers, duties, and functions of the local government under the <i>Dog Act, 1976</i>.</li> <li>2. Authorise the CEO to further delegate powers and duties under the <i>Dog Act, 1976</i> and associated Regulations.</li> </ol>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Dog Act, 1976</i> ✓ s.10AA(3) Delegation of local government powers and duties (NOTE sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)		
<b>Subdelegated to:</b>	<ul style="list-style-type: none"> <li>✓ Manager Infrastructure and <del>Assets Works</del> (Administration; fines and infringements only)</li> <li>✓ Section 10AA(5) of the <i>Dog Act, 1976</i> does not limit the ability of the CEO to perform a function through an officer or agent.</li> </ul>		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Dog Act, 1976; s.29, s.33E and s.44</i></li> <li>✓ <i>Dog Regulations 2013</i></li> <li>✓ <i>Local Government (Miscellaneous Provisions) Act 1960</i></li> </ul>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.18 Gates on Road Reserves

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; Schedule 9.1 cl.5</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		



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

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

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

<b>Compliance References:</b>	✓ <i>Health Act, 1911</i> ✓ <i>Public Health Act, 2016</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.20 Advertising - Development Applications

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

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

<b>Compliance References:</b>	✓ <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Local Planning Scheme No. 4 ✓ Council Policy 2.41 - Community Engagement.		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.21 Traffic Regulatory Signs

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

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

<b>Compliance References:</b>	✓ Main Roads WA Guideline "Traffic Signals" D09#88641		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.22 Events on Roads

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

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

<b>Compliance References:</b>	✓ <i>Road Traffic (Events on Roads) Regulations, 1991</i> ✓ <i>Local Government Act, 1995; S3.50</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.23 Restricted Access Vehicles (RAV)

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

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

<b>Compliance References:</b>	✓ <i>Road Traffic Act, 1974</i> ✓ <i>Road Traffic (Vehicles) Regulations, 2014</i> ✓ Council Policy 4.8 - Restricted Access Vehicles
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

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

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

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

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

## 1.25 Lodgement of Caveats

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

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

<b>Compliance References:</b>	<i>Local Government Act, 1995; s6.64</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.26 Reserves Under Control of The Local Government

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

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

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



## 1.27 Thoroughfares: Notification to Affected Owners

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.51(3)</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.29 Powers of Entry onto Land

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; s.3.39, s3.40, s3.42, s.3.44, s.3.46, s.3.47, s.3.48; s3.51 (3); Part 3; Division 3 and 4 ✓ Local Government (Functions and General) Regulations, 1996
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

### 1.30 Execution of Leases Licence Agreements and Contracts

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

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

<b>Compliance References:</b>	Not Applicable		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.33 Registration of Dogs

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Dog Act, 1976</i> ✓ S.10AA Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The Chief Executive Officer is delegated authority to keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting through arrangement. The following functions are performed under delegation ✓ s.16(3) Refuse to register dog A dog may be registered by a person appointed as a 'registration officer'. The following functions are performed under authorisation ✓ s.16(2a) Register a dog ✓ s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46 ✓ s.16(3c) Cancel a registration if a dog has died ✓ s.16(6) Provide the registration certificate		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Dog Act, 1976</i> ✓ S.10AA(3) Delegation of local government powers and duties		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Administration Records Officer ✓ Finance Administration Officer ✓ Finance Officer ✓ Trainee Business Administration ✓ Corporate Administration Officer ✓ Community Development Officer ✓ Governance Officer ✓ Executive Governance Officer		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Dog Act, 1976; s.11, s.14, s.16(3)</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

### 1.34 Planning Compliance

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

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	<del>✓ Planning Officer</del> ✓ EHO/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	<del>✓ To undertake enforcement action but excludes legal advice and action without the expressed written consent of the CEO. Nil</del>		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Planning and Development Act, 2005</i> ✓ Town Planning Scheme No. 4 ✓ Planning and Development (Local Planning Schemes) Regulations, 2015
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

### 1.35 Authorised Officers

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Appoint persons or classes of persons to be authorised for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations: a) <i>Local Government Act, 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i> , the <i>Local Government (Miscellaneous Provisions) Act, 1960</i> and Local Laws made under the <i>Local Government Act</i> . b) <i>Caravan Parks and Camping Grounds Act, 1995</i> c) <i>Bush Fires Act, 1954</i> d) <i>Cat Act, 2011</i> e) <i>Litter Act, 1979</i> f) <i>Public Health Act, 2016</i> g) <i>Food Act, 2008</i> h) <i>Emergency Management Act, 2005</i> i) <i>Building Act, 2011</i> j) <i>Planning and Development Act, 2005</i> k) <i>Cemeteries Act, 1986</i> l) <i>Control of Vehicles (Off-road Areas) Act, 1978</i> m) <i>Dog Act, 1976</i> n) <i>Graffiti Vandalism Act, 2016</i> – refer s.15 o) Any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act, 1995</i> .  Appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions with the Shire’s local laws made under the <i>Local government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	✓ A register of Authorised Persons is to be maintained as a Local Government Record. ✓ Only person who are appropriately qualified and trained may be appointed as Authorised persons.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.24</i> ✓ <i>Various Acts and Regulations</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the <i>Local Government (Admin) Regulations, 1996</i> .

	A record of each Authorisation is to be retained in the Authorised Persons Register. Instruments or Certificates of Authorisation are to be provided to Authorised Persons and copies of these documents are to be retained in records management system.
<b>Version No.</b>	1

### 1.36 Purchasing Authority

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

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

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ✓ <i>Council Procurement Policy 2.36</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1



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

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.82 Delegations by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority to: <ul style="list-style-type: none"> <li>✓ Issue Council response to Western Australian Planning Commission for subdivision/amalgamation applications and clear conditions relating to subdivision and amalgamations.</li> <li>✓ Sign outward correspondence relating to local planning matters.</li> <li>✓ Sign strata titles in accordance with the <i>Strata Titles Act WA, 2020</i>.</li> <li>✓ Determine and approve all Development Applications classified as a “P” and “D” use under the Shire of Brookton’s Local Planning Scheme No. 4 - Zoning Table.</li> <li>✓ Determine and approve Grouped Dwelling Development Applications that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4.</li> <li>✓ Determine and approve Single Dwelling Development Applications that comply with Local Planning Scheme No. 4, on Commercial, Residential, Rural Residential, Rural Small Holdings, Rural Enterprise and Rural zoned land.</li> <li>✓ Determine and approve Development Applications in Avon River South Flood Plain areas that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4.</li> <li>✓ Determine and approve Outbuilding Development Applications that comply with the Residential Design Codes (2021), the Shire of Brookton’s Outbuilding Policy and Local Planning Scheme No. 4.</li> <li>✓ Determine and approve Development Applications that contain minor variations to Local Planning Scheme No. 4 or the Residential Design Codes (2021).</li> <li>✓ Issue certificates of compliance for the Residential Design Codes (2021);</li> <li>✓ Respond to development applications relating to public housing from the Department of Housing and be the principal Shire contact point for the Department of Housing.</li> <li>✓ Determine and respond to subdivision referrals from the Western Australian Planning Commission, which relate to the alignment of roads or do not exceed creation of five (5) new additional lots.</li> <li>✓ Approve signage applications in accordance with Local Planning Scheme, No. 4.</li> <li>✓ Determine and approve Home Based Occupation Permits.</li> </ul>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

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

<b>approved by:</b>			
<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act 1995 s5.44</i></li> <li>✓ <i>Planning and Development Act 2005</i></li> <li>✓ <i>Town Planning Scheme No. 4</i></li> <li>✓ <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li> <li>✓ <i>Residential Design Codes 2015</i></li> </ul>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.38 Common Seal

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

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

<b>Compliance References:</b>	<i>Local Government Amendment Act, 2009; S9.49A, S9.49B</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

### 1.39 Authorised Officer – Food Act 2008

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

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

<b>Compliance References:</b>	<i>Food Act, 2008; S.122, S.123, S.126</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

#### 1.40 Variations to Firebreak Order

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

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

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1951; s.48</i> ✓ Bush Fires Regulations, 1954
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

### 1.41 Building Matters – Permits, Certificates & Orders

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

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

<b>Compliance References:</b>	✓ <i>Building Act, 2011; s.18, s.20, s.21, s.22, s.27(1)</i> ✓ Building Regulations, 2012; r.23, r.24, r26 ✓ Building Services (Registration Act), 2011 ✓ Building Code of Australia ✓ Local Planning Scheme No. 4		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.42 Building Matters – Building Authorisations

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

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

<b>Compliance References:</b>	✓ <i>Building Act, 2011 Part 8</i> ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ <i>Building Regulations, 2012</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

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

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

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

<b>Compliance References:</b>	✓ <i>Building Act, 2011 Part 8</i> ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ <i>Building Regulations, 2012</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1



## 1.44 Employment Committee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> <ul style="list-style-type: none"> <li>✓ S.5.16 Delegation of some powers or duties to certain committees</li> <li>✓ S.5.17 Limits on delegation of powers and duties to certain committees</li> <li>✓ S.5.38 Annual review of certain employees' performances</li> </ul>		
<b>Delegated to:</b>	Employment Committee		
<b>Delegated Function:</b>	To conduct the performance review and salary package review and amend the Chief Executive Officer's salary package.		
<b>Conditions of Delegation:</b>	Compliance with the terms of the contract, the Salaries and Allowances Tribunal CEO Determinations and to be conducted annually prior to anniversary and April / May for the Budget Meeting. Subject to the provisions of Council Policy including but limited to: <ul style="list-style-type: none"> <li>✓ 1.12 CEO Performance and Salary Review</li> <li>✓ 1.13 Council Committees – Terms of Reference</li> </ul>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> <ul style="list-style-type: none"> <li>✓ S.5.44 CEO may delegate some powers and duties to other employees</li> </ul>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Act 1995 s.5.16, s.5.17 and s.5.38</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

## 1.45 Issue of Corporate Credit Cards

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue corporate credit cards to senior employees and CESM to a maximum collective credit limit of \$11,500		
<b>Conditions of Delegation:</b>	Subject to the provisions of Council Policy including: ✓ Policy 2.18 - Use of Corporate Credit Cards ✓ Policy 2.36 - Procurement		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> April 2022	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ Policy 2.18 - Use of Corporate Credit Cards
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.47 Appointed/Designated Officers

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

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

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

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act, 1995; s.5.120(1)(2)</i></li> <li>✓ <i>Public Interest Disclosure Act, 2003; s.23(1)(a)</i></li> <li>✓ <i>Freedom of Information Act, 1992; s.41</i></li> <li>✓ <i>Equal Opportunity Act, 1984; s.145</i></li> <li>✓ <i>Litter Act, 1979; s.26, s.27, s.27A, s.30</i></li> <li>✓ <i>Australian Citizenship Act, 2007</i></li> </ul>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

#### 1.48 Graffiti Vandalism Act 2013

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

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

<b>Compliance References:</b>	✓ <i>Graffiti Vandalism Act 2013</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.
<b>Version No.</b>	1

## 1.49 Behaviour Complaints Committee

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

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

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

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

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To vary the: <ol style="list-style-type: none"> <li>1. Prohibited burning times</li> <li>2. Restricted burning times</li> </ol> in Shire of Brookton by shortening, extending, suspending, or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times.		
<b>Conditions of Delegation:</b>	The Chief Executive Officer will only exercise this delegation after consultation with Council's Chief Bushfire Control Officer.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b> Ordinary Meeting of Council	<b>Date:</b> 17 February 2022	<b>Minute:</b> OCM 02.22-07
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.17</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	1		

**15.06.22.03 DELEGATION 1.51 – WRITE-OFF OF DEBTS**

<b>File No:</b>	ADM 0427
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report seeks to delegate authority to the Chief Executive Officer to write off smaller sundry and rates debts within set limits.

**Description of Proposal:**

The Shire of Brookton manages a significant number of rate payer and sundry debtors each year. Staff believe that delegation of Council to write off small value debts will improve staff management. Placing limits and installing guidance on the ability of staff to write off rates and sundry debtors is a prudent method risk reduction.

A draft delegation included at **Attachment 15.06.22.03A** would allow staff to write off debts in the following manner:

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

This proposal would allow for the write off of smaller debts, that have been outstanding for some time and are uneconomical to actively recover. Typically the recovery of any debt would incur a charge of about \$500 to complete a minor recovery process. The cost is often increased when debtors have left the local area and need to be found. This recovery cost can make the pursuit of smaller debts a net cost to Council.

Council is required to justify to Council's auditors the recoverability of outstanding debts, requiring Staff to monitor outstanding debts and ensure they still have value.

Normally practice would not write off sundry debts where the debtor was still a resident of Brookton or still had a continuing contractual arrangement – such as a residential tenancy agreement – with Council.

Where staff believe that a sundry debt greater than \$500 should be written off, this would require a decision of Council.

- 2) Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off.



This proposal would set limits on the ability of staff to correct administrative errors. Where staff have made an administrative error greater than \$500, correction would require a decision of Council.

- 3) Where a Rates Debtor account has a balance of less than \$10 the Chief Executive Officer may authorise that that amount be written off.

During a financial year, because Council charges and raises automatically daily penalty interest on outstanding rates, there are numerous occasions where a very small penalty interest charge is incurred where there is a delay in a Rates debtor initiating a payment to Council and Council receiving that payment. Such balances are often less than \$1 and are not worth the cost of Council even advising the Ratepayer.

Where outstanding amounts of unpaid penalty interest are included on a Ratepayers Rates Notice in the following year, because Council is automatically charging penalty interest, the rates due amount on the Rates Notice is different from the date of printing to the due date. For very small balances of outstanding rates, this is not an economic use of staff time to explain this issue.

In June 2021 Council reviewed Rates Debtors and wrote off amounts totaling \$67.25 from 47 different Ratepayers. In June 2022 Council is being requested to review Rates Debtors and write off amounts totaling \$125.44 from 72 different Ratepayers.

Under the proposed delegation, where staff thought that a rates debt greater than \$10 should be written off, this would require a decision of Council.

- 4) Where a Rates Debtor charge of an amount of less than \$500 was raised in error, the Chief Executive Officer may approve that that charge be written off.

This proposal would set limits on the ability of staff to correct administrative errors. Where staff have made an administrative error greater than \$500, correction would require a report to Council.

**Background:** Nil.

**Consultation:** Nil

### **Statutory Environment:**

*Local Government Act 1995*

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

- 1) A local government can delegate —
  - a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - i) any power or duty that requires a decision of an absolute majority of the council; and
    - ii) any other power or duty that is prescribed; and
  - b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - i) the local government's property; or

- ii) an event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

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

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

\* Absolute majority required.

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

#### 5.43. Limits on delegations to CEO

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

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

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

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

#### 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:**

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

#### **Financial Implications:**

There are no direct financial implications arising from this report. Staff will utilise this delegation to

efficiently manage Council’s rates and sundry debtors and will complete write off of small debts without reference to Council.

**Risk Assessment:**

Risk exists for Council in the management of debtors. Placing limits and installing guidance on the ability of staff to write off rates and sundry debtors is a prudent method risk reduction.

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

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

**Community & Strategic Objectives:**

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

**Comment**

Placing limits and installing guidance on the ability of staff to write off rates and sundry debtors is a prudent method risk reduction

**OFFICER’S RECOMMENDATION**

***“That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt delegation 1.51 Write Off of Rates and Sundry Debts, as included at Attachment 15.06.22.03A.”***

*(Absolute Majority vote required)*

**Attachments**

Attachment 15.06.22.03A – Draft Delegation 1.51 - Write Off of Rates and Sundry Debts

1.51 Write Off of Rates and Sundry Debts			
<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority to write off debts in the following manner: 1. Where a Sundry Debtor invoice has: <ol style="list-style-type: none"> <li>a value of less than \$500;</li> <li>has been outstanding for at least 90 days; and</li> <li>in the Chief Executive Officer's opinion, will not be economically practical to pursue debt recovery of that invoice.</li> </ol> 2. Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off. 3. Where a Rates Debtor account has a balance of less than \$10 the Chief Executive Officer may authorise that that amount be written off. 4. Where a Rates Debtor charge of an amount of less than \$500 was raised in error, the Chief Executive Officer may approve that that charge be written off.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b> Ordinary Meeting of Council	<b>Date:</b>	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

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

<b>Compliance References:</b>	✓ Policy 2.21 – Financial Hardship ✓ Policy 2.37 – Lease Licence and Tenancy Agreements; r.20 ✓ Policy 2.46- Recovery of Rates and Service Charges Policy
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the authority.
<b>Version No.</b>	1

#### 15.06.22.04 2022/2023 PLANT REPLACEMENT PROGRAM

<b>File No:</b>	FLE008
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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

Council is to consider adoption of a draft 2022/23 Plant Replacement Program.

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

The draft 2022/23 Plant Replacement Program is included at Attachment 9.3.1A.

The draft 2022/23 Plant Replacement Program plans for Council's capital expenditure of \$4,903,000 from 2022/23 to 2034/35.

The draft 2022/23 Plant Replacement Program requires a \$310,000 annual investment into plant replacements or transfers to Council's Plant, Vehicle and Community Bus Reserve. This annual investment seeks to maintain Council's existing plant structure.

The draft 2022/23 Plant Replacement Program has Council utilising the Plant, Vehicle and Community Bus Reserve to make transfers into the Reserve in years when there are fewer or smaller plant purchases and to make transfers from the Reserve for more expensive plant purchases, without utilising loan funds.

In the draft 2022/23 Plant Replacement Program the closing balance of the Council's Plant, Vehicle and Community Bus Reserve is as high as \$513,000 and as low as \$40,000 over the 13 year horizon of the program.

The draft 2022/23 Plant Replacement Program includes an estimate of change over cost, inclusive of trade in values. All costs are in current dollars, with no allowance made for inflation, interest or increases in Council's income.

#### **Background:**

The draft 2022/23 Plant Replacement Program seeks to establish a replacement program to highlight the requirement to continue to optimise plant operations, reduce change over costs, limit down time and plant repair costs in a financially responsible and sustainable manner.

The draft 2022/23 Plant Replacement Program is a long term guide of Council's intentions, but each year Council will still make budget decisions based on the condition and serviceability of individual plant.

#### **Consultation:**

No external consultation has occurred.

#### **Statutory Environment:**

The development and adoption of the draft 2022/23 Plant Replacement Program forms a component of

the Council obligation to produce a plan for the future under Section 5.56 (1) of the Local Government Act, 1995.

**Relevant Plans and Policy:**

The draft 2022/23 Plant Replacement Program will be utilised in preparing Council’s Long Term Financial Plan from time to time.

**Financial Implications:**

The draft 2022/23 Plant Replacement Program will be used in preparing the 2022/23 Council Budget. With adoption of the Plant Replacement Program giving a strategic direction, staff will obtain improved cost estimates prior to budget preparation.

**Risk Assessment:**

Preparing long term asset replacement plans reduces Council’s financial risk associated with owning and operating a fleet of large plant and vehicles.

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 draft 2022/23 Plant Replacement Program relates to delivery of core business and services detailed.

**Comment**

Nil.

**OFFICER’S RECOMMENDATION**

***That Council adopt the draft 2022/23 Plant Replacement Program included at Attachment 15.06.22.04A.***

*(Simple Majority vote required)*

**Attachments**

**Attachment 15.06.22.04A - Draft 2022/23 Plant Replacement Program**

No	Plant ID	Make	Equipment	Use/ Officer	Purchase year	Purchase	Change	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/1	2031/23	2032/23	2033/34	2034/35	Comment	
1	PTR4	CASE	Skid Steer		2013	80,000	60,000					60,000										
2	PBH4	CASE	Backhoe		2012	190,000	155,000		155,000											-		
3	PG8	JD	Grader		2017	400,000	300,000						300,000									
4	PG9	JD	Grader		2020	400,000	300,000									300,000						
5	PL7	JD	Loader		2019	350,000	250,000								250,000							
6	PR8	BOMAG	Tyre Roller		2012	200,000	150,000			150,000											150,000	
7	PR9	BOMAG	Drum Roller		2012	200,000	150,000				150,000											
8	PR10		Roller		2015	55,000	45,000															
9	PR11		Roller		2015	55,000	45,000															
10	PT10	ISUZU	Tipper		2007	237,000	202,000	202,000													202,000	
11	PT12	ISUZU	Tipper		2010	320,000	285,000	285,000													285,000	
12	PT13	ISUZU	Small Tipper		2011	65,000	55,000	55,000													55,000	
13	PT14	HINO	Tipper		2019	230,000	195,000									195,000						
14	PT15	HINO	Small Truck		2020	75,000	65,000					65,000										
15	PPT1	Howard Porter	Trailer		2009	60,000	50,000									50,000						
16	PPT2	Howard Porter	Trailer		2011	60,000	50,000														50,000	
17	PCB1	TOYOTA	Bus		2003	150,000	130,000		130,000												130,000	
18	PRB2	SEWELL	Sweeper		2019	50,000	50,000									50,000						
19	PCP3	CRENDON	Cherry Picker				-															Not Compliant/Scrap
20	PM9	CUB Cadet	Mower		2019	35,000	33,000								33,000							
21	PM10	Toro	Mower		2020	60,000	55,000														55,000	
22			Tank		2019	30,000	29,000														30,000	
23	PMUL	DEBRIS	Mulcher		2019	30,000	29,000															
24	PVAC		Vacuum		2019	20,000	19,000															
25	PPT12	Hansa	Chipper		2021	41,000	36,000														36,000	
26	PPT10/ PSP11	ABLE SALES	Generator		2019	10,000	10,000														10,000	
27	PSP12	ABLE SALES	Generator		2020	20,000															-	
28		ABLE SALES	Generator		2020	15,000	15,000														15,000	
29	PAV6	MAZDA	Car	CEO	2021	55,000	13,000			13,000	-	-	13,000	-	-	13,000	-	-	13,000	-	-	13,000
30	PAV3	MITSUBISHI	Utility	MIW	2019	50,000	25,000	25,000			25,000	-	-	25,000	-	-	25,000	-	-	-	25,000	
31	PAV5	MAZDA	Car	MCC	2021	50,000	23,000			23,000	-	-	23,000	-	-	23,000	-	-	23,000	-	-	23,000
32	PU35	MITSUBISHI	Utility	CESM	2020	50,000	25,000		25,000		-	25,000	-	-	25,000	-	-	25,000	-	-	25,000	
33	PU36	MITSUBISHI	Utility	BFRPC	2020	50,000	25,000		25,000		-	25,000	-	-	25,000	-	-	25,000	-	-	25,000	
34	PU1	MITSUBISHI	Utility	WC	2020	50,000	25,000			25,000	-	-	25,000	-	-	25,000	-	-	25,000	-	-	25,000
35	PU23	TOYOTA	Utility		2004																	Obsolete/Scrap-Sale
36	PU34	MITSUBISHI	Utility	Foreman	2020	45,000	20,000			20,000	-	-	20,000	-	0	20,000	0	0	20,000	-	-	20,000
37	PU32	MITSUBISHI	Utility	BMO	2018	40,000	25,000	25,000			25,000	-	-	25,000	-	-	25,000	-	-	-	25,000	
38	PU33	MITSUBISHI	Utility	P&G	2019	40,000	25,000		25,000		-	25,000	-	-	25,000	-	-	25,000	-	-	25,000	
39	PU37	TUNLAND	Utility		2020	30,000	25,000			25,000	-	-	25,000	-	-	25,000	-	-	25,000	-	-	25,000
	<b>TOTAL</b>							<b>592,000</b>	<b>360,000</b>	<b>256,000</b>	<b>200,000</b>	<b>200,000</b>	<b>406,000</b>	<b>245,000</b>	<b>458,000</b>	<b>406,000</b>	<b>458,000</b>	<b>360,000</b>	<b>251,000</b>	<b>230,000</b>		
	<b>Transfer From Plant Reserve</b>							282,000	50,000				96,000		148,000	96,000	148,000	50,000				
	<b>Transfer To Plant Reserve</b>									54,000	110,000	110,000		65,000					59,000	80,000		
	<b>Annual Council Investment</b>							310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	310,000	

<b>Plant Reserve Balance SOY</b>	<b>571,134</b>	<b>289,134</b>	<b>239,134</b>	<b>293,134</b>	<b>403,134</b>	<b>513,134</b>	<b>417,134</b>	<b>482,134</b>	<b>334,134</b>	<b>238,134</b>	<b>90,134</b>	<b>40,134</b>	<b>99,134</b>	
<b>Plant Reserve Balance EOY</b>	<b>289,134</b>	<b>239,134</b>	<b>293,134</b>	<b>403,134</b>	<b>513,134</b>	<b>417,134</b>	<b>482,134</b>	<b>334,134</b>	<b>238,134</b>	<b>90,134</b>	<b>40,134</b>	<b>99,134</b>	<b>179,134</b>	



## 15.06.22.05 REVIEW OF ORGANISATIONAL STRUCTURE – JUNE 2022

<b>File No:</b>	ORG015
<b>Date of Meeting:</b>	16 June 2022
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author has an interest in this item due to being responsible for the operations of the Shire
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Item:

This report seeks approval of a minor review of the Shire of Brookton Organisational Structure

- Creating a Manager of Projects role; and
- making adjustment to existing position titles and alignment of duties and reporting responsibilities, particularly the impending taking of control of the Brookton CRC.

### Description of Proposal:

The proposed and revised Organisational Structure – June 2022 is included as **Attachment 15.06.22.05A**.

The revised Organisational Structure – June 2022 includes:

- the creation of a new manager level position of Manager Projects. This position will have primary responsible for the planning, co-ordination, and oversight of the below projects;
  - Redevelopment of the Brookton Memorial Hall,
  - Redevelopment of the Brookton Railway Station,
  - Construction of the West Brookton Fire Station,
  - Development of the East Brookton Fire Station,
  - Development and construction of the CCTV project,
  - Review Brookton Oval lighting upgrade,
  - Review Brookton Aquatic Centre Redevelopment,
  - Consider and review Brookton Main Street/ Townscape upgrades,
  - Other projects as allocated by Council or the CEO.

The position would include a salary in the region of \$95,000 to \$115,000 and a salary package of \$123,600 to \$146,650 including subsidised accommodation, subsidised utilities and provision of a mobile phone, and laptop, for work-related purposes

- creation of positions to reflect the Shire of Brookton's control of the Brookton CRC. The new positions reflect the current staffing levels of the Brookton CRC. This activity will commence in Executive Directorate;
- a shift of all the local emergency services activities to the Executive Directorate;
- retains the vacant position of Administration Trainee. This position may be linked to the Brookton CRC in the future; and
- Subtle changes and slight re-alignment and reporting of other position titles.

**Background:**

To enhance and maintain a contemporary approach to service delivery, the Organisational Structure of the Shire is consistently the subject of review.

Council last reviewed the Organisational Structure at their May 2021 Ordinary Meeting. A copy of the Organisational Structure – May 2021 is included at **Attachment 15.06.22.05B**.

**Consultation:**

Internal consultation has occurred.

**Statutory Environment:**

This item aligns to the Council Budget and more particularly the allocation of salaries and wages as part of this process under Section 6.2 (1) of the Local Government Act, 1995.

**Relevant Plans and Policy:**

The Organisation Structure is referenced by:

- *The Shire of Brookton Workforce Plan 2015*  
This Plan is pending review.
- *Council Policy 1.11 – Senior Employees –*  
The references to the Manager Infrastructure and Assets be amended to Manager Infrastructure and Works.  
The Manager Projects will be required to be added.
- *Council Policy 1.18 – Appointment of Acting CEO*  
The references to the Manager Infrastructure and Assets be amended to Manager Infrastructure and Works.

**Financial Implications:**

Because staffing levels remain similar it is expected the revised Organisational Structure – June 2022 will not have a significant impact the Salary and Wages budget allocation for the current or next financial year’s budget.

**Risk Assessment:**

There is an assessed ‘medium’ risk in endorsing the revised Organisational Structure which is only marginally different from the existing framework, and therefore does not present any significant concern.

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

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

**Community & Strategic Objectives:**

This proposal relates to delivery of core business and services, broadly relating to the functions of Governance and Organisational Development.

**Comment:**

Nil.

**OFFICER’S RECOMMENDATION**

*That Council endorses:*

- 1. The revised Organisational Structure – June 2022, as included in Attachment 15.06.22.05B, and in particular the creation of the position of Manager Projects; and*
- 2. Changes to various Council policies where applicable, to reflect respective position title changes.*

*(Simple Majority vote required)*

**Attachments**

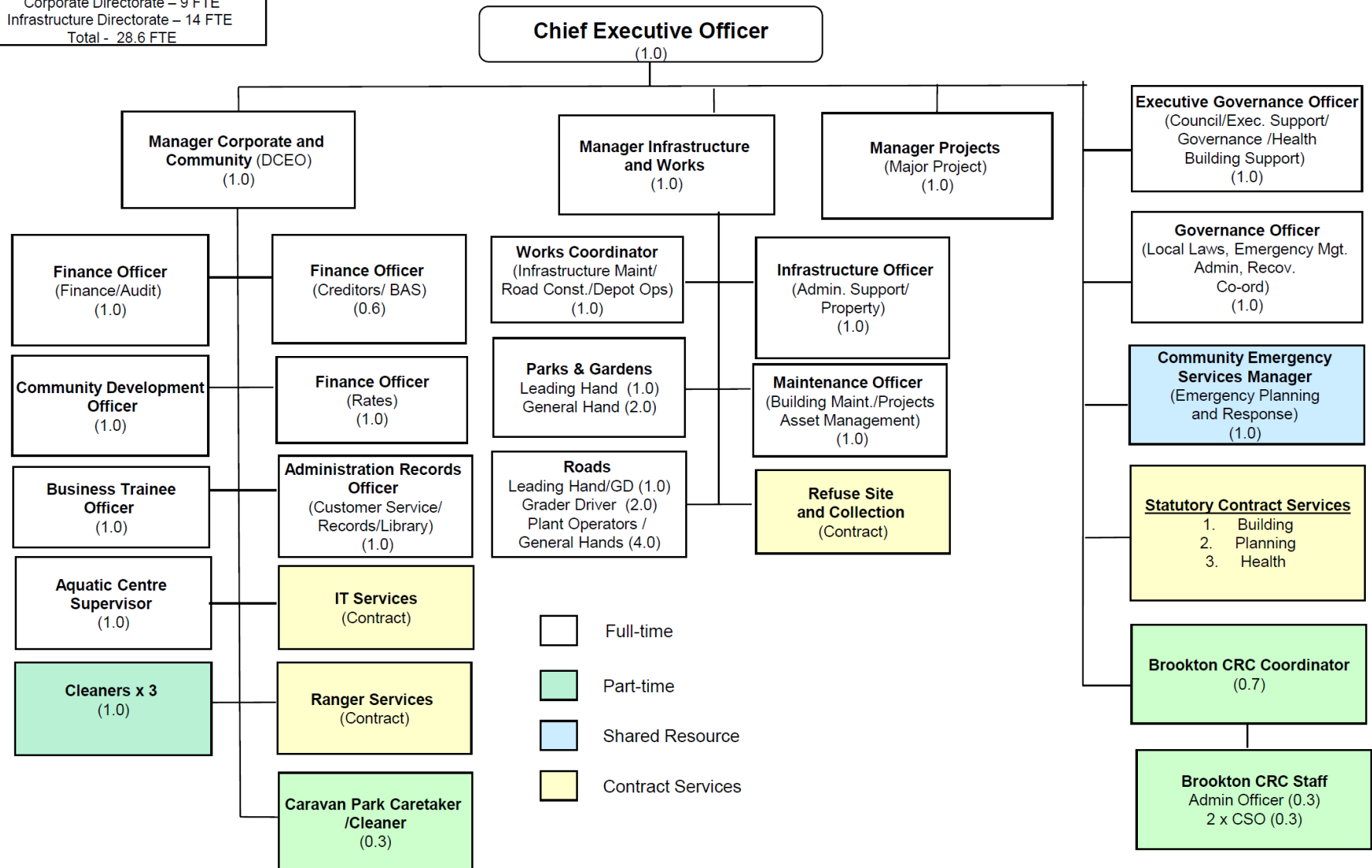
Attachment 15.06.22.05A – Organisational Chart – June 2022

Attachment 15.06.22.05B - Organisational Chart – May 2021

# Organisational Structure

(June 2022)

**Full Time Employee (FTE) Count**  
 Executive Directorate – 4.6 FTE  
 Projects Directorate -1 FTE  
 Corporate Directorate – 9 FTE  
 Infrastructure Directorate – 14 FTE  
 Total - 28.6 FTE



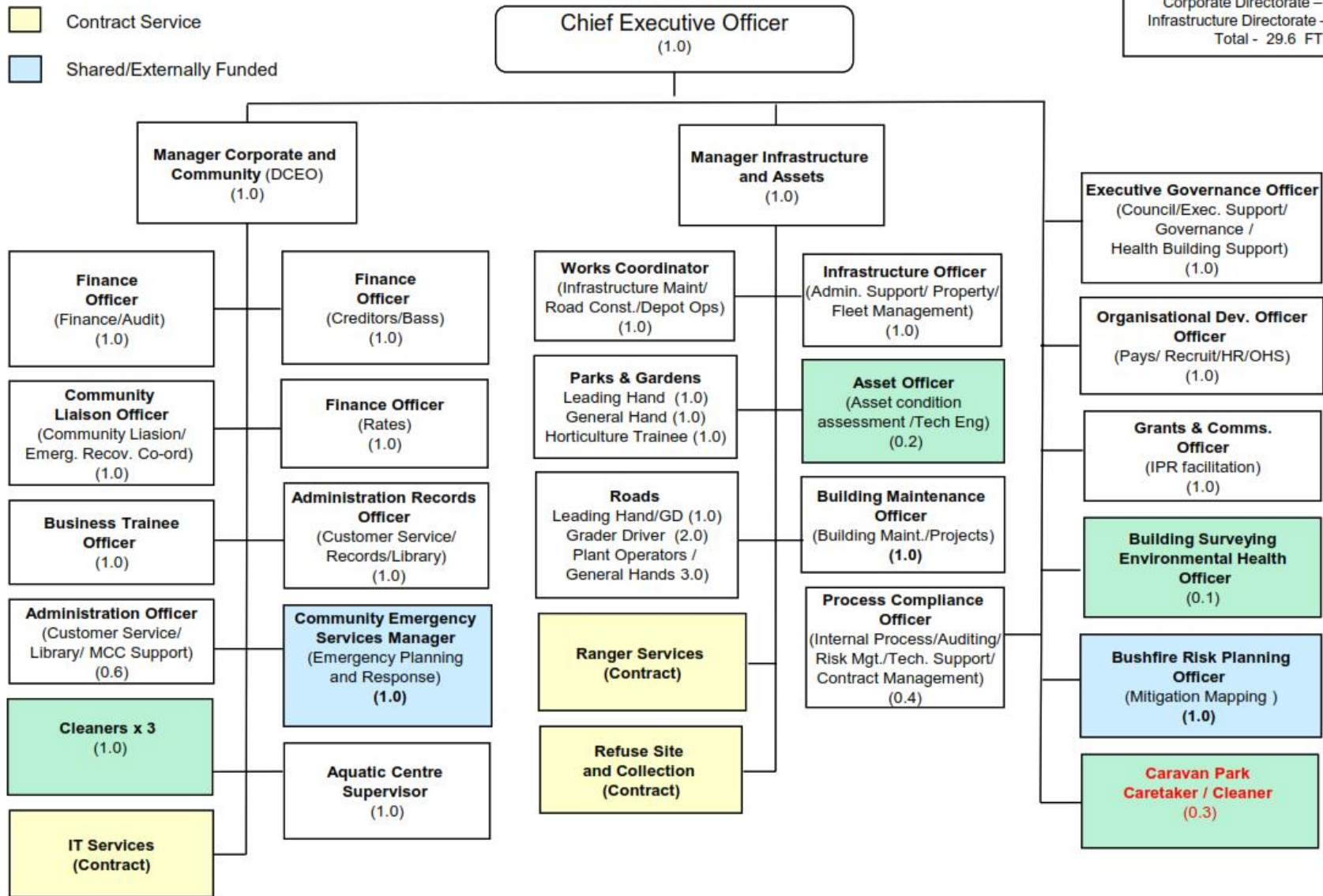
# Organisational Structure

(May 2021)

- Full-time
- Part-time
- Contract Service
- Shared/Externally Funded

**Full Time Employee (FTE) Count**

Executive Directorate – 6.4 FTE  
 Corporate Directorate – 10.0 FTE  
 Infrastructure Directorate – 13.2 FTE  
 Total - 29.6 FTE



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

Nil.

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

Nil at this time.

**18.06.22 CONFIDENTIAL REPORTS**

Nil.

**19.06.22 NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on 21<sup>st</sup> July 2022 commencing at 6.00 pm.