



ORDINARY MEETING OF COUNCIL

MINUTES

16 MAY 2024

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 20/6/24

Presiding Member: [Signature] Date: 20 June 2024

Disclaimer

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

Living Values

Collaborate

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

I will

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

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

I will

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

Learn

Integrity

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

I will

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

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

I will

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

Resilient

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1.05.24 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President, Cr Crute, declared the Meeting open at 6:00pm.

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

2.05.24 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil.

Leave of Absence

Nil.

Members of the Public

Nil.

3.05.24 USE OF COMMON SEAL – APRIL

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

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

4.05.24 DELEGATED AUTHORITY – ACTIONS PERFORMED

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

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
19-23/24	Lot 292 - 80 Jose Street Brookton	Shed	10/04/2024

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A2918	P2024/004	3051 Brookton-Kweda Road Brookton	Machinery Shed	02/05/2024

5.05.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.05.24 PUBLIC QUESTION TIME

Nil.

Cr Crute requested Leave of Absence from 8th July 2024 to 28th July 2024, including the July 2024 Ordinary Meeting of Council.

OCM 05.24-01

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Bell

That Council grant Leave of Absence to Cr Crute from 8th July 2024 to 28th July 2024, including the July 2024 Ordinary Meeting of Council.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

Cr Hayden requested Leave of Absence for the Ordinary Meetings of Council to be held on 20th June 2024, 18th July 2024 and 15th August 2024.

OCM 05.24-02

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council grant Leave of Absence to Cr Hayden for the Ordinary Meetings of Council to be held on 20th June 2024, 18th July 2024 and 15th August 2024.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

Cr McCabe requested Leave of Absence for the Ordinary Meeting of Council to be held on 20th June 2024.

OCM 05.24-03

COUNCIL RESOLUTION

MOVED Cr Bell SECONDED Cr Hayden

That Council grant Leave of Absence to Cr McCabe for the Ordinary Meetings of Council to be held on 20th June 2024.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

8.05.24 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.05.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**9.05.24.01 ORDINARY MEETING OF COUNCIL – 18 APRIL 2024****OCM 05.24-04****COUNCIL RESOLUTION**

MOVED Cr de Lange **SECONDED** Cr Bell

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 18th April 2024, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

10.05.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Cr Crute acknowledged the passing of former Shire President and Councillor, Mr Geoff Matthews and extended Council's deepest sympathies to his wife Bev and family.

11.05.24 DISCLOSURE OF INTERESTS

Item no.	Members	Type of Interest	Nature of Interest
12.05.24.04	Cr Crute	Impartiality	Cr Crute is the Secretary/Treasurer of the Brookton Historical Society
12.05.24.05	Cr Crute	Financial	Cr Crute is employed by Calibre Spraying.
13.05.24.01	Cr Crute	Impartiality	Cr Crute is the Secretary/Treasurer of the Brookton Historical Society.
17.05.24.02	Ms Sweeney	Financial	Ms Sweeney is the officer being considered for appointment as Acting Chief Executive Officer.

12.05.24.01 REQUEST FOR COLLECTION OF NATIVE FLORA – WHEATBELT NATURAL RESOURCE MANAGEMENT

File No:	CO006
Date of Meeting:	16 May 2024
Location/Address:	N/A
Name of Applicant:	Wheatbelt Natural Resource Management Inc.
Name of Owner:	Shire of Brookton
Author/s:	Sandie Spencer – Executive Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The Author and Authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council to consider an application from Wheatbelt Natural Resource Management Inc Noongar Boodjar Rangers to collecting native seeds in the Shire of Brookton for a period 12 months.

Description of Proposal:

Wheatbelt Natural Resource Management Inc Noongar Boodjar Rangers request is the same to previous requests received by WNRM seeking commercial seed/specimen collection on Shire of Brookton controlled land.

Staff believe that the conditions of approval of such activities should include responsible collection methods.

Background:

Council has received a request from Andrew Vallance, Project Manager Aboriginal Natural Resource Management, for Rangers to collect seeds on Crown Land within the Shire of Brookton. Permission from the Shire of Brookton is required as part of a Flora Taking Licence – Commercial Purposes (CP60000376) with the Department of Biodiversity Conservation and Attractions (DBCA).

Natural Resource Management Inc advise that they are collecting in accordance with a Biodiversity Conservation Regulations 2018 Reg 63 and Reg 60 within the Shire of Brookton managed land.

WNRM agree to abide by all terms of any Council Permission.

Previous permission has been granted for a twelve month period 1 February 2023 to 1 February 2024.

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Biodiversity Conservation Act 2016

Biodiversity Conservation Regulations 2018

Relevant Plans and Policy:

There are currently no relevant plans or policy applicable to this matter. A delegation to allow staff to process such applications may be included in the next review of delegations.

Financial Implications: Nil.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

The collection of seed for use in revegetation projects around the Shire of Brookton is a broad environmental strategic objective.

Comment

In the past Council has approved permission to collect seed to various entities.

OFFICER’S RECOMMENDATION

That Council grant Wheatbelt Natural Resource Management Noongar Boodjar Rangers permission to access land controlled by the Shire of Brookton for the purpose of native seed collection subject to the following:

1. Approval is for a twelve month period, concluding on 30th May 2025;
2. This approval for collection only by Wheatbelt Natural Resource Management, Aboriginal Rangers and supervised affiliates;
3. All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will comply the conditions of this license;
4. Appropriate measures will be followed at all times to prevent the spread of plant disease and weed, to avoid the disturbance of fauna habitat and to avoid any disturbance that may lead to soil degradation.

(Simple Majority vote required)

COUNCIL RESOLUTION

MOVED Cr Bell SECONDED Cr Hayden

That Council grant Wheatbelt Natural Resource Management Noongar Boodjar Rangers permission to access land controlled by the Shire of Brookton for the purpose of native seed collection subject to the following:

- 1. Approval is for a twelve month period, concluding on 30th May 2025;***
- 2. This approval for collection only by Wheatbelt Natural Resource Management, Aboriginal Rangers and supervised affiliates;***
- 3. All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will comply the conditions of this license;***
- 4. Appropriate measures will be followed at all times to prevent the spread of plant disease and weed, to avoid the disturbance of fauna habitat and to avoid any disturbance that may lead to soil degradation; and***
- 5. The Wheatbelt Natural Resource Management Noongar Boodjar Rangers registering with the Shire of Brookton SMS emergency alert service.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

12.05.24.02 RFT-08/2023 – EAST BROOKTON BUSH FIRE BRIGADE BUILDING TENDER

File No:	FIN012J
Date of Meeting:	16/05/2024
Location/Address:	Railway Terrace, Aldersyde
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D’Alton – Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the selection of a building contractor to complete the design and construction of the East Brookton BFBB.

Description of Proposal:

The Shire of Brookton received 2 qualifying submitted tender submission for RFT-08/2023 and 1 tender that did not qualify with the contents of the Tender Document Deadline of 3:00PM 06/05/2024.

The submitted tenders included:

Tenderer	Tendered Price	GST	Total
Stallion Homes	\$796,801.46	\$79,680.15	\$876,481.61
Akron Building	\$1,080,765.08	\$108,076.50	\$1,195,727.08
Schlager Group	N/A	N/A	N/A

Staff completed an assessment of the tenders received. This tender assessment is included at Confidential Attachment 12.05.24.02A.

The Officer’s Recommendation is to select the tender of Stallion Building Co Pty Ltd for \$876 481.61 (GST Inclusive) as the preferred tender. In general, Stallion Building Co Pty Ltd have completed their compliance criteria to a high standard and have achieved the highest ranking.

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

Background:

In November 2022 DFES approved funding for the design and construction of the East Brookton Bush Fire Brigade Building.

After consultation with members of the East Brookton Bush Fire Brigade, it was decided that the Road Reserve on Railway Terrace would be most centrally located for the construction of the BFBB.

The area was cleared on 12 January 2024 and all preliminary works were completed in preparation of going to tender. Tender document was prepared and advertised on 06 April 2024 with a closing date of 06 May 2024.

Consultation:

Staff have completed onsite consultation with members of the East Brookton BFB, and the general consensus is that the location of the BFBB is central to all members of the Brigade.

Statutory Environment: Nil**Relevant Plans and Policy:**

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

Financial Implications:

The Shire will be liable for the earth works around the site.

Risk Assessment:

Construction Risk is possible in this tender and this will have a moderate impact.

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

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

Community & Strategic Objectives:

This proposal relates to the Emergency Services resources.

Comment: Nil**OFFICER'S RECOMMENDATION**

That Council:

1. selects the tender of Stallion Homes Co Pty Ltd provided for the RFT 08/2023 East Brookton BFBB for a cost of \$796 801.46 (GST Exclusive) as the preferred tender; and
2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council:

- 1. selects the tender of Stallion Homes Co Pty Ltd provided for the RFT 08/2023 East Brookton BFBB for a cost of \$796,801.46 (GST Exclusive) as the preferred tender; and***
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

Attachments

Confidential Attachment 12.05.24.02A – RFT 08/2023 Assessment Details.

12.05.24.03 BROOKTON OXIDATION POND DREDGING WORKS, LOT 448 ROBINSON ROAD

File No:	WAS009
Date of Meeting:	16 May 2024
Location/Address:	Lot 448 Robinson Road
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D’Alton – Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

This report seeks Council to consider the appointment of Apex Envirocare for the desludging works to be conducted at the Brookton Oxidation Pond on Lot 448 Robinson Road, Brookton.

Description of Proposal:

This proposal aims to detail the considerations and process necessary for conducting the de-sludging project efficiently and within the guidelines specified by the regulatory authority and the Brookton STP – DWER License No. L7994/2003/4.

Council has a requirement to comply with Section 4 Table 2 of the license agreement:

Waste type	Process	Process requirements
Sewage	Biological treatment	<p>Secondary treatment (Oxidation Pond):</p> <ul style="list-style-type: none">Water depth to sludge shall be greater than 0.4 m or equivalent and sludge depth on ponds to be less than 1 m or equivalent; andpH of wastewater to be maintained at 6.5 to 8.5. <p>Treatment of sewage waste shall be targeted at or below the treatment capacity of 120 m³/day.</p>

The de-sludging program will require the above companies to use a dredging unit on the Oxidation Pond, which will transfer the solid matter and wastewater to geo-bags located in a bunded area within the confines of a fenced area near the pond. Once the solid waste is transferred into the geo-bag, the solid waste remains in the geo-bags, and the wastewater is pumped back into the Oxidation Pond.

The solid waste is allowed to dry in the Geo-Bags, and once sufficiently dried, the dry solid waste is transferred to the Brookton landfill for disposal.

Laydown Area:



Dredging:



Geo-Bags:



Background:

Following surveying conducted by Council at the Brookton WWTP it was determined that a total of 158.03 dry tonnes of in-situ sludge was present within the Oxidation Pond.

The in-situ material within the Oxidation Pond was generally evenly spread across the pond with some additional concentration located along the northern batter. The in-situ sludge collected for the solids composition analysis indicated a degree of compaction in the lower portions of the sludge column, but also the presence of some grits, which may have impacted the observed total solids results.

OXIDATION POND	
Pond Surface Area	4 313.50m ²
Max Pond Depth (as measured during survey)	1.4m
Average Pond Depth (including slope of the batters)	0.92m
Pond Volume (at time of survey)	3 760.82m ³
Sludge Max Depth (as measured during survey)	0.93m
Average sludge depth (including slope of the batters)	0.42m
Sludge Volume (at time of survey)	1 693.13m ³
Pond % full	45.02%
Average sludge solids In-situ	9.33% wt/wt
Total dry tons In-situ	158.3 DT

Quotes have been received from two companies to undertake the desludging program as per below:

Company	Quote	GST	Quote (incl GST)
Apex Envirocare	\$140,200.00	\$14,020.00	\$154,220.00
Dredging Solutions	\$173,070.00	\$17,307.00	\$187,377.00

Both quotes received satisfy the requirement and process to conduct the desludging in a safe and efficient manner with the quote from Apex Envirocare being the most effective quote.

Consultation: Nil

Statutory Environment:

Environmental Protection Regulation 1987
License No. L7994/2003/4 compliance

Relevant Plans and Policy:

Policy 2.9 Purchasing Policy.

Financial Implications:

To undertake the desludging program will cost \$140 200.00.

Failure to undertake this program could have severe Environmental implication and penalties if there had to be an overflow from the STP into the Avon River if the program is not undertaken.

Risk Assessment:

Risk Rating is High due to the Likelihood of there being an overflow event at the STP if the Oxidation Pond is not maintained in accordance with the License Agreement which could cause treated sewage to overflow into the Avon River.

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:

Shire of Brookton Strategic Community Plan 2022-2032 and Corporate Business Plan 2022-2032.

Comment:

Desludging is a critical maintenance process for wastewater treatment plants, including the Brookton Sewage Treatment Plant (STP). Desludging involves the removal of accumulated sludge (solid material) from the treatment process, which can build up over time and cause various operational and environmental issues. Commencing with a desludging program at the Brookton STP can be justified for several reasons:

1. Improved Treatment Efficiency:
 - Prevention of Process Overloading: Accumulated sludge can take up space in the Oxidation Pond, reducing the capacity available for treatment and potentially overloading the system.
 - Better Treatment Outcomes: Excessive sludge can interfere with the treatment process, leading to inefficient breakdown of waste materials and potentially poor effluent quality.
2. Compliance with Regulations:
 - Effluent Quality Standards: Most wastewater treatment plants must adhere to strict regulatory standards for effluent quality. Accumulated sludge can lead to treatment inefficiencies and increased risk of non-compliance.
 - Sludge Disposal Regulations: Regular desludging helps maintain compliance with regulations regarding the proper handling and disposal of sludge.

3. Environmental Protection:
 - Preventing Contamination: Overflowing or poorly managed sludge can lead to contamination of water bodies and soil, posing risks to local ecosystems.
 - Reduction in Greenhouse Gas Emissions: Properly managed desludging can reduce emissions of methane and other gases associated with wastewater treatment.
4. Operational Safety and Efficiency:
 - Prevention of Equipment Damage: Excess sludge can cause blockages and damage to equipment, leading to costly repairs and maintenance.
 - Optimized Plant Operation: Regular desludging keeps the treatment plant running smoothly and efficiently, reducing the likelihood of unexpected downtime.
5. Public Health and Community Well-being:
 - Protection of Water Sources: Effective desludging prevents the contamination of water sources used by the community, safeguarding public health.
 - Odour Control: Accumulated sludge can lead to odour problems, which can be mitigated by a proper desludging program.
6. Cost Management:
 - Long-term Savings: While desludging requires an investment, regular maintenance can prevent costly repairs and upgrades down the line.
 - Avoiding Fines: Maintaining compliance with regulations can help avoid fines and penalties associated with non-compliance.

In summary, a desludging program at the Brookton STP is essential for maintaining optimal plant performance, meeting regulatory requirements, protecting the environment and public health, and ensuring the long-term sustainability and cost-effectiveness of the facility.

OFFICER'S RECOMMENDATION

That Council:

1. selects the quote of Apex Envirocare provided for the desludging Program at the Brookton STP located at Lot 448 Robinson Road for a cost of \$140 200.00 (GST Exclusive); and
2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council:

- 1. selects the quote of Apex Envirocare provided for the desludging Program at the Brookton STP located at Lot 448 Robinson Road for a cost of \$140 200.00 (GST Exclusive); and***
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

Cr Crute declared an Impartiality Interest in 12.05.24.04 in that she is the Secretary/Treasurer of the Brookton and Districts Historical Society.

12.05.24.04 BROOKTON OLD TIME MOTOR SHOW – WALL HANGING

File No:	HOU017
Date of Meeting:	16 May 2024
Location/Address:	Memorial Hall, 25 White Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to determine the future of a wall hanging celebrating the Brookton Old Time Motor Show.



Description of Proposal:

The wall hanging artwork celebrating the Brookton Old Time Motor Show has been hanging in the Town Hall for many years. It had been hung previously in the Brookton CRC for a period. The wall hanging was taken down as part of the recent renovations and is in very poor condition.

The Brookton Historical Society arranged for a conservator to review the wall hanging. The conservator's report includes:

It was made as a community project as a response to the wool mountain created when the price of wool dropped through the floor and wool could not be sold.

The 1.8x 1.5 m base is made from wool clippings. On this base lies a 3D red felted wool over chicken wire Model T Ford. The wheels are wool covered plastic rings and with wool spokes. Other materials include cork, metal wood, bamboo. The surround has the words in felt "The Old Time Motor Show" and some local motifs of a windmill, a grass tree, a sheep, a eucalypt. The banner is hung from a wooden batten top and bottom which requires 4 men to lift it.

This banner has been hung for 30 years without a cover. It is very dirty and dusty. The wool base is matted and discoloured. Areas of the car and motifs are missing. There are splits through to the floor beneath in some places.

The conservator advises that if the artwork is to be kept whole a way to freeze it to kill any insect infestation is required. The most efficient way of doing this is to dismantle the art work into 3 or 4 sections to fit in a large chest freezer. The artwork needs to be deep vacuumed to remove dust and dirt. The car should be dismantled and repaired and before reattaching. The work should be stored on acid free board with a cover. The conservation of the artwork to be a huge effort of manhours and cost.

Council directly approached the Brookton & Districts Historical Society to ascertain their position on the artwork. The Society's response included:

1. Thank you for the opportunity to consider taking the OTMS Wall-hanging into our collection, we have made the difficult decision to decline the offer. We feel that the current state of disrepair and the work required to stabilise, conserve and store the wall-hanging creates a considerable current and future burden on our volunteers. The size of the wall-hanging also creates considerable storage challenges, with the recommendation being to remove the car, cut the wall-hanging up and store appropriately, this would result in the wall-hanging being unavailable for public display, which we then question the benefit of keeping and conserving.
2. As we have declined to accept ownership of the wall-hanging we offer you and Council the following advice:
 - a. Take some good quality photographs of the wall-hanging in its current state and donate those to the Historical Society; and
 - b. Dispose of the wall-hanging.

We would like to give some context to our advice, the wall-hanging when made by a group of community members it was not made with any thought that it would still be displayed some 30 years later, it has no support in the woollen backing of the hanging creating considerable stress on the body of the hanging over 30 years, causing the separation of the felted wool. In addition, materials have been used together with the felting that in the textile and museum industry creates an unstable product. The car itself has been made with chicken wire and felted wool over the top, the wire is reacting

with the felt and the result is the disintegration of the car, it is quite simply disappearing. The wheels have plastic inside them, and the steering wheel shaft is a bamboo stick covered with wool, all items that when stored in museums are unsuitable to be stored together. They are just the major components of the wall-hanging. As a result, unfortunately, we don't believe that the wall-hanging can be saved.

Staff are aware that the Brookton & Districts Historical Society has also liaised with various community members as to the potential conservation and future to of the wall hanging without any person or group willing to take control of the wall hanging. While the community members recognised the cultural significance of the artwork, there is no willingness to assume financial and physical responsibility of the artwork.

Therefore with no community group willing to step up and control the artwork, as the artwork is currently within the Memorial Hall, the responsibility to decide the future of the artwork falls to Council.

Because the wall hanging has been significantly neglected over its lifetime, and that the care and conservation of the wall hanging will create a significant and unnecessary current & future burden on the on the Shire of Brookton, the Officer's Recommendation is to complete what ever recording of the banner photographically is possible, together with written and oral histories as to its life and time and then dispose of the artwork.

Background:

A wall hanging celebrating the Brookton Old Time Motor Show was created in 1994 as a community project but no single community group completed the task or has ever taken ownership since.

Consultation:

Council has indirectly and directly sought community input from residents and relevant community groups.

Statutory Environment: Nil

Relevant Plans and Policy: Nil

Financial Implications:

The conservation of the artwork to be a huge effort of manhours and cost.

Risk Assessment:

There is a Possible likelihood of some complaints from community members of Council deciding to dispose of the Artwork.

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 Shire of Brookton Strategic Community Plan July 2022 to June 2032 identifies the following outcomes and deliverables in relation to the local economy and local business.

15	Cultural	
15.2	BROOKTON cultural opportunities program.	BROOKTON community celebrates its engagement in art, heritage, and unique cultural activities.

Comment: Nil

OFFICER'S RECOMMENDATION

That due to:

1. the very poor condition of the Brookton Old Time Motor Show wall hanging;
2. the significant financial and labour cost of conservation of the Brookton Old Time Motor Show wall hanging; and
3. a lack of community support for investment in that significant financial and labour cost of conservation and ongoing maintenance of the Brookton Old Time Motor Show wall hanging;

Council will take good quality photographs of the wall-hanging in its current state, provide copies of these photographs to the Brookton & Districts Historical Society and then suitably dispose of the Brookton Old Time Motor Show wall hanging.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr McCabe

That due to:

- 1. the very poor condition of the Brookton Old Time Motor Show wall hanging;***
- 2. the significant financial and labour cost of conservation of the Brookton Old Time Motor Show wall hanging; and***
- 3. a lack of community support for investment in that significant financial and labour cost of conservation and ongoing maintenance of the Brookton Old Time Motor Show wall hanging;***

Council will take good quality photographs of the wall-hanging in its current state, provide copies of these photographs to the Brookton & Districts Historical Society and then suitably dispose of the Brookton Old Time Motor Show wall hanging.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

Cr Crute declared an Impartiality Interest in 12.05.24.05 in that she is an employee of Calibre Spraying Pty Ltd T/As Eagle Eye Engineering and in 13.05.24.01 in that she is the Secretary/Treasurer of the Brookton and Districts Historical Society and left the Meeting at 6.09pm.

Deputy President, Cr de Lange , assumed the Chair.

12.05.24.05 ROAD CLOSURE SECTION OF ROBINSON ROAD AND BARTRAM STREET

File No:	ROA015
Date of Meeting:	16 May 2024
Location/Address:	Robinson Road and Bartram Street
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	15 February 2024

Summary of Report:

Council is to consider proposing to permanently close sections of Robinson Road and Bartram Streets in Brookton to allow Calibre Spraying Pty Ltd T/As Eagle Eye Engineering (Calibre) to purchase the land for incorporation into their business premises.

Description of Proposal:

At their February 2024 Ordinary Meeting, Council decided to consider closing:

1. The area of Bartram Street to the North of 86 Richardson Street, from Richardson Street to Robinson Road; and
2. The area of Robinson Road that runs behind 86 Richardson Street and 90 Richardson Street.

A location map is included at Attachment 12.05.24.05A with the precise area of road reserve

The road reserve areas to be considered for closure include:

1. the area of Bartram Street to the North of 86 Richardson Street, from Richardson Street to Robinson Road; and
2. the area of Robinson Road that runs behind 86 Richardson Street and 90 Richardson Street.

The total area of road reserve proposed to be closed outlined in Attachment 12.05.24.05B, The estimated area of land is up to 3,300m².

Council received four responses to the notice provided to government departments and local residents and community groups. This comment is included at Attachment 12.05.24.05C. Issues identified by the public comment included:

- Will there still be vehicle access for any service vehicles required to complete work in the area.

Access to the nbn tower located on 86 Richardson Street will not be impacted. The site remains on private and access to the facility is available through that land.

Utilities including water and electricity are provided from Richardson Street and not impacted.

- Will a new road firebreak be established and maintained so that fire service vehicles can attend to the back of properties within the proposed new area if need be?

Currently two fire breaks are installed at the rear of the properties fronting Richardson Street. One firebreak is located on the Robinson Road reserve and the other firebreak on the rail reserve. Only the fire break section of the closed road will not continue. The development of the closed road reserve is likely to reduce fire risk.



Emergency access will be available via the rail reserve to this area will not be impacted by this proposal. Emergency access will also be possible through private land.

Background:

Calibre is local business experiencing substantial growth through their industry leading implementation of technology into agriculture machinery. In the last two years their workforce has quadrupled, and they have purchased and leased additional property to allow expansion of their production.

The owner of Calibre, Mr Daniel Watkins, currently owns the following property:

Ass No.	Address	Lot No.	Dola PIN	Area m2
A927	86 Richardson Street	21	670446	3,996
A318	90 Richardson Street	53	670447	3,035
A318	90 Richardson Street	52	670449	1,012
				8,043

Staff understand that Calibre are separately investigating the purchase of Crown land at 82 and 78 Richardson Street.

The Shire has received correspondence from Calibre requesting that the Shire of Brookton:

... close the road reserve that is Bartram Street to the North of 86 Richardson Street, running through 82 Richardson Street & the road reserve that is Robinson Road that runs behind 86 - 90 Richardson Street.

Calibre Spraying Pty Ltd is undergoing significant growth and is looking to acquire more land, the natural location is for us to expand to the north of taking in the old road reserve & 82 Richardson Street.

Closing this area of road reserve will allow the road reserve to be purchased from the state government and be incorporated into the existing properties from which the business currently operates.

Should Council be successful in closing these sections of road reserve, Calibre would need to separately negotiate with state government to purchase this land. Council cannot guarantee any aspect of this transaction.

Consultation:

The Shire of Brookton completed public notice of the proposal including:

- providing correspondence to 7 nearby residents, locally operating businesses or potentially interested local community groups;
- providing correspondence to government departments or infrastructure managers including Main Roads WA, Department of Planning Lands & Heritage, Western Power, Water Corporation, ARC Infrastructure and the Public Transport Authority;
- advertised in the West Australian on Wednesday 28 February 2024;
- advertising in the Brookton Telegraph and the Shire's website and Facebook page; and
- a notice on the notice boards in the Shire Administration Centre and Brookton CRC.

Statutory Environment:

Section 58 of the Land Administration Act (1997) applies to this matter. The process for a local government to close a road reserve is:

1. Council formally decides at Council meeting to consider closing a road.
2. Council advertises its intention to consider closing a road in local publication, such as the Narrogin Observer, giving a period of notice to provide submissions. Other publicity will also be completed.
3. Council would write to advise service agencies impacted by the road closure. This could include Water Corporation, Western Power, Telstra, the Dept. of Industry and Resources, Main Roads WA, Department of Aboriginal Affairs and the Department of Planning Lands and Heritage. Notice would normally also be provided to adjacent or nearby local land owners.
4. Council formally decides to close the road. This must be at least 35 days after the notice was published in the local newspaper. Any objections must be considered by Council.

5. Council writes to the Minister (with plans of road to be closed, copies of advice to service agencies, copy of the Council minutes, copies of any submissions, any other relevant information) requesting closure of road.

Relevant Plans and Policy: Nil

Financial Implications:

There will be minor cost associated with advertising. With a future purchase of the land currently in the road reserve, Council would earn additional rate income.

Risk Assessment:

Closing the identified sections could have major future consequences if the road is required for a future purpose. Once completed the road closure cannot easily be reversed.

The likelihood of future negative consequences are unlikely. This road only services land already owned by Calibre Spraying and these properties have alternative access via Richardson Street.

The identified risk of major consequences and unlikely likelihood is 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:

The Shire of Brookton Strategic Community Plan July 2022 to June 2032 identifies the following outcomes and deliverables in relation to the local economy and local business.

No.	Outcomes and Deliverables	What This Growth Looks Like in June 2026
1	New business	
1.1	Industrial land project	There is Industrial land that has been released annually to support new business.
1.3	BROOKTON business diversification program	There is a greater diversity of businesses in BROOKTON.
2	Business growth	
2.1	Commercial space project	There is growth in BROOKTON's businesses through the release of commercial space.
2.2	Business support program	There is growth in individual businesses through the support of resources and services.

Comment:

The Officer's Recommendation recommends closure of the section of Bartram Street and Robinson Road. This closure will permit an increase in the commercial/industrial land available in Brookton.

OFFICER'S RECOMMENDATION

That Council move to permanently close:

1. the area of Bartram Street to the North of 86 Richardson Street, from Richardson Street to Robinson Road; and
2. the area of Robinson Road that runs behind 86 Richardson Street and 90 Richardson Street;

as shown at Attachment 12.05.24.05B.

(Simple majority vote required)

OCM 05.24-09

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Wallis

That Council move to permanently close:

- 1. the area of Bartram Street to the North of 86 Richardson Street, from Richardson Street to Robinson Road; and***
- 2. the area of Robinson Road that runs behind 86 Richardson Street and 90 Richardson Street;***

as shown at Attachment 12.05.24.05B.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

For: Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

Attachments

Attachment 12.05.24.05A – Location Map

Attachment 12.05.24.05B – Site Map

Attachment 12.05.24.05C – Public Comment Received





Bevan Walters
P O Box 64
Brookton WA 6306

8th April 2024

Chief Executive Officer
Shire of Brookton
P O Box 42
Brookton WA 6306

Dear Gary,

I am writing regarding the proposed closure of sections of Robinson Road and Bartram Street as per the public notice in the Brookton Telegraph Notes dated 1 March 2024.

My parents are in their early 90s and own a block at 92 Richardson St to the south of the proposed closures.

My enquiry is related to service vehicle access and fire safety to the existing properties in the area.

Will there still be vehicle access for any service vehicles required to complete work in the area? For example, Telstra being able to access the Telstra tower located at the back of 86 Richardson St, currently accessible by these proposed roads.

Will a new road firebreak be established and maintained so that fire service vehicles can attend to the back of properties within the proposed new area if need be?

Looking forward to your reply.

Kind regards,

Bevan Walters



mainroads
WESTERN AUSTRALIA

Enquiries: Jim Garrett
Your Ref: ROA015
Our Ref: 04/11999-02, D24#401936

11 March 2024

Gary Sherry
Chief Executive Officer
PO Box 42
Brookton WA
6306

Email; mail@brookton.wa.gov.au

Dear Gary,

**MAIN ROADS W.A. (MRWA) COMMENT-PROPOSED ROAD RESERVE CLOSURE –
ROBISON ROAD, BARTRAM STREET, BROOKTON**

Thank you for the opportunity for MRWA to comment on the proposed road reserve closure.

MRWA have no comment to add to the road reserve closure.

For more information, please contact Jim Garrett on 96224733.

Yours faithfully,

Jim Garrett
Acting Network Operations Manager
Wheatbelt Region
Regional Operations

Main Roads Western Australia
Northam Office: PO Box 333, Northam WA 6401

mainroads.wa.gov.au
wheatbelt@mainroads.wa.gov.au
Northam: 08 9622 4777

Gary Sherry

From: Sandie Spencer
Sent: Friday, 15 March 2024 4:13 PM
To: Gary Sherry
Subject: FW: Proposed Road Reserve Closure



Sandie Spencer
Executive Governance Officer
T: 08 9642 1106
E: sandie.spencer@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: secretary@brooktonmuseum.org.au <secretary@brooktonmuseum.org.au>
Sent: Friday, March 15, 2024 9:12 AM
To: Sandie Spencer <sandie.spencer@brookton.wa.gov.au>
Subject: Re: Proposed Road Reserve Closure

You don't often get email from secretary@brooktonmuseum.org.au. [Learn why this is important](#)

Hi Sandie,

The Brookton & Districts Historical Society would like to thank the Shire for the opportunity to comment. The Committee doesn't see the proposed changes impacting on our activities and as such has no objections.

Thank you
Katrina

Gary Sherry

From: Sandie Spencer
Sent: Friday, 15 March 2024 4:13 PM
To: Gary Sherry
Subject: FW: CBH Response to Shire - Proposed Road Reserve Closure - Robinson Road & Bartram Street Brookton
Attachments: ROA015 - Road Closure - CBH.pdf



Sandie Spencer
Executive Governance Officer
T: 08 9642 1106
E: sandie.spencer@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: Michael, Nicholas <Nicholas.Michael@cbh.com.au>
Sent: Friday, March 15, 2024 1:26 PM
To: Sandie Spencer <sandie.spencer@brookton.wa.gov.au>
Cc: Nilan, Lee <Lee.Nilan@cbh.com.au>; Roberts, Timothy <Timothy.Roberts@cbh.com.au>
Subject: CBH Response to Shire - Proposed Road Reserve Closure - Robinson Road & Bartram Street Brookton

You don't often get email from nicholas.michael@cbh.com.au. [Learn why this is important](#)

Hi Sandy,

We appreciate the opportunity to provide feedback on the proposed unmade road closures behind Eagle Eyed Engineering (Robinson Road & Bartram Street Brookton). We have reviewed the proposal and confirm CBH has no concerns, as the proposed closures will not impact our operations.

Please feel free to reach out if you require any further clarification or assistance from us.

Kind regards,

Nick Michael
Specialist - Property and Land
Nicholas.Michael@cbh.com.au

M 0491 941 615
Level 6, 240 St Georges Terrace
Perth WA 6000 Australia



Cr Crute declared an Impartiality Interest in 13.05.24.01 in that she is secretary/treasurer of the Brookton and Districts Historical Society.

13.05.24.01 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL GRANTS – BROOKTON AND DISTRICTS HISTORICAL SOCIETY

File No:	COM008
Date of Meeting:	16 May 2024
Location/Address:	N/A
Name of Applicant:	Brookton and Districts Historical Society
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider the application made by Brookton and Districts Historical Society for the Community Chest Funding under the Policy 2.34 – Annual Grant – Community and Strategic Partnership Grants.

Description of Proposal:

Brookton and Districts Historical Society is seeking Council’s consideration for a grant of \$5,591.01 (GST Exclusive) through the Community Chest Fund to engage a suitably qualified person to undertake a Significance Assessment of their collection.

The Community Chest Fund Application form is attached at Attachment 13.05.24.01A.

Background:

Brookton and Districts Historical Society wish to engage a suitably qualified person to undertake a significance assessment of their collection. This involves studying and understanding the meanings and values of objects and collections. Without funding, the Brookton and Districts Historical Society are unable to enhance their care and conservation efforts.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations applies, with assessment against the relevant selection criteria detailed below:

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

Notation: No donation or grants will be issued:

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

Financial Implications:

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

The amount expended to date is \$1,794.50, with a further \$3,300 approved at the 21 March 2024 Ordinary Council Meeting, bringing the total to \$5,094.50.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment

On assessment the application adequately addresses the stated criteria under Council Policy 2.34 – Community Funding and Donations - Community and Strategic Partnership Grants it is recommended Council endorse the grant of \$5591.01 (excl. GST) from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council approve the application from Brookton and Districts Historical Society through the Council's Community Chest Fund for \$5,591.01 (GST Exclusive) be used to engage a suitably qualified person to undertake a significance assessment of their collection.

(Simple majority vote required)

OCM 05.24-10

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Hayden

That Council approve the application from Brookton and Districts Historical Society through the Council's Community Chest Fund for \$5,591.01 (GST Exclusive) be used to engage a suitably qualified person to undertake a significance assessment of their collection.

CARRIED BY SIMPLE MAJORITY VOTE 5/1

For: Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, , Cr Wallis

Against: Cr McCabe

Attachments

Attachment 13.05.24.01A– Brookton and Districts Historical Society Community Chest Fund Application Form.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to:

mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton & Districts Historical Society _____

CONTACT PERSON: Katrina Crute

POSITION: Treasurer

POSTAL ADDRESS: PO Box 125 BROOKTON WA 6306

PHONE: [Click or tap here to enter text.](#) MOBILE: 0439373282

EMAIL: treasurer@brooktonmuseum.org.au

ORGANISATION'S ABN: [Click or tap here to enter text.](#)

REGISTERED FOR GST? ☒ YES ☐ NO

IS YOUR ORGANISATION INCORPORATED? ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: Significance Assessment

ESTIMATED START DATE: August 2024

ESTIMATED COMPLETION DATE: December 2024

REQUESTED COMMUNITY CHEST FUNDS: 5591.01 ex GST

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

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

Significance Assessment of the Brookton & Districts Historical Society Collection

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

Engage a suitably qualified person to undertake a significance assessment of our collection

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

A significance assessment involves studying and understanding the meanings and values of objects and collections. The Historical Society finds itself at a crucial juncture concerning the care and conservation of the Community's collection. Without funding, we are unable to enhance our care and conservation efforts until we complete the assessment. Our goal is to identify and categorize the most important objects and archives in the collection and chart a path forward for their preservation for future generations. This assessment will serve as our guide, informing volunteers' decision-making regarding the existing collection and the acceptance of future donations. Additionally, it will entail a review of our current policies and guidelines for accepting and accessioning donations. Engaging community members with deep connections to the collection, as well as Shire staff, will help us better understand the role of the Historical Society as custodians of the Community's collection.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON20

This project strongly aligns with several strategic priorities, including Strategic Identity (4.0), Anytime Visitation (5.0), Peaked Visitation (6.0), Connected Brookton (7.0), and Volunteer Engagement (8.0). The Brookton Museum & Heritage Centre, overseen by the Brookton & Districts Historical Society, serves as a vital hub for Brookton's social history. With a diverse and extensive collection, we believe there are numerous highly significant items that require investment for preservation. At the core of Brookton 15 is the sharing of our community's story, and the Historical Society, along with its dedicated members, is fully committed to this endeavor. Our goal is to ensure that the collection is well-maintained and poised to be cherished by future generations.

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

Via social media and local publications.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

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

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	Click or tap here to enter text.	Materials	Click or tap here to enter text.
Sponsorship	Click or tap here to enter text.	Labour	Click or tap here to enter text.
Donations in cash	Click or tap here to enter text.	Hire of Equipment	Click or tap here to enter text.
Other grants	Click or tap here to enter text.	Office/Administration	Click or tap here to enter text.
Catering Sales	Click or tap here to enter text.	Venue hire	Click or tap here to enter text.
Fees and Charges e.g. stalls	Click or tap here to enter text.	Advertising	Click or tap here to enter text.
Gate/Door entry fees	Click or tap here to enter text.	Catering Costs	Click or tap here to enter text.
		Entertainment	Click or tap here to enter text.
Other Income (Please List)	Click or tap here to enter text.	Other Expenditure (Please List)	5591.01
Click or tap here to enter text.	Click or tap here to enter text.	Consultant (attached quote)	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in cash*	5591.01	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL INCOME	Click or tap here to enter text.	TOTAL EXPENDITURE	Click or tap here to enter text.

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

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

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? ☐ YES ☐ NO

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

Click or tap here to enter text.

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

This project will require a considerable amount of volunteer time for assessment purposes. Members will carefully examine all objects and archives in our collection to identify the most significant ones. We'll also seek input from past members who have valuable knowledge about the collection. Collaboration with the Shire, including involvement from Kylie Freeman in a workshop, will help establish a direct connection between our community's collection and the Shire's interests. It is important for the ongoing success of the working relationship that we work closely together.

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME: Katrina Crute

POSITION: Secretary/Treasurer

SIGNATURE:



DATE: 01/5/2024

27 March 2024

Katrina Crute
 Brookton & Districts Historical Society
 PO Box 125
 BROOKTON WA 6306
 E: treasurer@brooktonmuseum.org.au

Dear Katrina

Significance Assessment of the Brookton & Districts Historical Society Collection

Many thanks for the opportunity to submit a fee proposal for preparing a Significance Assessment of the Brookton & Districts Historical Society Collection.

This letter outlines the cost for undertaking this work and accounts for my previous experience in successfully completing significance assessments for community groups such as the Northam and Districts Historical Society, the Northam Army Camp Heritage Association and, most recently, the Kwinana Heritage Group.

My methodology utilises the template provided by the National Library of Australia website and takes into consideration *Significance 2.0: a guide to assessing the significance of collections* by Roslyn Russell and Kylie Winkworth for the Collections Council of Australia in 2009.

This includes documenting and inspecting the collection on site, assessing its importance through stakeholder consultation and comparative analysis, preparing a statement of significance explaining its cultural heritage value to Brookton and the broader community, and developing prioritised recommendations for its future management which are based on its level of significance and are feasible and sustainable.

CONSULTANCY FEE	
Discussion to confirm project scope, negotiate milestones, liaison, stakeholder consultation, etc (4 hours)	\$380.00
On site visits to assess collection (10 hours)	\$950.00
Report research & writing to draft (equivalent to 4 days)	\$3,040.00
Report writing to final (8 hours)	\$760.00
Disbursements	\$100.00
CONSULTANCY FEE SUBTOTAL	\$5,230.00

Titanwood Holdings 53 Willis Street EAST VICTORIA PARK WA 6101
M: 0417 090 476 E: kristybizzaca@bigpond.com

TRAVEL EXPENSES	
Motor Vehicle Allowance as per the Government Officers Salaries, Allowances & Conditions Award 1989 552kms (2 site visits) @ 65.4c	\$361.01
CONSULTANCY FEE SUBTOTAL	\$5,230.00
TRAVEL EXPENSES	\$361.01
SUBTOTAL	\$5,591.01
GST	\$559.10
SIGNIFICANCE ASSESSMENT FEE PROPOSAL TOTAL	\$6,150.11

Please note any work further to the above as well as unforeseen issues will require negotiation and be subject to additional fees and extended deadlines.

Should I be commissioned, I will contact you as soon as possible to discuss timeframes for the completion of the draft and final reports and to plan the first of the two site visits.

Do not hesitate to contact me should you have any questions regarding this proposal.

Many thanks for your consideration.

Yours sincerely,



Kristy Bizzaca BA (Hons.) MA

MPHA

Cr Crute returned to the meeting and assumed the Chair at 6:19pm.

13.05.24.02 RENEWAL OF HOST SITE AGREEMENT – UNITED CHRISTIAN BROADCASTERS AUSTRALIA TRADING AS VISION CHRISTEN MEDIA
--

File No:	PR0023C
Date of Meeting:	18 April 2024
Location/Address:	Lot 510 14 White Street Brookton (Brookton Oval)
Name of Applicant:	United Christian Broadcasters Australia Ltd trading as Vision Christen Media
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior Finance Officer
Authorising Officer:	Deanne Sweeney – Manager of Corporate & Community
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider the renewal of the Host Site Agreement between the Shire and United Christian Broadcasters Australia trading as Vision Christen Media for existing radio transmission equipment installed at the Brookton Oval.

Description of Proposal:

United Christian Broadcasters Australia Ltd are seeking to extend the tenure arrangements for the existing Vision Christian Media – Brookton 88.0FM WA equipment sited at the Brookton Oval – for a further five years in line with the Agreement.

A copy of the draft agreement is provided at Attachment 13.05.24.02A.

The Officer's Recommendation supports the extension of the tenure arrangements within the terms of the agreement.

Background:

In 2018 Council and United Christian Broadcasters Australia Ltd formalized the tenure arrangement for the existing Vision Christian Media – Brookton 88.0FM WA equipment sited at the Brookton Oval.

The endorsed agreement included permission to erect, construct and maintain transmission equipment for the purpose of transmitting broadcast signals, with all reasonable access being permitted. This agreement was based on:

- A 'no cost' rental agreement in favour of United Christian Broadcasters Australia;
- The Shire being indemnified in relation to the installation, use and maintenance of the United Christian Broadcasters Australia's equipment;
- The Shire covering the cost of electricity, which would be negligible;
- The Shire agreeing to access to the site for United Christian Broadcasters Australia subject to reasonable notice being given;
- A 5 year period, with possible extension ;
- The ability to terminate the lease with notice period of 3 months;
- The United Christian Broadcasters Australia being responsible their own Occupational Safety and Health programs;

- The United Christian Broadcasters Australia being responsible to restore the site as far as practical to its original condition.
- Adequate insurance cover in relation to public liability is maintained to a minimum cover of \$10m

Statutory Environment:

Council may 'loosely' entertain this agreement under the Management Order granted pursuant to Section 46(1) of the *Land Administration Act, 1997*.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

There is an extremely small financial cost applicable to this matter through the provision of access to local government property and provision of electricity. This provision is unlikely to exceed any costs of Council seeking to recover the provision.

Risk Assessment:

There is no apparent risk in relation to this agreement. To the contrary, the absence of an agreement presents a risk that should an issue arise the Council could be liable.

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

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

Community & Strategic Objectives:

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

Comment

The transmission equipment has been in place for some years and therefore, on all accounts, this draft agreement is a continuation of a formalised arrangement.

OFFICER'S RECOMMENDATION

That Council endorses the Host Site Agreement with United Christian Broadcasters Australia Ltd for the existing radio transmission equipment installed at the Brookton Oval as included at Attachment 13.05.24.02A.

(Simple majority vote required)

OCM 05.24-11

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr McCabe

That Council endorses the Host Site Agreement with United Christian Broadcasters Australia Ltd for the existing radio transmission equipment installed at the Brookton Oval as included at Attachment 13.05.24.02A.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

Attachments

Attachment 13.05.24.02A – Draft Host Site Agreement

HOST SITE AGREEMENT

BETWEEN	Shire of Brookton (referred to as "the Host") PO Box 42, BROOKTON WA 6306
AND	United Christian Broadcasters Australia Limited TA Vision Christian Media (referred to as "Vision")
HOST SITE	Brookton Oval, Lot 501, 14 White Street, BROOKTON WA 6306 (referred to as "the site")
PERIOD	Five years, commencing upon the date of signing, renewable for further periods unless cancelled earlier by either party according to the provision in this agreement

PREAMBLE

This agreement facilitates the functional aspects of what is effectively a community focused partnership between the Host and Vision, the aim of which is to provide interested locals with access to Vision's not-for-profit Christian radio service.

IT IS AGREED

1. The Host warrants that it has full right and interest in the site in terms of a binding agreement, or by virtue of ownership, and that is entitled to enter into this agreement.
2. The Host agrees that Vision may erect, construct and maintain transmission equipment at the site for the purpose of receiving and/or transmitting broadcast signals. Such equipment may be located on or inside the building(s) on the site, and may include but not be limited to;
 - a. An antenna and fixtures and fittings;
 - b. A 90 cm satellite dish and fixtures and fittings;
 - c. A shelf suitable for housing the broadcast equipment inside the building;
 - d. A satellite decoder Box;
 - e. An FM Transmitter Box
 - f. Any other such equipment as may be reasonably required sufficient to ensure a broadcast area as permitted in terms of the broadcast license granted to Vision by the relevant authority.
3. The Host agrees to provide Vision with reasonable access to the site for the purposes of maintaining an efficient and continuous operation of the equipment, including but not limited to installation, maintenance, upgrading, repairs and monitoring.

Request for access to the site will be made by prior arrangement with the Host with reasonable advance notice. Generally, work shall be carried out during business hours, emergencies excepted.
4. Persons given authority for access to the site shall close all doors, gates and other means of restricting access to the site and shall refrain from interfering with the activities of the Host at the Site. Vision undertakes to pay for the duplication of any additional keys deemed necessary to facilitate its access to the site.
5. Vision agrees that the Host is not responsible for any loss of or damage to Vision's equipment located at the site or any associated liabilities.

6. The Host agrees to permit Vision to take a power feed from their existing power supply at the Site for the operation of Vision's equipment.
7. Vision agrees that all work at the site will be undertaken to appropriate workplace health and safety standards and all personnel involved in the installation and maintenance of the equipment will have the appropriate training and certificates for the work involved. Vision accepts liability for all work undertaken on its equipment at the site and liability for any incidents as a result of any incorrectly installed equipment. Further, Vision will indemnify the Host for any damage that may be caused to the Host's property because of the installed equipment, as well as damage to others property and bodily injury to the Host and all other persons.
8. The Host agrees to provide the site to Vision at no cost
9. The Host agrees to cover the cost of electricity, at the site, for Vision
10. Either party may cancel this agreement during the initial term or further agreement periods upon three months' notice. At the termination of the Agreement, Vision shall remove all constructions, erections and installations it has made at the site and shall restore the Site as far as possible to its original state as at the commencement of the agreement.
11. Vision agrees to lodge with the Host each year written evidence of Public Liability Insurance to a minimum cover of \$20 million.
12. The parties agree that a scanned copy signed by both parties shall be valid and binding.

We hereby accept the terms of this agreement and warrant our authority to do so;

On behalf of Shire of Brookton

X _____
Signed

Name of Signatory

Date of signing

X _____
Witness

Name of Witness

On behalf of United Christian Broadcasters Australia Limited
TA Vision Christian Media

X _____
Name, Position

Date of signing

X _____
Witness

Name of Witness

14.05.24 CORPORATE SERVICES REPORTS

14.05.24.01 LIST OF PAYMENTS – APRIL 2024

File No:	IN005B
Date of Meeting:	16 May 2024
Location/Address:	23 Whittington Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Skye Fisher - Finance Administration Officer - Creditors & Records
Authorising Officer:	Deanne Sweeney – Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	18 April 2024

Summary of Report:

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

Description of Proposal:

To present the accounts paid under Delegation 1.1, Power to Make Payments, are included at within Attachment 14.05.24.01A.

Contained within Attachment 14.05.24.01B is a detailed transaction listing of credit card expenditure paid for the period ended 30 April 2024.

Contained within Attachment 14.05.24.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 30 April 2024.

Background

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

Consultation

There has been no consultation on this matter.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

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

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

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

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

Local Government (Administration) Regulations 1996

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

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

Relevant Plans and Policy:

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

Financial Implications:

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

Risk Assessment:

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

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

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

Community & Strategic Objectives

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

Comment:

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

OFFICER'S RECOMMENDATION

That Council receive:

1. the list of accounts, totalling \$510,471.76 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the month of April 2024, as contained within Attachment 14.05.24.01A; and
2. the list of credit card transactions, totalling \$2,217.28 paid in April 2024, as contained within Attachment 14.05.24.01B.
3. the list of fuel card transactions, totalling \$924.57 paid in April 2024, as contained within Attachment 14.05.24.01C.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Wallis

That Council receive:

- 1. the list of accounts, totalling \$510,471.76 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of April 2024, as contained within Attachment 14.05.24.01A; and***
- 2. the list of credit card transactions, totalling \$2,217.28 paid in April 2024, as contained within Attachment 14.05.24.01B.***
- 3. the list of fuel card transactions, totalling \$924.57 paid in April 2024, as contained within Attachment 14.05.24.01C.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

Attachments

Attachment 14.05.24.01A – List of Payments for April 2024.

Attachment 14.05.24.01B – Credit Card Transactions for April 2024.

Attachment 14.05.24.01C – Fuel Card Transactions April 2024.

List of Payments for April 2024

Chq/EFT	Date	Name	Description	Amount
EFT15515	04/04/2024	BERYL JOYCE COPPING	BOND REFUND OF LOCAL GOVERNMENT ELECTION NOMINATION FEE ELECTION HELD 14.03.2024	\$ 100.00
EFT15516	04/04/2024	COHEN SHERIDAN	BOND REFUND OF GYM KEY SECURITY BOND, KEY #1253 RETURNED 11.03.2024	\$ 70.00
EFT15517	04/04/2024	DUDLEY EASTELL	REFUND OF BOND FOR LOCAL GOVERNMENT ELECTION NOMINATION FEE ELECTION HELD 14.03.2024	\$ 100.00
EFT15518	04/04/2024	EVA SPITERI	BOND REFUND SECURITY DEPOSIT FOR HIRE OF WB EVA PAVILION HIRE DATE 27.03.2024	\$ 250.00
EFT15519	04/04/2024	RODERICK WALLIS	BOND REFUND OF LOCAL GOVERNMENT ELECTION NOMINATION FEE ELECTION HELD 14.03.2024	\$ 100.00
EFT15520	05/04/2024	3E ADVANTAGE PTY LTD	MONTHLY CHARGES PRINTING AND PHOTOCOPYING CHARGES CRC MARCH 2024, MONTHLY CHARGES - PRINTING AND PHOTOCOPYING - ADMIN OFFICE - MARCH 2024	\$ 3,128.71
EFT15521	05/04/2024	ADRIAN WILLIAM TODD	RATES REFUND ASSESSMENT A861 LOC 4704 YOUNG ROAD BROOKTON SALE OF PROPERTY, PREVIOUS OWNER IN RATES CREDIT PROPERTY SETTLED 29.02.24	\$ 1,642.00
EFT15522	05/04/2024	AMPAC DEBT RECOVERY	MONTHLY CHARGES DEBT RECOVERY COST A2682 MARCH 2024	\$ 530.75
EFT15523	05/04/2024	BOC GASES	MONTHLY CHARGE DEPOT GAS CONTAINER HIRE MARCH 2024	\$ 56.25
EFT15524	05/04/2024	BROOKTON 24/7 TOWING	PT14 HINO TRUCK SERVICE AND INSPECTION INCLUDES NEW PULLEY BELTS AND HOSES	\$ 1,597.20
EFT15525	05/04/2024	BROOKTON PLUMBING	UNIT 2/40 WHITE STREET REPLACE OLD TOILET CISTERN IN UNIT MARCH 2024	\$ 374.00
EFT15526	05/04/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	MONTHLY CHARGES CRC RENT APRIL 2024	\$ 991.10

Chq/EFT	Date	Name	Description	Amount
EFT15527	05/04/2024	BROOKTON TYRE SERVICE	PU1 TRITON UTE SUPPLY AND INSTALL NEW TYRES X5 DISPOSE OF OLD TYRES X5, SUPPLY FIT AND BALANCE NEW TYRES X4 INCLUDES DISPOSAL OF OLD TYRES - PU36 TRITON UTE, CALL OUT - CHANGE TYRE - COLLECT FLAT TYRE AND SHIRE EMPLOYEE - PG-8	\$ 3,956.98
EFT15528	05/04/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	Payroll deductions	\$ 281.99
EFT15529	05/04/2024	COLAS	DANGIN - MEARS ROAD WORKS HOT BITUMEN SEALING OF ROAD 20.03.2024	\$ 84,989.31
EFT15530	05/04/2024	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	PU33 TRITON UTE SUPPLY AND INSTALL WINDSCREEN, PU36 - TRITON UTE - SUPPLY AND INSTALL WINDSCREEN	\$ 1,458.05
EFT15531	05/04/2024	GREAT SOUTHERN SUPPLIES T/AS G & M DETERGENTS	CHEMICALS AND CLEANING EQUIPMENT WB EVA PAVILION, ROBINSON ROAD PUBLIC TOILETS, MEMORIAL HALL, ADMINISTRATION CENTRE MARCH 2024	\$ 513.87
EFT15532	05/04/2024	INTEGRATED ICT	MONTHLY CHARGES TELEPHONY SERVICE AND EQUIPMENT ADMIN OFFICE MARCH 2024, MONTHLY CHARGES - NBN INTERNET CONNECTION - ADMIN OFFICE - MARCH 2024, MONTHLY CHARGES - CRC NBN CONNECTION - MARCH 2024, MONTHLY CHARGES - NBN LINK - PHONE SYSTEMS - MARCH 2024	\$ 783.29
EFT15533	05/04/2024	LGRCEU	Payroll deductions	\$ 110.00
EFT15534	05/04/2024	RURAL TRAFFIC SERVICES PTY LTD	DANGIN - MEARS ROAD WORKS PROVIDE 2 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS FOR 60.5 HRS AND TRAFFIC LIGHTS FOR 4 DAYS OVER THE PERIOD 05.03.2024 14.03.2024, DAGIN - MEARS ROAD WORKS - PROVIDE 2 X TRAFFIC CONTROLLERS WITH SIGNS AND VEHICLES FOR 4XHRS - 27.03.2024	\$ 11,408.49
EFT15535	05/04/2024	RURAL TREE SERVICES WA	CUT 4 X EUCALYPTUS TREES IN TOWN INCLUDES REMOVAL OF WASTE AND POISONING OF STUMPS MARCH 2024	\$ 2,580.00
EFT15536	05/04/2024	SECURUS	UPDATE SECURITY ALARM INFORMATION TO INCLUDE 1 X	\$ 85.00

Chq/EFT	Date	Name	Description	Amount
			EXTRA USER CRC OFFICE 18.03.2024	
EFT15537	05/04/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 250.00
EFT15538	05/04/2024	TERENCE WILLIAM MCKINLEY	RATES REFUND ASSESSMENT A275 23 MCGRATH STREET BROOKTON PENSION REBATE APPLIED POST SETTLEMENT DIFFERENCE TO BE REFUNDED TO PREVIOUS OWNER.	\$ 961.96
EFT15539	05/04/2024	THE LOCAL GUYS TEST AND TAG WA TNT	PROVIDE ELECTRICAL TEST AND TAG AND FIRE EQUIPMENT MAINTENANCE SHIRE DEPOT, DEPOT VEHICLES MARCH 24, PROVIDE ELECTRICAL TEST AND TAG - CENTRAL FIRE TENDER PF 8, WEST FIRE TENDER PF9, PF 11 AND EAST FIRE TENDER PF10 - MARCH 2024	\$ 999.90
EFT15540	05/04/2024	THE LOCK MAN SECURITY	INVESTIGATE AND REPAIR ISSUE WITH PUSH BAR WB EVA PAVILION 21.03.2024	\$ 485.00
EFT15541	05/04/2024	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES RANGER SERVICES PROVIDED 8HRS OVER 2 DAYS 11.03.2024, 20.03.2024, MONTHLY CHARGES - RANGER SERVICES PROVIDED 7.25 HRS OVER 2 DAYS - 25.03.2024, 02.04.2024	\$ 1,593.63
EFT15542	05/04/2024	WALLIS COMPUTER SOLUTIONS	PROVIDE AND INSTALL MICROSOFT OFFICE 365 PROJECT PLAN 3 FOR MP K. DALTON MARCH 2024, PROVIDE AND INSTALL MICROSOFT 365 LICENCE AND UPGRADE CONFERENCE ROOM COMPUTER AT CRC - MARCH 2024	\$ 1,240.25
EFT15543	05/04/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	MONTHLY CHARGES STORAGE MARCH 2024	\$ 52.16
EFT15544	11/04/2024	LESLEY SIMPSON	REFUND OF BOND FOR HIRE OF WB EVA PAVILION ON 05.04.2024	\$ 500.00
EFT15545	11/04/2024	MICHELLE BROWNE	GYM KEY REFUND DUE TO INABILITY TO COMPLETE INDUCTION.	\$ 70.00
EFT15546	11/04/2024	NARELLE PENNY	REFUND OF BOND FOR HIRE OF WB EVA PAVILION HIRE - CANCELLED WITHIN APPROVED TIME LIMITS	\$ 250.00
EFT15547	12/04/2024	ADRIAN CAMPION	CARAVAN PARK REFUND OF CHALET (SALMON GUM) BOOKING DUE TO CUSTOMER	\$ 142.00

Chq/EFT	Date	Name	Description	Amount
			ERROR CANCELLED WITH APPROVED TIME LIMITS	
EFT15548	12/04/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	LOADER PL7 INVESTIGATE AND REPAIR ISSUE WITH FAULTY CONTROLLER, INCLUDES PARTS AND TRAVEL	\$ 908.60
EFT15549	12/04/2024	ATO	PAYMENT OF BAS MARCH 2024	\$ 49,587.00
EFT15550	12/04/2024	AUSTRALIA POST	MONTHLY CHARGES MAILING AND POSTAGE COST FOR ADMIN OFFICE & CRC MARCH 2024	\$ 147.46
EFT15551	12/04/2024	BE SURVEYS (BUNBURY ENGINEERING SURVEY)	SURVEYS WORKS FOR RAIL RESERVE AS PER INSTRUCTION FROM DPLH INCLUDES LANDGATE TITLE SEARCH	\$ 18,474.75
EFT15552	12/04/2024	BEST OFFICE SYSTEMS	TRAVEL TO INVESTIGATE AND REPAIR RIPPED FUSE BELT ISSUE WITH ADMINISTRATION PRINTER APRIL 24	\$ 82.50
EFT15553	12/04/2024	BLUE FROG INNOVATIONS	PROVIDE AND INSTRUCT CHAIR YOGA PROGRAM FOR 3 X WEEKS CRC COMMUNITY EVENT MARCH 2024	\$ 660.00
EFT15554	12/04/2024	BROOKTON PLUMBING	BROOKTON AQUATIC CENTRE - CHECK HOT WATER TAPS & SERVICE STICKING SPINDLE IN WOMEN'S CHANGEROOM, CLEAR LARGE ROOT WITH DRAIN MACHINE & DIG UP & REPLACE A SECTION WITH NEW PIPE	\$ 584.65
EFT15555	12/04/2024	BUILDING & ENERGY	PAYMENT OF BUILDING SERVICE LEVIES X 2 - COLLECTED IN MARCH 2024	\$ 805.15
EFT15556	12/04/2024	C & D CUTRI	COMPLETE FUNGICIDE TREATMENT TO PILES AND OUTSIDE STRINGER, END GRAIN TREATMENT, BOLT TIGHTENING AND PILE BANDING FOR KWEDA ROAD BRIDGE #4834	\$ 17,600.00
EFT15557	12/04/2024	FARM LIFE FITNESS	CREATE A DIGITAL/ONLINE INDUCTION VIDEO AND PROGRAM FOR COMMUNITY GYM 1ST 50% PAYMENT FEB 24	\$ 1,002.50
EFT15558	12/04/2024	FLEET COMMERCIAL GYMNASIUMS	PURCHASE OF SKIPPING ROPE FOR COMMUNITY GYM MARCH 2024	\$ 33.00
EFT15559	12/04/2024	LANDGATE (DOLA)	PAYMENT OF MINING TENEMENTS CHARGEABLE SCHEDULE NO M2024/02 05.12.2023 07.03.2024	\$ 43.50
EFT15560	12/04/2024	MICHELLE BROWNE	REFUND GYM MEMBERSHIP DUE TO NON-COMPLETION OF INDUCTION	\$ 95.00

Chq/EFT	Date	Name	Description	Amount
EFT15561	12/04/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING MCC D. SWEENEY ATTEND 2024 FINANCIAL REPORTING WORKING SHOP 24.05.2024	\$ 2,200.00
EFT15562	12/04/2024	NARELLE PENNY	REFUND OF HIRE COST FOR WB EVA PAVILION BOOKING CANCELLED WITHIN APPROVED TIMEFRAME APRIL 2024	\$ 173.00
EFT15563	12/04/2024	NEW GROUND WATER SERVICES PTY LTD	HAPPY VALLEY WATER SYSTEM EXTRA WORKS TO INSTALL REAL TIME REMOTE MONITORING OF TANK AT BROOKTON DISTRICT HIGH SCHOOL SO LEVEL OF WATER CAN BE SEEN.	\$ 3,278.00
EFT15564	12/04/2024	NICOLE JOHNS	EMPLOYEE REIMBURSEMENT OF PRE - EMPLOYMENT NATIONAL POLICE CERTIFICATE	\$ 58.70
EFT15565	12/04/2024	OFFICEEASY PTY LTD	SUPPLY AND DELIVER HELIX PROFILE 2 PERSON DESK FOR CLIENT USE AT CRC APRIL 24	\$ 1,329.00
EFT15566	12/04/2024	RESONLINE	MONTHLY CHARGES ROOM MANAGER ONLINE BOOKING MANAGEMENT SYSTEM FOR CARAVAN PARK MARCH	\$ 242.00
EFT15567	12/04/2024	SIGMA CHEMICALS	SUPPLY 2 X 20L CONTAINERS OF SIGMA LONG TERM ALGAE WINTERISER FOR OFF SEASON OF BROOKTON POOL MARCH 24	\$ 311.65
EFT15568	12/04/2024	THE LOCAL GUYS TEST AND TAG WA TNT	PROVIDE TEST AND TAG, RCD, FIRE MAINTENANCE, EXTINGUISHER DISPOSAL. SHIRE ADMIN OFFICE, MEMORIAL HALL, AQUATIC CENTRE, KWEDA HALL, MEN SHED, WB EVA PAVILION, CARAVAN PARK, YOUTH GROUP SHED, OLD TENNIS CLUB, BROOKTON COMMUNITY INC, ROBINSON ROAD TOILETS. PROVIDE NEW BATTERY IN SHEOAK CHALET, PROVIDE RCD AND FIRE MAINTENANCE TESTING - CRC BUILDING - MARCH 2024, SUPPLY RCD TESTING, FIRE MAINTENANCE AND TEST AND TAGGING - MADISON SQUARE UNITS, WHITE STREET UNITS, 23 AND 25 WHITTINGTON STREET, 6 AND 8 MATTHEW STREET, 10 MARSH AVE - MARCH 2024	\$ 3,289.00
EFT15569	12/04/2024	THE PRINT SHOP BUNBURY	DESIGN, PRINT AND DELIVER A3 BROOKTON TOWNSITE MAPS X 20 PKS OF 100 SHEETS FOR	\$ 822.80

Chq/EFT	Date	Name	Description	Amount
			ADMINISTRATION OFFICE AND CRC VISITORS MARCH 24	
EFT15570	12/04/2024	THE RIDGE STUDIO	SUPPLY 3000M3 OF GRAVEL - COPPING ROAD - APRIL 2024	\$ 6,000.00
EFT15571	12/04/2024	TOLL TRANSPORT PTY LTD	DELIVER 1 CARTON FROM INTERFIRE AGENCIES LANDSDALE TO SHIRE ADMIN OFFICE BROOKTON, DELIVERY CHARGES - DELIVERY OF POOL WATER SAMPLES FROM BROOKTON POOL TO PATHWEST IN NEDLANDS - MARCH 24	\$ 82.34
EFT15572	12/04/2024	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES RANGER SERVICES PROVIDED 11.5 HRS OVER 3 DAYS 26.2.2024, 05.03.2024, 08.03.2024	\$ 1,201.75
EFT15573	12/04/2024	WESTATE EMBROIDERY	EMBROIDERY OF STAFF UNIFORMS 10 X SHIRTS AND 2 X JACKETS FOR WORK STAFF MEMBERS X 2 APRIL 2024	\$ 217.80
EFT15574	12/04/2024	ZONE 50 ENGINEERING SURVEYS PTY LTD	DANGIN - MEARS ROAD WORKS PROVIDE PEGGING AND SETTING OUT SEAL MARCH 2024	\$ 5,454.90
EFT15575	19/04/2024	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES ADMINISTRATION AND CRC OFFICE ITEMS INCLUDE THUMB TACKS, SHEET PROTECTORS, A4 PAPER, A3 PAPER, PHOTO PAPER AND VARIOUS STATIONERY MARCH 2024	\$ 371.35
EFT15576	19/04/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PROVIDE PRE - EMPLOYMENT MEDICAL FOR WORKS GENERAL HAND E. BENNELL 13.02.2024, PROVIDE PRE-EMPLOYMENT MEDICAL - MICHAEL BACHYNSKY - DEC 2023	\$ 300.00
EFT15577	19/04/2024	BROOKTON 24/7 TOWING	PROVIDE SERVICE PG8 GRADER INCLUDING TRAVEL TO AND FROM SITE, LABOUR AND PARTS MARCH 2024, PROVIDE SERVICE - PT14 TRUCK - INCLUDES REPAIR BRAKE LIGHT AND LABOUR - APRIL 2024, PROVIDE SERVICE - PG9 GRADER - INCLUDING TRAVEL TO AND FROM SITE AND LABOUR - APRIL 2024, HINO TIP TRUCK PT14 - INVESTIGATE COOLANT LEAK, REPLACE HOSE AND CLAMPS AND TIGHTEN FITTINGS - APRIL 2024	\$ 1,219.90
EFT15578	19/04/2024	BROOKTON PLUMBING	SHIRE DEPOT UNBLOCK TOILET & 2 X TOILET PANS 13.04.2024	\$ 165.00

Chq/EFT	Date	Name	Description	Amount
EFT15579	19/04/2024	CHEMCERT TRAINING GROUP PTY LTD	STAFF TRAINING CHEMICAL ACCREDITATION TRAINING PARKS & GARDENS GENERAL HANDS N. OSGOOD, N. SYLES, E. BENNELL 13.04.2024	\$ 1,140.00
EFT15580	19/04/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 281.99
EFT15581	19/04/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS	UV RELING OF SEWER PIPES IN AREA BEHIND BROOKTON HOTEL JANUARY 2024	\$ 22,777.70
EFT15582	19/04/2024	DELTA AGRIBUSINESS WA BROOKTON RURAL TRADERS	GLYPHOSATE X 20LT X3 FOR SPRAYING VARIOUS ROADS, REPLACEMENT CLOTHESLINE - 2/33 WHITTINGTON ST - MARCH 2024, MONTHLY PURCHASES - DEPOT, PARKS AND GARDENS, ADMIN OFFICE & CRC - ITEMS INCLUDE FUEL CAN, EXTENSION LEADS, PADLOCKS, SMALL TOOLS, SPRINKLER PARTS & VARIOUS NUTS AND BOLTS - MARCH 2024	\$ 1,541.81
EFT15583	19/04/2024	EDGE PLANNING & PROPERTY	PROVIDE TOWN PLANNING SERVICES & ADVICE - 6.75HRS - MARCH 2024	\$ 1,035.78
EFT15584	19/04/2024	FLICK ANTICIMEX	6 MONTHLY SERVICE PROVIDE SANITARY DISPOSAL SERVICING CRC	\$ 439.30
EFT15585	19/04/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL CARD CHARGES MCC AND CESM MARCH 2024	\$ 924.57
EFT15586	19/04/2024	JON CAIN	REPAIRS TO LARGE SAIL AT AQUATIC CENTRE MARCH 2024	\$ 400.00
EFT15587	19/04/2024	LGRCEU	PAYROLL DEDUCTIONS	\$ 110.00
EFT15588	19/04/2024	MARKETFORCE	ADVERTISEMENT LOCAL GOVT NOTICES WEDNESDAY 28/02/2024 PROPOSED CLOSURE ROAD RESERVE ROBINSON RD AND BARTRAM ST	\$ 413.17
EFT15589	19/04/2024	NICHOLLS BUS & COACH SERVICE	PROVIDE SERVICE 2003 TOYOTA COASTER BUS ANNUAL INSPECTION FEBRUARY 2024	\$ 241.00
EFT15590	19/04/2024	NOURISH BROOKTON	REFRESHMENTS FOR END OF YEAR POOL PARTY - MARCH 2024, MONTHLY PURCHASES - ADMIN, CRC, DEPOT, COUNCIL MEETINGS, CARAVAN PARK - INCLUDING MILK, SOFT DRINK, TEA, COFFEE, PEGS & 2 X KEY CUTTING FOR KWEDA HALL - MARCH 2024	\$ 382.20
EFT15591	19/04/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 150.00

Chq/EFT	Date	Name	Description	Amount
EFT15592	19/04/2024	SIGNS PLUS	EMPLOYEE NAME BADGES X 2 & COUNCILLOR NAME BADGE X 2, INCLUDING POSTAGE MARCH 2024	\$ 82.00
EFT15593	19/04/2024	STUMPY'S GATEWAY ROADHOUSE	MONTHLY PURCHASE OF FUEL FOR USE IN POOL MOWER AND CUB CADET MOWER MARCH 2024, MONTHLY CHARGES - FUEL - FOR USE IN SLASHER - MARCH 2024	\$ 185.34
EFT15594	19/04/2024	TOLL TRANSPORT PTY LTD	MONTHLY FREIGHT CHARGES DELIVERY FROM GNANGARA TO BROOKTON - CORSIGN MARCH 2024, FREIGHT CHARGES - BROOKTON TO STATE PERTH LIBRARY - MARCH 2024	\$ 122.00
EFT15595	19/04/2024	WANDERING HVAC	SERVICE PROVIDED WASTEWATER TREATMENT PLANT PUMP FAILURE INCLUDING INSTALL OF 15A POWER AND LABOUR APRIL 2024, PROVIDE ELECTRICAL SERVICE - ADMIN OFFICE - INCLUDING CALL OUT FEE AND PARTS, PROVIDE ELECTRICAL SERVICE - CARAVAN PARK, SHEOAK - REPLACE SWITCH AND REPAIR LIGHT - APRIL 2024	\$ 1,278.72
EFT15596	19/04/2024	ADRIAN KOWALD	REFUND OF BOND FOR WB EVA PAVILION HIRE DATE 28.03.2024	\$ 500.00
EFT15597	19/04/2024	BAILEY LANGE	BOND REFUND OF GYM KEY #12-112 DUE TO CANCELLATION OF MEMBERSHIP	\$ 70.00
EFT15598	24/04/2024	ASHLYN RIDGWAY	PROVIDE SERVICE INDUCTIONS FOR GYM MEMBERSHIPS X 3 INCLUDING TRAVEL X2 MARCH 2024	\$ 200.00
EFT15599	24/04/2024	BIN BOMB PTY LTD	SUPPLY GOODS BIN BOMBS X 2 BUCKETS TOWN BINS APRIL 2024	\$ 209.75
EFT15600	24/04/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PROVIDE SERVICE PRE - EMPLOYMENT MEDICAL NICOLE JOHNS JANUARY 2024	\$ 150.00
EFT15601	24/04/2024	BROOKTON 24/7 TOWING	VEHICLE SERVICE PAV3 1BO 04/04/2024 INCLUDING LABOUR AND PARTS ENGINE OIL & OIL FILTER APRIL 2024	\$ 316.80
EFT15602	24/04/2024	BROOKTON WOMEN'S HOCKEY CLUB INC	COMMUNITY CHEST FUND PAYMENT BROOKTON WOMEN'S HOCKEY CLUB COUNCIL RESOLUTION APRIL 2024	\$ 294.50
EFT15603	24/04/2024	BUILDING & CONSTRUCTION	BCITF PAYMENT X2 FOR THE MONTH OF MARCH 2024	\$ 1,151.50

Chq/EFT	Date	Name	Description	Amount
		INDUSTRY TRAINING FUND		
EFT15604	24/04/2024	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES KERBSIDE RUBBISH COLLECTION FOR 4 X WEEKS, KERBSIDE RECYCLING COLLECTION FOR 2 X WEEKS, 108 X LABOUR HOURS FOR BROOKTON TIP, 12 X MACHINE HOURS, COLLECTION OF 12 X BINS OF WASTE AND 13 X BINS OF RECYCLING FOR THE MONTH OF MARCH 2024	\$ 15,018.08
EFT15605	24/04/2024	LANDMARK PRODUCTS PTY LTD	SUPPLY 7M GAZEBO SHELTER TO BE INSTALLED IN MEMORIAL PARK APRIL 2024	\$ 17,490.00
EFT15606	24/04/2024	MCLEODS BARRISTERS & SOLICITORS	PROVIDE ASSISTANCE WITH A DEED VARIATION FOR SALE OF 50 WHITE STREET FEB - MAR 2024	\$ 1,499.65
EFT15607	24/04/2024	NEW GROUND WATER SERVICES PTY LTD	SUPPLY GOODS TOWN OVAL NOZZLE X 12 APRIL 2024	\$ 1,333.20
EFT15608	24/04/2024	OFFICEWORKS BUSINESS DIRECT	MONTHLY STATIONERY ORDER ADMINISTRATION OFFICE AND CRC MANILA DOCUMENT WALLETS, USB DATA DRIVE, DRAWING PINS, DIARIES X 3, CLIP FOLDERS AND MOUSE PAD APRIL 2024	\$ 160.20
EFT15609	24/04/2024	TOLL TRANSPORT PTY LTD	DELIVERY OF 1 CARTON TO WESTATE EMBROIDERY MADDINGTON FROM SHIRE ADMIN OFFICE	\$ 53.64
EFT15610	24/04/2024	WA LOCAL GOVERNMENT ASSN	COUNCILLOR TRAINING LACHLAN MCCABE MEETING PROCEDURES 16TH APRIL 2024, COUNCILLOR TRAINING - BERYL COPPING - CONFLICTS OF INTEREST - 15TH APRIL 2024, COUNCILLOR TRAINING - BERYL COPPING - UNDERSTANDING LOCAL GOVERNMENT - 15TH APRIL 2024, COUNCILLOR TRAINING - CHARLENE HAYDEN - UNDERSTANDING LOCAL GOVERNMENT - 15TH APRIL 2024	\$ 1,336.50
EFT15611	24/04/2024	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	SUPPLY GOODS OVAL & LIONS PARK DOG WASTE BAGS X 8, INCLUDING DELIVERY VIA TOLL APRIL 2024	\$ 209.66
EFT15612	29/04/2024	BALLARD CLEANING PASTURE SEED & CANOLA SPECIALISTS	DUPLICATE PAYMENT REFUND TO DEBTOR 523 BALLARD CLEANING CO PAID INVOICE TWICE 26/04/2024 APRIL 2024	\$ 125.00

Chq/EFT	Date	Name	Description	Amount
DD7327.2	29/04/2024	WATER CORPORATION OF WA	MONTHLY CHARGES WATER SUPPLY SERVICE AND USAGE FEES MADISON SQUARE UNITS, 10 MARSH AVE, 25 AND 23 WHITTINGTON STREET, 6 AND 8 MATTHEWS STREET NOV AND DECEMBER 2023	\$ 46.33
DD7332.1	29/04/2024	WATER CORPORATION OF WA	REVERSAL MONTHLY WATER SERVICES CHARGES FOR UNIT 1/28 WILLIAMS STREET DUE TO DATA ENTRY ERROR.	-\$ 46.33
DD7468.1	02/04/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$ 6,822.30
DD7468.2	02/04/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 362.71
DD7468.3	02/04/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 956.76
DD7468.4	02/04/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$685.05
DD7468.5	02/04/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7468.6	02/04/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 2,259.78
DD7468.7	02/04/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 456.36
DD7468.8	02/04/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 888.52
DD7468.9	02/04/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 91.95
DD7470.1	02/04/2024	WATER CORPORATION OF WA	MONTHLY CHARGES WATER USAGE FEE CARAVAN PARK, WB EVA PAVILION, 25MM STANDPIPE, WATER TREATMENT PLANT, 50MM STANDPIPE, SHIRE DEPOT 10.01.2024 TO 08.03.2024	\$ 4,950.77
DD7484.1	04/04/2024	TELSTRA CORPORATION	TELSTRA WIRELESS DATA PLAN FOR SEWERAGE PUMP ALARM 16/03/24 TO 15/04/24	\$ 4.99
DD7484.2	04/04/2024	SYNERGY	ELECTRICITY CHARGES CARAVAN PARK, OVAL AND WB PAVILION 15/02/24 TO 12/03/24	\$ 2,122.96

Chq/EFT	Date	Name	Description	Amount
DD7500.1	12/04/2024	WATER CORPORATION OF WA	SERVICE CHARGE 01/03/2024 - 30/04/2024 & USAGE CHARGE - 10/01/2024 - 08/03/2024- UNIT 1 & 4 28 WILLIAM ST, U2/4 MATTHEWS ST, UNIT 5/28A WILLIAM ST, 23 WHITTINGTON ST, 6/28 WILLIAMS ST, 28 WILLIAMS STREET, 2/28 WILLIAMS STREET, 10 MARSH AVE, 1/4 MATTHEWS ST, 3/28 WILLIAMS ST, WHITTINGTON ST - APRIL 2024	\$ 1,449.08
DD7502.1	15/04/2024	SYNERGY	ELECTRICITY CHARGES AND SUPPLY CHARGE 10/01/2024 - 20/03/2024 - APRIL 2024 HAPPY VALLEY BORE FIELD	\$ 3,341.03
DD7504.1	16/04/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$ 7,193.74
DD7504.2	16/04/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 362.71
DD7504.3	16/04/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 956.76
DD7504.4	16/04/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$602.81
DD7504.5	16/04/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 327.48
DD7504.6	16/04/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 2,227.87
DD7504.7	16/04/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 638.40
DD7504.8	16/04/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$1,292.41
DD7504.9	16/04/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 135.91
DD7506.1	16/04/2024	TELSTRA CORPORATION	MONTHLY CHARGES TELSTRA PHONE SERVICE CHARGES CRC & ADMIN OFFICE 23/03/2024 TO 22/04 2024	\$ 345.73
DD7508.1	16/04/2024	SYNERGY	ELECTRICITY USAGE CHARGES & SUPPLY CHARGE 23/01/2024 TO 22/03 2024 MEMORIAL HALL APRIL 2024,	\$ 539.17

Chq/EFT	Date	Name	Description	Amount
DD7517.1	14/04/2024	SHIRE OF BROOKTON MASTERCARD CEO	MONTHLY CREDIT CARD PURCHASE CEO G. SHERRY MARCH 2024	\$ 686.68
DD7517.2	14/04/2024	SHIRE OF BROOKTON MASTERCARD CESM	MONTHLY CREDIT CARD PURCHASES CESM J. CARRALL MARCH 2024	\$ 4.00
DD7517.3	14/04/2024	SHIRE OF BROOKTON MASTERCARD MCC	MONTHLY CREDIT CARD PURCHASES MCC D. SWEENEY MARCH 2024	\$1,526.60
DD7537.1	19/04/2024	SYNERGY	ELECTRICITY SUPPLY AND CONSUMPTION CHARGES 23/01/2024 TO 25/03/2024 U2 2 MONTGOMERY STREET, WATER HARVESTING SYSTEM, SALINITY, SEWERAGE POND PUMP, BROOKTON CRC, RAILWAY STATION, ADMINISTRATION BUILDING - APRIL 2024	\$3,983.13
DD7538.1	18/04/2024	SYNERGY	ELECTRICITY SUPPLY CHARGES 23/01/2024 TO 25/03/2024 COMMUNITY HOUSING COMMON AREA, MADISON SQ RETIC - APRIL 2024	\$ 201.42
DD7539.1	17/04/2024	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 24/01/2024 TO 25/03/2024 MEMORIAL PARK RETIC & LIGHTS, SWIMMING POOL, DEPOT, OVAL, SEWERAGE PUMP STATION, MENSLED - APRIL 2024	\$5,620.27
DD7540.1	17/04/2024	WATER CORPORATION OF WA	WATER USAGE CHARGES 10/01/2024 TO 08/03/2024 ADMIN BUILDING USAGE ONLY, MADISON SQ PARK, WHITE STREET UNITS, MEMORIAL HALL, MEMORIAL PARK, SWIMMING POOL - APRIL 2024	\$ 5,713.94
DD7548.1	22/04/2024	TELSTRA CORPORATION	MONTHLY SERVICE CHARGES MOBILE PHONES X 11 & MONTHLY PHONE REPAYMENT X1 FOR CEO, BMO, PWS, MIW, MCC, MP, CESM, ACS, LHW, PGLH & CARAVAN CARETAKER APRIL 2024	\$ 744.21
DD7550.1	26/04/2024	SYNERGY	ELECTRICITY SUPPLY CHARGE VARIOUS STREET LIGHTS X 184	\$ 2,696.55

Chq/EFT	Date	Name	Description	Amount
			25/02/2024 TO 2 4/03/2024 APRIL 2024	
DD7554.1	30/04/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$7,194.12
DD7554.2	30/04/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 362.71
DD7554.3	30/04/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 956.76
DD7554.4	30/04/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 627.03
DD7554.5	30/04/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 327.48
DD7554.6	30/04/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 2,132.11
DD7554.7	30/04/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 638.40
DD7554.8	30/04/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$ 753.90
DD7554.9	30/04/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 113.93
1215.1	02/04/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$ 34.35
1215.1	02/04/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$ 335.41
1215.1	02/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 0.67
1217.1	04/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 6.40
1218.1	05/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 14.22
1218.1	08/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 0.76
1218.1	09/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 6.38
1219.1	11/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 12.08

Chq/EFT	Date	Name	Description	Amount
1219.1	12/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 10.63
1219.1	15/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.14
1219.1	16/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 1.84
1220.1	17/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 1.68
1221.1	18/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 0.83
1222.1	22/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.73
1223.1	24/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 43.82
1224.1	26/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 11.59
1226.1	30/04/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$ 163.97
1226.1	30/04/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 15.09
PAYJRUN*12 03	2/04/2024	SALARIES & WAGES	WEEK 40 - PPE 02/04/2024	\$ 62996.57
PAYJRUN*12 05	16/04/2024	SALARIES & WAGES	WEEK 42 - PPE 16/04/2024	\$ 63161.38
Total				\$510,471.76

List of Credit Card Transactions Paid in April 2024

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7517.2	14/04/2024	BENDIGO BANK CARD FEE	\$4.00
TOTAL			\$4.00

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7517.3	14/04/2024	06.03.2024 - AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY - ANNUAL LICENCE FEE FOR LAND MOBILE / AMBULATORY SYSTEM (RADIO) FOR FIRE EMERGENCY SERVICES - 03.04.2024 - 02.04.2025	\$ 1,097.00
	14/04/2024	13.03.2024 - DEPARTMENT OF TRANSPORT - CORRECTION TO REGISTRATION OF 2023 SKID STEER PTR5 TO BRING RENEWAL DATES IN LINE WITH FLEET - INSURANCE	\$ 15.60
	14/04/2024	15.03.2024 - CONTAINERS FOR CHANGE WA SHOP - PURCHASE FOR 2 X CONTAINERS FOR CHANGE CAN COLLECTION BINS 240L AND 2 X SECURE A BIN LOCKS	\$ 410.00
		BENDIGO BANK CARD FEE	\$ 4.00
TOTAL			\$ 1,526.60

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD7517.1	14/04/2024	22.03.2024 - SCANTEK SOLUTION - COMPLETION OF IDENTIFICATION SERVICES REQUIRED FOR CONVEYANCING OF 50 WHITE STREET	\$ 27.50
		22.03.2024 - SEEK LIMITED - ADVERTISEMENT OF GENERAL PLANT OPERATOR POSITION AVAILABLE	\$ 401.50
		27.03.2024 - ZOOM VIDEO COMMUNICATIONS INC - ANNUAL SUBSCRIPTION FOR VIDEO CONFERENCING CAPABILITIES - 27.03.2024 - 25.03.2025	\$ 246.29
		28.03.2024 - INTERNATIONAL TRANSACTION FEE FOR COMPLETION OF ZOOM VIDEO COMMUNICATIONS INC TRANSACTION	\$ 7.39
		BENDIGO BANK CARD FEE	\$4.00
TOTAL			\$686.68

List of Fuel Card Transactions Paid in April 2024

Shire Of Brookton - Great Southern Fuels Card – CESM

Direct Debit	Date	Description	Amount
EFT15585	19/04/2024	02.03.2024-PURCHASE OF DIESEL FUEL 45.08L @ \$1.989/L-NARROGIN SERVICE STATION	\$ 89.66
	19/04/2024	07.03.2024-PURCHASE OF DIESEL FUEL 61.39L @ \$1.959/L - CORRIGIN OPT	\$120.26
	19/04/2024	10.03.2024-PURCHASE OF DIESEL FUEL 25.31L @ \$1.939/L - BP WILLIAMS	\$ 49.08
	19/04/2024	13.03.2024-PURCHASE OF DIESEL FUEL 46.05L @ \$1.919/L - CORRIGIN OPT	\$ 88.37
	19/04/2024	21.03.2024-PURCHASE OF DIESEL FUEL 49.29L @ \$1.919/L - CORRIGIN OPT	\$ 94.59
	19/04/2024	30.03.2024-PURCHASE OF DIESEL FUEL 50.70L @ \$1.899/L - BP WILLIAMS	\$ 96.28
	19/04/2024	31.03.2024-PURCHASE OF DIESEL FUEL 45.86L @ \$1.919/L - CORRIGIN OPT	\$ 88.01
		TOTAL	\$ 626.25

Shire Of Brookton - Great Southern Fuels Card – MCC

Direct Debit	Date	Description	Amount
EFT15585	19/04/2024	03.03.2024 - PURCHASE OF ULD 30.98L @ \$2.0800 - STUMPYS ROADHOUSE BP BROOKTON	\$ 64.44
	19/04/2024	09.03.2024 - PURCHASE OF ULD 36.03L @ \$2.0800 - STUMPYS ROADHOUSE BP BROOKTON	\$ 74.94
	19/04/2024	13.03.2024 - PURCHASE OF ULD 44.19L @ \$2.0800 - STUMPYS ROADHOUSE BP BROOKTON	\$ 91.92
	19/04/2024	24.03.2024 - PURCHASE OF ULD 33.13L @ \$1.8940 -BP CARLISLE	\$ 62.75
		BP PLUS CARD FEE X 4	\$ 1.52
		TOTAL	\$ 295.57

Shire Of Brookton - Great Southern Fuels Card – WC

Direct Debit	Date	Description	Amount
EFT15585	19/04/2024	SUPPLY OF NEW FUEL CARD FOR TRITON UTE PU36	\$ 2.75
		TOTAL	\$ 2.75

14.05.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 APRIL 2024

File No:	FIN007
Date of Meeting:	16 May 2024
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	31/03/2024

Summary of Item:

The Statement of Financial Activity for the period ending 30 April 2024 with associated commentaries is present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 April 2024, as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy: Nil**Financial Implications:**

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major 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 at Attachment 14.05.24.02A.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 April 2024, as presented in Attachment 14.05.24.02A.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr McCabe

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 April 2024, as presented in Attachment 14.05.24.02A.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

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

Attachment

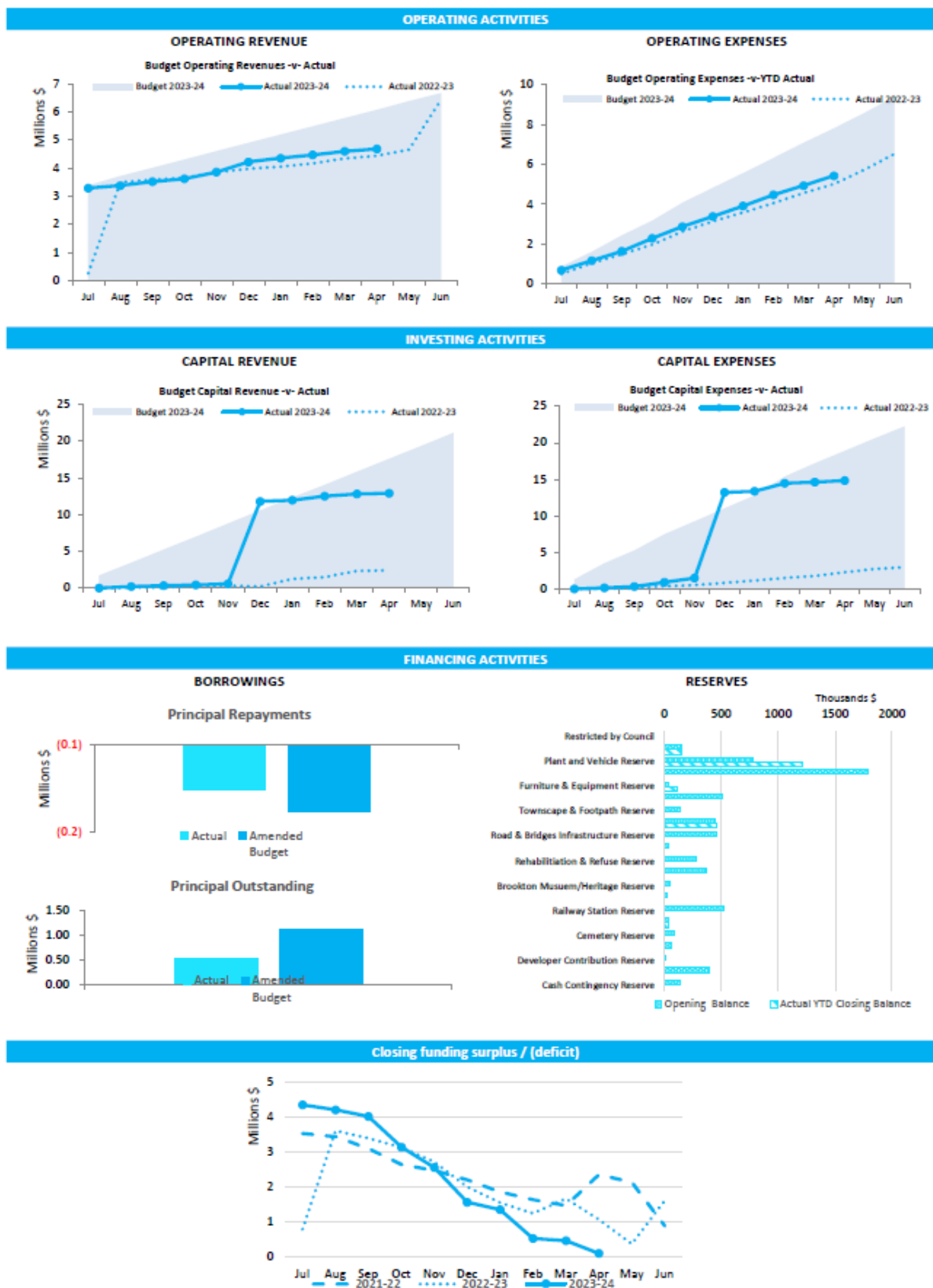
Attachment 14.05.24.02A - Monthly Statements of Financial Activity for the Period Ended 30 April 2024.



SHIRE OF BROOKTON MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2024
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 APRIL 2024**

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

	Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.60 M	\$1.60 M	\$0.00 M
Closing	\$0.00 M	\$0.40 M	\$0.09 M	(\$0.31 M)

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.19 M	% of total		\$0.22 M	% Outstanding		\$0.36 M	% Collected
Unrestricted Cash	\$1.15 M	8.1%	Trade Payables	\$0.09 M		Rates Receivable	\$0.18 M	94.6%
Restricted Cash	\$13.04 M	91.9%	0 to 30 Days		0.0%	Trade Receivable	\$0.18 M	% Outstanding
			Over 30 Days		87.2%	Over 30 Days		19.8%
			Over 90 Days		12.8%	Over 90 Days		23.6%

Refer to Note 2 - Cash and Financial Assets

Refer to Note 3 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$2.72 M	% Variance	YTD Actual	\$0.45 M	% Variance	YTD Actual	\$0.84 M	% Variance
(\$0.75 M)	\$0.10 M	\$1.11 M	\$1.01 M	YTD Budget	\$2.71 M	0.2%	YTD Budget	\$0.43 M	5.3%	YTD Budget	\$0.76 M	10.6%

Refer to Statement of Financial Activity

Refer to Note 13 - Operating Grants and Contributions

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities				Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$0.26 M	%	YTD Actual	\$3.88 M	% Spent	YTD Actual	\$1.40 M	% Received
(\$5.94 M)	(\$5.54 M)	(\$2.19 M)	\$3.35 M	Adopted Budget	\$0.22 M	20.7%	Adopted Budget	\$10.49 M	(63.0%)	Adopted Budget	\$4.21 M	(66.9%)

Refer to Note 7 - Disposal of Assets

Refer to Note 8 - Capital Acquisitions

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities				Borrowings			Reserves			Lease Liability		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.15 M		Reserves balance	\$13.04 M		Principal repayments	\$0.00 M	
\$5.19 M	\$4.24 M	(\$0.44 M)	(\$4.67 M)	Interest expense	\$0.04 M		Interest earned	\$0.28 M	0.0%	Interest expense	\$0.00 M	
				Principal due	\$0.52 M					Principal due	\$0.02 M	

Refer to Statement of Financial Activity

Refer to Note 9 - Borrowings

Refer to Note 11 - Cash Reserves

Refer to Note 10 - Lease Liabilities

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

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

Other revenue, which cannot be classified under

the above headings, includes dividends, discounts, rebates, reimbursements etc.

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION

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

FINANCE COSTS

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,711,103	2,711,103	2,711,103	2,716,547	5,444	0.20%	
Grants, subsidies and contributions	13	2,199,065	513,438	427,820	450,631	22,811	5.33%	
Fees and charges		846,688	827,710	762,181	843,154	80,973	10.62%	↗
Interest revenue		161,449	562,449	465,552	339,767	(125,785)	(27.02%)	↘
Other revenue		237,641	2,026,336	1,684,153	241,345	(1,442,808)	(85.67%)	↘
Profit on disposal of assets	7	845	23,131	19,405	92,946	73,541	378.98%	↗
		6,156,791	6,664,167	6,070,214	4,684,390	(1,385,824)	(22.83%)	
Expenditure from operating activities								
Employee costs		(2,425,436)	(2,694,616)	(2,198,506)	(1,889,532)	308,974	14.05%	↗
Materials and contracts		(3,876,751)	(3,846,025)	(3,214,835)	(1,116,145)	2,098,690	65.28%	↗
Utility charges		(225,310)	(241,310)	(200,830)	(172,890)	27,940	13.91%	↗
Depreciation		(2,176,012)	(2,176,012)	(1,813,190)	(1,939,321)	(126,131)	(6.96%)	
Finance costs		(72,257)	(61,302)	(41,133)	(36,627)	4,506	10.95%	
Insurance expenses		(233,965)	(243,165)	(235,028)	(229,697)	5,331	2.27%	
Other expenditure		(76,305)	(76,188)	(62,964)	(36,260)	26,704	42.41%	↗
Loss on disposal of assets	7	(82,068)	(47,970)	(39,970)	(9,021)	30,949	77.43%	↗
		(9,168,104)	(9,386,588)	(7,806,456)	(5,429,492)	2,376,964	(30.45%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	1,833,755	1,855,397	21,642	1.18%	
Amount attributable to operating activities		(754,078)	(521,570)	97,513	1,110,294	1,012,781	1038.61%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	3,108,771	1,395,974	(1,712,797)	(55.10%)	↘
Proceeds from disposal of assets	7	180,000	217,500	181,240	262,545	81,305	44.86%	↗
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	27,988	13,994	100.00%	
		4,551,433	4,000,137	3,304,005	1,686,508	(1,617,497)	(48.96%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(8,843,314)	(3,880,148)	4,963,166	56.12%	↗
		(10,491,256)	(10,136,321)	(8,843,314)	(3,880,148)	4,963,166	(56.12%)	↗
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,539,309)	(2,193,640)	3,345,669	(60.40%)	↗
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	9	600,000	600,000	500,000	0	(500,000)	(100.00%)	↘
Transfer from reserves	11	16,616,616	16,546,539	13,788,780	11,216,768	(2,572,012)	(18.65%)	↘
		17,216,616	17,146,539	14,288,780	11,216,768	(3,072,012)	(21.50%)	↘
Repayment of borrowing	9	(202,168)	(176,765)	(118,386)	(151,836)	(33,450)	(28.26%)	↘
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	
Transfer to reserves	11	(11,821,760)	(11,918,443)	(9,932,020)	(11,498,529)	(1,566,509)	(15.77%)	↘
		(12,025,443)	(12,096,723)	(10,051,921)	(11,651,880)	(1,599,959)	15.92%	↘
Amount attributable to financing activities		5,191,173	5,049,816	4,236,859	(435,113)	(4,671,972)	(110.27%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%	
Amount attributable to operating activities		(754,078)	(521,570)	97,513	1,110,294	1,012,781	1038.61%	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,539,309)	(2,193,640)	3,345,669	(60.40%)	↗
Amount attributable to financing activities		5,191,173	5,049,816	4,236,859	(435,113)	(4,671,972)	(110.27%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	(3,733)	399,269	85,748	(313,521)	78.52%	↘

KEY INFORMATION

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

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

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

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

To provide a decision making process of the efficient allocation of scarce resources.

Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer community.

Supervision of various by-laws, fire prevention, emergency services and animal control.

HEALTH

To provide an operational framework for good community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.

EDUCATION AND WELFARE

The Shire of Brookton provides low cost housing and Seniors accommodation units.

Support and provide assistance to senior citizens and other voluntary services.

HOUSING

Provision and maintenance of rental housing to staff and non-staff tenants.

Provision and maintenance of rental housing to staff and non-staff tenants.

COMMUNITY AMENITIES

Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of environment and administration of town planning scheme, cemetery and public conveniences.

RECREATION AND CULTURE

To establish and manage efficiently infrastructure and resources which will help the social wellbeing of the community.

Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.

TRANSPORT

Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.

Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

ECONOMIC SERVICES

Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.

OTHER PROPERTY AND SERVICES

Private works and indirect cost allocation pools for plant operation and public works.

Private works operations, public works operation, plant operation costs, gross salaries and wages.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲ ▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		15,490	19,515	16,980	46,784	29,804	175.52%	▲	S
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,711,103	2,716,547	5,444	0.20%	▲	
General Purpose Funding - Other		180,694	644,225	533,334	408,780	(124,554)	(23.35%)	▼	S
Law, Order and Public Safety		321,864	311,126	259,375	218,605	(40,770)	(15.72%)	▼	S
Health		300	300	250	206	(44)	(17.45%)	▼	
Education and Welfare		54,205	54,205	45,160	51,742	6,582	14.57%	▲	
Housing		117,137	93,149	77,600	70,050	(7,550)	(9.73%)	▼	
Community Amenities		438,067	447,367	443,097	446,506	3,409	0.77%	▲	
Recreation and Culture		49,645	51,245	44,935	36,576	(8,359)	(18.60%)	▼	
Transport		1,886,218	1,906,164	1,583,620	196,298	(1,387,322)	(87.60%)	▼	S
Economic Services		358,868	390,568	325,440	432,741	107,301	32.97%	▲	S
Other Property and Services		23,200	35,200	29,320	59,555	30,235	103.12%	▲	S
		6,156,791	6,664,167	6,070,214	4,684,390	(1,385,824)	(22.83%)	▼	
Expenditure from operating activities									
Governance		(283,302)	(219,376)	(163,311)	(463,846)	(300,535)	(184.03%)	▼	S
General Purpose Funding		(516,771)	(522,354)	(431,774)	(293,037)	138,737	32.13%	▲	S
Law, Order and Public Safety		(613,934)	(597,141)	(497,721)	(414,936)	82,785	16.63%	▲	S
Health		(22,213)	(22,213)	(18,007)	(17,483)	524	2.91%	▲	
Education and Welfare		(148,672)	(150,172)	(126,180)	(102,137)	24,043	19.05%	▲	S
Housing		(208,266)	(184,586)	(155,228)	(123,664)	31,564	20.33%	▲	S
Community Amenities		(747,384)	(741,849)	(618,952)	(499,822)	119,130	19.25%	▲	S
Recreation and Culture		(1,104,206)	(1,099,806)	(913,504)	(775,837)	137,667	15.07%	▲	S
Transport		(4,701,763)	(5,006,078)	(4,173,260)	(2,152,561)	2,020,699	48.42%	▲	S
Economic Services		(776,541)	(784,461)	(650,292)	(493,500)	156,792	24.11%	▲	S
Other Property and Services		(45,052)	(58,552)	(58,227)	(92,667)	(34,440)	(59.15%)	▼	S
		(9,168,104)	(9,386,588)	(7,806,456)	(5,429,492)	2,376,964	30.45%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	1,833,755	1,855,397	21,642	1.18%		
Amount attributable to operating activities		(754,078)	(521,570)	97,513	1,110,294	1,012,781	1038.61%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	3,108,771	1,395,974	(1,712,797)	(55.10%)	▼	S
Proceeds from Disposal of Assets	7	180,000	217,500	181,240	262,545	81,305	44.86%	▲	S
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	27,988	13,994	100.00%	▲	S
		4,551,433	4,000,137	3,304,005	1,686,508	(1,617,497)	(48.96%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(8,843,314)	(3,880,148)	4,963,166	56.12%	▲	S
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		(10,491,256)	(10,136,321)	(8,843,314)	(3,880,148)	4,963,166	(56.12%)	▲	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,539,309)	(2,193,640)	3,345,669	(60.40%)	▲	
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from New Debentures	9	600,000	600,000	500,000	0	(500,000)	(100.00%)	▼	S
Transfer from Reserves	11	16,616,616	16,546,539	13,788,780	11,216,768	(2,572,012)	(18.65%)	▼	S
Transfer from Restricted Cash - Other		0	0	0	0	0			
		17,216,616	17,146,539	14,288,780	11,216,768	(3,072,012)	(21.50%)	▼	
Outflows from financing activities									
Repayment of borrowings	9	(202,168)	(176,765)	(118,386)	(151,836)	(33,450)	(28.26%)	▼	S
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	▲	
Transfer to Reserves	11	(11,821,760)	(11,918,443)	(9,932,020)	(11,498,529)	(1,566,509)	(15.77%)	▼	S
Transfer to Restricted Cash - Other		0	0	0	0	0			
		(12,025,443)	(12,096,723)	(10,051,921)	(11,651,880)	(1,599,959)	15.92%	▼	
Amount attributable to financing activities		5,191,173	5,049,816	4,236,859	(435,113)	(4,671,972)	(110.27%)	▼	
MOVEMENT IN SURPLUS OR DEFICIT									
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%		
Amount attributable to operating activities		(754,078)	(521,570)	97,513	1,110,294	1,012,781	1038.61%		
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,539,309)	(2,193,640)	3,345,669	(60.40%)	▲	
Amount attributable to financing activities		5,191,173	5,049,816	4,236,859	(435,113)	(4,671,972)	(110.27%)	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	(3,733)	399,269	85,748	(313,521)	78.52%	▼	

KEY INFORMATION

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

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

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

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities not readily apparent from other sources.

Actual results may differ from these estimates. The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimation of fair values of certain financial assets
- estimation of fair values of fixed assets shown at fair value
- impairment of financial assets

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 April 2024.

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(845)	(23,131)	(19,405)	(92,946)
Add: Loss on asset disposals	7	82,068	47,970	39,970	9,021
Add: Depreciation on assets		2,176,012	2,176,012	1,813,190	1,939,321
Total non-cash items excluded from operating activities		2,257,235	2,200,851	1,833,755	1,855,397

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

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

		Adopted Budget Opening 30 June 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 30 April 2024
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)	(13,036,363)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)	0
Add: Borrowings	9	151,836	151,836	151,836	(0)
Add: Lease liabilities	10	1,515	1,515	1,515	0
Total adjustments to net current assets		(12,629,239)	(12,629,238)	(12,629,238)	(13,036,363)

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

Current assets					
Cash and cash equivalents	2	15,029,902	15,228,053	15,228,053	14,188,423
Financial assets at amortised cost	4	27,988	0	0	0
Rates receivables	3	105,844	105,844	105,844	127,907
Receivables	3	92,957	172,387	172,387	180,622
Other current assets	4	32,367	60,355	60,355	25,925
Less: Current liabilities					
Payables	5	(327,235)	(358,512)	(358,512)	(215,327)
Borrowings	9	(151,836)	(151,836)	(151,836)	0
Contract liabilities	12	(477,426)	(477,426)	(477,426)	(841,535)
Lease liabilities	10	(1,515)	(1,515)	(1,515)	0
Provisions	12	(199,079)	(343,905)	(343,905)	(343,905)
Less: Total adjustments to net current assets	1(b)	(12,629,239)	(12,629,238)	(12,629,238)	(13,036,363)
Closing funding surplus / (deficit)		1,502,728	1,604,206	1,604,206	85,748

CURRENT AND NON-CURRENT CLASSIFICATION

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

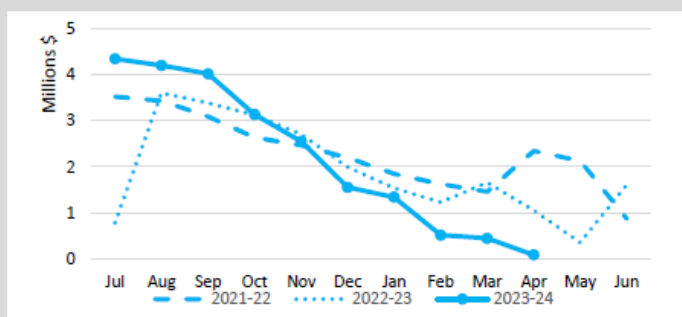
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 30/04/2023	Year to Date Actual 30/04/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,473,451	2,058,376	1,152,060
Cash Restricted - Reserves	2	12,754,601	13,016,203	13,036,363
Receivables - Rates	3	105,844	127,250	127,907
Receivables - Other	3	172,387	67,022	180,622
Other Financial Assets	4	27,988	13,293	0
Inventories	4	32,367	15,013	25,925
		15,566,639	15,297,156	14,522,878
Less: Current Liabilities				
Payables	5	(345,942)	(293,172)	(200,514)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(674,267)	(841,535)
Bonds & Deposits	5	(12,570)	(13,430)	(14,813)
Loan and Lease Liability	9	(153,351)	(46,349)	0
Provisions	12	(343,905)	(230,492)	(343,905)
		(1,333,195)	(1,257,711)	(1,400,767)
Less: Cash Reserves	11	(12,754,601)	(13,016,203)	(13,036,363)
Add Back: Loan and Lease Liability		153,351	46,349	(0)
Less : Loan Receivable - clubs/institutions		(27,988)	(13,293)	0
Less : Land Held For Resale		0	0	0
Net Current Funding Position		1,604,206	1,056,299	85,748

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$.09 M

Last Year YTD

Surplus(Deficit)

\$1.06 M

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash Floats	Cash and cash equivalents	340		340		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	267,871		267,871		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	469,150		469,150		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	400,000		400,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	14,700		14,700		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		10,992,399	10,992,399		Bendigo	4.05%	20/06/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,043,964	2,043,964		WATC	4.34%	20/06/2024
Total		1,152,060	13,036,363	14,188,423	13,820			
Comprising								
Cash and cash equivalents		1,152,060	13,036,363	14,188,423	13,820			
		1,152,060	13,036,363	14,188,423	13,820			

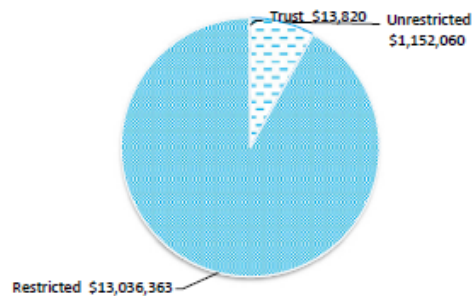
KEY INFORMATION

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

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

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

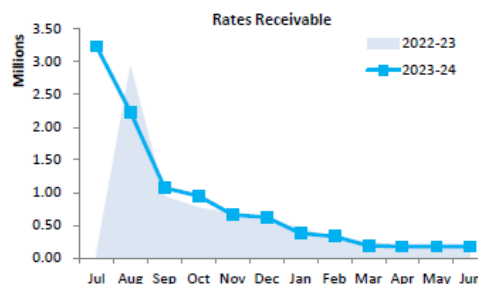
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2023	30 Apr 2024
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,139,750
Less - collections to date	(2,972,790)	(3,117,686)
Gross rates collectable	155,777	177,841
Net rates collectable	155,777	177,841
% Collected	95%	94.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	35,610	10,720	1,665	14,815	62,760
Percentage	(0.1%)	56.7%	17.1%	2.7%	23.6%	
Balance per trial balance						
Sundry receivable						62,760
GST receivable						26,060
Other Receivables						12,372
Receivable - Employee Related Provisions - Current						79,430
Total receivables general outstanding						180,622

Amounts shown above include GST (where applicable)

KEY INFORMATION

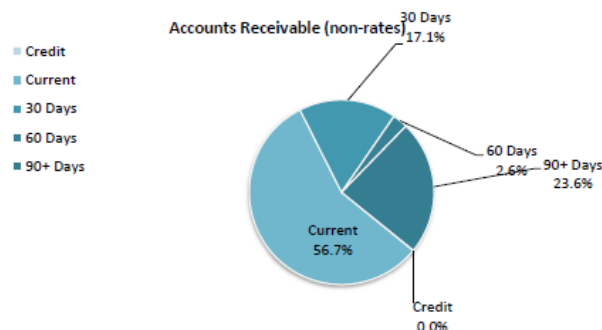
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 30 April 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	(27,988)	0
Inventory				
Fuel and materials (including gravel)	32,367	0	(6,442)	25,925
Total other current assets	60,355	0	(34,430)	25,925
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

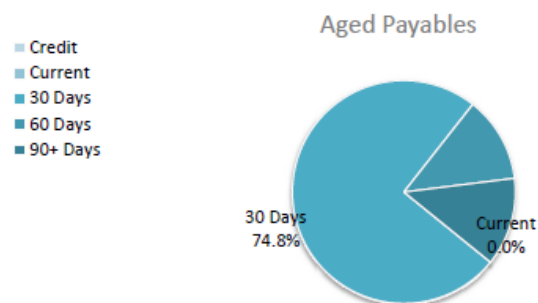
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 5
PAYABLES**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	65,223	10,828	11,177	87,228
Percentage	0%	0%	74.8%	12.4%	12.8%	
Balance per trial balance						
Sundry creditors						87,228
Other creditors						6,472
Accrued salaries and wages						0
ATO liabilities						38,221
Accrued interest on borrowings						0
Accrued expenditure						0
Payroll creditors						37,506
Bonds and deposits held						14,813
Prepaid (Excess) Rates						31,087
Income received in advance						0
Total payables general outstanding						215,327
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.09930	249	2,965,255	294,450	0	0	294,450	295,462	(267)	126	295,321
Industrial	0.09930	5	78,870	7,832	0	0	7,832	7,832	0	0	7,832
Commercial	0.09930	20	651,728	64,717	0	0	64,717	63,705	0	0	63,705
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	8,838	1,394	40,369
Unimproved value											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990	(5,568)	(790)	1,931,632
Non Rateable											
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	3,002	730	2,338,859
Minimum payment	Minimum \$										
Gross rental value											
Residential	885	67	178,520	59,295	0	0	59,295	59,295	0	0	59,295
Industrial	885	2	9,280	1,770	0	0	1,770	1,770	0	0	1,770
Commercial	885	11	60,396	9,735	0	0	9,735	9,735	0	0	9,735
GRV	885	1	7,000	885	0	0	885	885	0	0	885
Unimproved value											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440			263,440
Sub-total		259	20,031,550	335,125	0	0	335,125	335,125	0	0	335,125
		739	292,822,903	2,670,252	0	0	2,670,252	2,670,251	3,002	730	2,673,984
Discount							(2,150)				(438)
Amount from general rates							2,668,102				2,673,546
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
Total general rates							2,711,103				2,716,547
Total		739					2,711,103				2,716,547

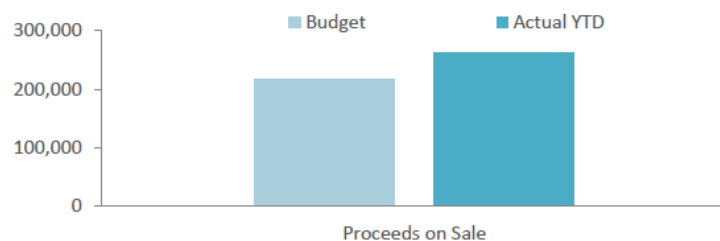
KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2023 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	Housing								
7077	50 White Street	40,360	45,000	4,640	0	40,360	45,000	4,640	0
	Transport								
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	27,727	17,152	0	10,575	27,727	17,152	0
PU36	2020 Mr Mitsubishi Triton Glx-R 4X4	27,823	25,000	0	(2,823)	0	0	0	0
PU33	Mitsubishi Mr4L20 Glx 4.2 Single Cab	15,000	15,000	0	0	0	0	0	0
PTR4	Case Skid Steer Sv185	18,766	15,000	0	(3,766)	19,011	22,000	2,989	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,279	19,773	494	0	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	43,557	111,227	67,671	0
		242,339	217,500	23,131	(47,970)	178,621	262,545	92,946	(9,021)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,329,148	5,377,818	1,396,306	(3,981,512)
Furniture and equipment	29,188	31,221	26,010	21,525	(4,485)
Plant and equipment	1,005,092	821,492	820,422	662,576	(157,846)
Bushfire equipment	0	8,511	7,090	9,362	2,272
Infrastructure - roads	2,634,253	2,042,448	1,859,064	1,428,364	(430,700)
Infrastructure - sewerage	600,000	600,000	500,000	57,593	(442,407)
Infrastructure - water	211,382	303,501	252,910	304,421	51,511
Payments for Capital Acquisitions	10,491,256	10,136,321	8,843,314	3,880,148	(4,963,166)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	3,623,269	3,106,926	1,395,974	(1,710,952)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	197,500	181,240	262,545	81,305
Plant and Vehicle Reserve	625,776	625,776	0	0	0
Land and Housing Development Reserve	0	0	1,785,748	1,785,748	0
Furniture & Equipment Reserve	21,000	21,000	10,000	10,000	0
Municipal Building & Facility Reserve	0	0	508,351	508,351	0
Townscape & Footpath Reserve	0	0	131,025	131,025	0
Road & Bridges Infrastructure Reserve	0	0	452,381	452,381	0
Sport & Recreation Reserve	0	0	32,719	32,719	0
Rehabilitation & Refuse Reserve	0	0	279,411	279,411	0
Caravan Park Reserve	0	0	373,341	373,341	0
Brookton Musuem/Heritage Reserve	0	0	48,777	48,777	0
Kweda Hall Reserve	0	0	19,025	19,025	0
Railway Station Reserve	0	0	526,287	526,287	0
Cemetery Reserve	0	0	84,276	84,276	0
Water Reserve	0	0	65,683	65,683	0
Developer Contribution Reserve	0	0	2,891	2,891	0
Brookton Aquatic Reserve	0	0	387,599	387,599	0
Cash Contingency Reserve	0	0	138,858	138,858	0
Future Fund Reserve	0	0	4,206,439	4,206,439	0
Innovations Fund Reserve	0	0	2,056,957	2,056,957	0
Building and Facility Reserve	1,575,864	1,575,864	107,000	107,000	0
Infrastructure Reserve	222,281	222,281	0	0	0
Innovations & Development Reserve	2,604,550	2,604,550	0	0	0
			11,216,768	11,216,768	0
Contribution - operations	469,720	666,081	(17,478,388)	(20,211,908)	(2,733,520)
Capital funding total	10,491,256	10,136,321	8,843,314	3,880,148	(4,963,166)

SIGNIFICANT ACCOUNTING POLICIES

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

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

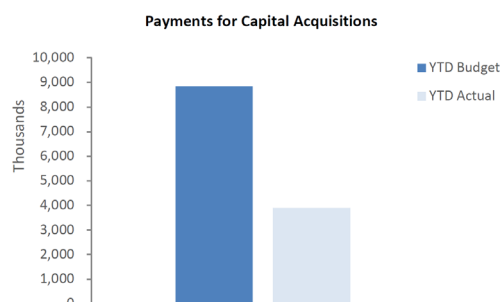
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total									
Level of completion indicators									
<div><div><div>0%</div><div>20%</div><div>40%</div><div>60%</div><div>80%</div><div>100%</div><div>Over 100%</div></div><div>Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.</div></div>									
Level of completion indicator, please see table at the end of this note for further detail.									
Account Number		Job Number	Balance Sheet Category	Account/Job Description	Adopted Budget	Amended Budget			Variance (Under)/Over
					Budget	Budget	YTD Budget	YTD Actual	
					\$	\$	\$	\$	\$
Buildings									
E042510	ADMINCAP	9230		ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(24,580)	0	24,580
Total - Governance					(29,500)	(29,500)	(24,580)	0	24,580
E054510	EBSHEDCAP	9230		EAST BROOKTON BFB SHED	(756,664)	(768,664)	(640,550)	(16,068)	(624,482)
E054510	WBSHEDCAP	9230		WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(916,612)	(763,840)	(296,298)	467,542
Total - Law, Order & Public Safety					(1,378,514)	(1,685,276)	(1,404,390)	(312,366)	(156,940)
Community Amenities									
E104510	ROBICAP	9230		TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(1,970)	(2,508)	538
E105510	CEMABLU	9230		CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(78,180)	(16,691)	(61,489)
E105510	ROBABLU	9230		ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(121,408)	(104,070)	(17,338)
Total - Community Amenities					(217,597)	(217,597)	(201,558)	(123,269)	(78,289)
Recreation And Culture									
E111510		9230		PURCHASE BUILDINGS	(11,500)	(11,500)	(9,580)	0	(9,580)
E111511	MHALLSFC	9230		MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(1,005,400)	(779,858)	(225,542)
E112510	POOLCAP	9230		POOL - CAPITAL	(107,000)	(118,000)	(98,330)	(118,000)	19,670
E113510	MENSCAP	9230		MENSSHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(6,250)	(6,790)	540
E11510	RWSTCAP	9230		RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(2,073,860)	(22,953)	2,050,908
E116510	MEMPCAP	9230		MEMORIAL PARK CAPITAL	(20,955)	(35,000)	(29,160)	(15,900)	13,260
Total - Recreation And Culture					(3,842,070)	(3,867,115)	(3,222,580)	(943,500)	1,849,255
Economic Services									
E132510		9230		PURCHASE BUILDINGS	(11,660)	(11,660)	(9,710)	0	(9,710)
E136510		9230		PURCHASE BUILDINGS	(500,000)	(500,000)	(500,000)	0	500,000
Total - Economic Services					(511,660)	(511,660)	(509,710)	0	490,290
Other Property & Services									
E142519		9230		SHIRE DEPOT IMPROVEMENTS	(32,000)	(18,000)	(15,000)	(17,171)	2,171
					0	0	0	0	0
Total - Other Property & Services					(32,000)	(18,000)	(15,000)	(17,171)	2,171
Total - Buildings					(6,011,341)	(6,329,148)	(5,377,818)	(1,396,306)	2,131,067
Plant & Equipment									
Law, Order & Public Safety									
E055530		9234		PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	(72,116)	0	(72,116)
E054530		9236		BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(8,511)	(7,090)	(9,362)	(2,272)
Total - Law, Order & Public Safety					(72,116)	(80,627)	(79,206)	(9,362)	(74,388)
Community Amenities									
E102530		9234		PURCHASE PLANT & EQUIPMENT	0	(6,400)	(5,330)	(6,361)	1,031
Total - Community Amenities					0	(6,400)	(5,330)	(6,361)	1,031
Other Property & Services									
E142530		9234		PURCHASE PLANT & EQUIPMENT	(7,200)	(7,200)	(7,200)	(7,200)	0
E143530	EP001	9234		PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BO	(324,435)	(324,435)	(324,435)	(324,675)	(240)
E143530	EP002	9234		PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV1E	(85,000)	(85,000)	(85,000)	(87,800)	(2,800)
E143530	EP003	9234		PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PCS B	(190,000)	0	0	0	0
E143530	LIGHTV1	9234		PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	(50,000)	0	50,000
E143530	LIGHTV2	9234		PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(40,000)	(40,000)	(40,000)	0	40,000
E143530	TRUCKH	9234		PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	(236,341)	(236,540)	(199)
Total - Other Property & Services					(932,976)	(742,976)	(742,976)	(656,215)	86,761
Total - Plant & Equipment					(1,005,092)	(830,003)	(827,512)	(671,939)	13,404
Furniture & Equipment									
Governance									
E042520	ELECCAP	9232		CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(17,500)	(12,044)	(5,456)
E042520	ITINFCAP	9232		IT INFRASTRUCTURE	(7,448)	(9,481)	(7,900)	(9,481)	(1,581)
Total - Governance					(28,448)	(30,481)	(25,400)	(21,525)	(7,037)
Recreation & Culture									
E113520		9232		PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(610)	0	(610)
Total - Recreation & Culture					(740)	(740)	(610)	0	(610)
Total - Furniture & Equipment					(29,188)	(31,221)	(26,010)	(21,525)	(7,647)
Infrastructure - Roads									
Transport									
E121555	YORKRRG	9250		YORK-WILLIAMS ROAD	(589,715)	(807,715)	(706,340)	(801,321)	94,981
E121560	KINGR2R	9250		KING STREET	(36,936)	(36,936)	(36,936)	(37,593)	657
E121560	SEWER2R	9250		CONCRETE EFFLUENT PIPE REPAIR - BROOKTON HOTEL	0	(15,838)	(13,190)	0	(13,190)
E121560	BUCKR2R	9250		BUCKINGHAM ROAD R2R	0	(77,367)	(64,450)	(24,235)	(40,215)
E121560	ROBIR2R	9250		ROBINSON ROAD	(24,000)	(24,000)	(24,000)	(24,527)	527
E121560	COPPR2R	9250		COPPING ROAD R2R	(88,025)	(106,825)	(102,315)	(84,586)	(17,729)
E121560	WALWR2R	9250		WALWALLING ROAD R2R	(72,048)	(72,048)	(72,048)	(73,427)	1,381
E121565	BRKWR2R	9250		BROOKTON-KWEDA ROAD	(55,749)	0	0	0	0
E121565	CORBR2R	9250		CORBERDING ROAD CAPITAL R2R	(15,753)	0	0	0	0
E121565	MCGSR2R	9250		MCGRATH STREET R2R	(21,703)	0	0	0	0
E121565	WILLSFC	9250		WILLS ROAD CAPITAL WORKS	0	(110,349)	(91,950)	0	(91,950)
E121565	MATRSFC	9250		MATTINGLY ROAD CAPITAL WORKS	0	(37,000)	(30,830)	0	(30,830)
E121565	WBSF1	9250		DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NI	(463,368)	(463,368)	(463,355)	(269,671)	(193,684)
E121565	WBSF2	9250		DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NI	(1,199,943)	(223,989)	(186,640)	(97,004)	(89,636)
E121570	BRIDGE05	9250		BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	(5,829)	0	(5,829)
E121570	BRIDGE06	9250		BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	(13,373)	0	(13,373)
E121570	BRIDGE07	9250		BRIDGE 3163A JAENSCH ROAD	(23,998)	(23,998)	(23,998)	0	23,998
E121570	BRIDGE08	9250		BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	(23,812)	(16,000)	7,812
Total - Transport					(2,634,253)	(2,042,448)	(1,859,064)	(1,428,364)	(367,080)
Total - Infrastructure - Roads					(2,634,253)	(2,042,448)	(1,859,064)	(1,428,364)	(367,080)
Infrastructure - Sewerage									
Community Amenities									
E102541	SEWPIPE	9254		SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(500,000)	(57,593)	(442,407)
Total - Community Amenities					(600,000)	(600,000)	(500,000)	(57,593)	(442,407)
Total - Infrastructure - Sewerage					(600,000)	(600,000)	(500,000)	(57,593)	(442,407)
Infrastructure - Water									
Community Amenities									
E107541	HVCAP01	9262		HAPPY VALLEY WATER EXTENSION MEMORIAL PARK, CARAVAN PARK & UPGRADE TOWN OVAL	(110,565)	(168,291)	(140,240)	(168,291)	28,051
E107541	HVCAP02	9262		HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND MADISON SQUARE PARK	(100,817)	(135,210)	(112,670)	(136,130)	23,460
Total - Community Amenities					(211,382)	(303,501)	(252,910)	(304,421)	51,511
Total - Infrastructure - Water					(211,382)	(303,501)	(252,910)	(304,421)	51,511
Grand Total					(10,491,256)	(10,136,321)	(8,843,314)	(3,880,148)	1,378,843

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	34,443	0	0	0	(10,850)	(10,850)	(10,850)	23,593	23,593	23,593	(1,122)	(2,044)	(2,044)
Housing														
Staff Housing (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
Community amenities														
Sewerage (14%)	80	24,110	0	0	0	(7,595)	(7,595)	(7,595)	16,515	16,515	16,515	(785)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(24,929)	0	549,668	575,071	0	(24,874)	(13,919)
Recreation and culture														
Sport & Recreation	81	354,293		0	0	(69,599)	(69,599)	(69,599)	284,694	284,694	284,694	(23,527)	(26,031)	(26,031)
Other property and services														
Grader (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(123,848)	(174,180)	(148,777)	402,661	952,330	977,733	(29,135)	(61,124)	(50,169)
Self supporting loans														
General purpose funding														
Country Club	82	142,474		0	0	(27,988)	(27,988)	(27,988)	114,485	114,486	114,486	(6,826)	(10,469)	(10,469)
		142,474	0	0	0	(27,988)	(27,988)	(27,988)	114,485	114,486	114,486	(6,826)	(10,469)	(10,469)
Total		668,983	0	600,000	600,000	(151,836)	(202,168)	(176,765)	517,147	1,066,815	1,092,218	(35,960)	(71,593)	(60,638)
Current borrowings		151,836							(0)					
Non-current borrowings		517,147							517,147					
		668,983							517,147					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	0	600,000	WATC	Debenture	10	152,064	3.81	0	(600,000)	0
	0	600,000				152,064		0	(600,000)	0

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

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Re-Use Water Dam	LE-03	20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Total		20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Current lease liabilities		1,515							0					
Non-current lease liabilities		19,037							19,037					
		<u>20,552</u>							<u>19,037</u>					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave Reserve	146,463	5,749	3,185	0	0	0	0	152,212	149,649
Plant and Vehicle Reserve	774,794	46,851	25,959	400,455	418,772	(785,776)	0	436,324	1,219,525
Land and Housing Development Reserve	1,785,748	0	0	0	0	(1,785,748)	(1,785,748)	(0)	0
Furniture & Equipment Reserve	30,256	1,188	953	97,000	97,000	(33,300)	(10,000)	95,144	118,209
Municipal Building & Facility Reserve	508,351	0	0	0	0	(508,351)	(508,351)	0	0
Townscape & Footpath Reserve	131,025	0	0	0	0	(131,025)	(131,025)	(0)	0
Sewerage Scheme Reserve	449,016	17,625	9,766	49,968	0	0	0	516,609	458,782
Road & Bridges Infrastructure Reserve	452,381	0	0	0	0	(452,381)	(452,381)	0	0
Sport & Recreation Reserve	32,719	0	0	0	0	(32,719)	(32,719)	(0)	0
Rehabilitation & Refuse Reserve	279,411	0	0	0	0	(279,411)	(279,411)	(0)	0
Caravan Park Reserve	373,341	0	0	0	0	(373,341)	(373,341)	0	0
Brookton Musuem/Heritage Reserve	48,777	0	0	0	0	(48,777)	(48,777)	0	0
Kweda Hall Reserve	19,025	0	0	0	0	(19,025)	(19,025)	(0)	0
Railway Station Reserve	526,287	0	0	0	0	(526,287)	(526,287)	(0)	0
Madison Square Units Reserve	32,351	1,270	704	208	208	0	0	33,829	33,263
Cemetery Reserve	84,276	0	0	0	0	(84,276)	(84,276)	0	0
Water Reserve	65,683	0	0	0	0	(65,683)	(65,683)	0	0
Developer Contribution Reserve	2,891	0	0	0	0	(2,891)	(2,891)	0	0
Brookton Aquatic Reserve	387,599	0	0	0	0	(387,599)	(387,599)	(0)	0
Cash Contingency Reserve	138,858	0	0	0	0	(138,858)	(138,858)	(0)	0
Future Fund Reserve	4,206,439	0	0	0	0	(4,206,439)	(4,206,439)	(0)	0
Innovations Fund Reserve	2,056,957	0	0	0	0	(2,056,957)	(2,056,957)	0	0
Brookton Community Resource Centre R	221,954	8,712	4,814	0	0	0	0	230,666	226,768
Building and Facility Reserve	0	229,568	126,834	6,013,372	5,848,372	(1,575,864)	(107,000)	4,667,076	5,868,206
Infrastructure Reserve	0	29,566	16,382	753,215	753,213	(447,281)	0	335,500	769,594
Waste Reserve	0	26,669	14,858	703,564	703,564	0	0	730,233	718,423
Aged Housing Reserve	0	15,701	8,700	400,000	400,000	0	0	415,701	408,700
Innovations & Development Reserve	0	117,762	65,247	3,000,000	3,000,000	(2,604,550)	0	513,212	3,065,247
	12,754,601	500,661	277,400	11,417,782	11,221,129	(16,546,539)	(11,216,768)	8,126,505	13,036,363

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**OPERATING ACTIVITIES
NOTE 12
OTHER CURRENT LIABILITIES**

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Apr 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	24,163	0	24,163
- Capital grant/contribution liabilities		477,426	0	1,617,323	(1,277,377)	817,372
Total other liabilities		477,426	0	1,641,486	(1,277,377)	841,535
Employee Related Provisions						
Annual leave		143,729	0	0	0	143,729
Long service leave		160,683	0	0	0	160,683
Provision for long service leave oncosts - Current		18,284	0	0	0	18,284
Provision for annual leave oncosts - Current		21,209	0	0	0	21,209
Total Employee Related Provisions		343,905	0	0	0	343,905
Total other current assets		821,331	0	1,641,486	(1,277,377)	1,185,440
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Admin Grants & Subsidies	0	0	0	0	0	1,275	5,080	6,105
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	32,850	29,571
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	18,000	16,202
Law, order, public safety								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	96,160	67,075
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	57,800	69,365
Recreation and culture								
Public Open Space Revenue	0	0	0	0	0	13,820	11,510	0
Transport								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	0	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	89,760	107,801
Economic services								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	830	1,818
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	0	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	0	0
Revenue - Other Community Events	0	0	0	0	0	1,000	830	750
CRC Operating Grant Revenue	0	0	0	0	0	100,000	115,000	151,944
	0	24,163	0	24,163	24,163	2,199,065	427,820	450,631

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					YTD Revenue Actual
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Apr 2024	Current Liability 30 Apr 2024	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
General purpose funding											
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	3,084	4,114	0	4,114	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	(16,691)	40,377	40,377	93,818	70,362	93,818	0	93,818	16,691
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(68,454)	0	0	121,408	91,056	121,408	0	121,408	68,454
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	555	740	0	740	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	954	1,273	0	1,273	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	8,082	10,777	0	10,777	10,777
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	(8,347)	0	0	8,347	6,258	8,347	0	8,347	8,347
LRCI - Street Gardens - White & Cumming Streets Replace Bottlebrush Trees	48,255	(48,255)	0	0	0	0	0	0	0	0	0
LRCI 4 - Railway Station Building Refurbishment	0	241,680	(22,953)	218,728	218,728	402,799	212,870	255,450	(147,349)	108,101	22,953
LRCI 4 - Wills Road	0	0	0	0	0	0	91,950	110,349	110,349	220,698	0
LRCI 4 - Mattingly Road	0	0	0	0	0	0	30,830	37,000	37,000	74,000	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	40,000	33,330	40,000	0	40,000	0
Law, order, public safety											
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	147,381	(296,298)	112,279	112,279	548,101	702,380	842,863	294,762	1,137,625	296,298
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	334,332	(16,068)	318,264	318,264	656,664	557,220	668,664	12,000	680,664	16,068
Community amenities											
DWER - Happy Valley Water extension #1	7,740	69,655	(77,395)	0	0	77,395	64,490	77,395	0	77,395	77,395
DWER - Happy Valley Water extension #2	7,057	63,515	(70,572)	0	0	70,572	58,810	70,572	0	70,572	70,572
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	14,590	17,512	0	17,512	17,512.00
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	19,850	23,820	0	23,820	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	29,880	35,857	0	35,857	35,857.00
R2R - Woods Loop Road - Income	0	4,463	(4,463)	0	0	45,871	38,220	45,871	0	45,871	45,871.00
WSFN 1 - Dangin-Mears Road - Income - 2022/23	60,957	0	(60,957)	(0)	(0)	357,472	295,576	357,472	0	357,472	60,957
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	223,989	(97,004)	126,986	126,986	1,119,547	188,975	223,989	(895,558)	(671,569)	97,004
King Street - R2R Income	0	36,936	(36,936)	0	0	36,936	30,780	36,936	0	36,936	36,936
Concrete Effluent Pipe Repair - Brookton Hotel	0	0	0	0	0	15,838	13,190	15,838	0	15,838	0
Buckingham Road - R2R Income	0	0	0	0	0	77,367	64,470	77,367	0	77,367	0
Robinson Road - R2R Income	0	24,000	(24,000)	0	0	24,000	20,000	24,000	0	24,000	24,000
Copping Road - R2R Income	0	0	0	0	0	88,025	73,350	88,025	0	88,025	0
Walwalling Road - R2R Income	0	72,048	(72,048)	0	0	72,048	60,040	72,048	0	72,048	72,048
York Williams Road Rrg	0	393,143	(393,143)	0	0	393,144	327,620	393,144	0	393,144	393,143
TOTALS	477,426	1,617,323	(1,277,377)	817,372	817,372	4,343,445	3,108,771	3,754,649	(588,796)	3,165,853	1,395,974

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

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 30 Apr 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	1,400	(1,050)	2,080
Facility Hire Bonds	5,830	3,250	(2,750)	6,330
Gym Bonds	4,810	2,450	(970)	6,290
Other Bonds	200	500	(700)	0
Sub-Total	12,570	7,600	(5,470)	14,700
Trust Funds				
Public Open Space Contributions	13,820	0	0	13,820
Sub-Total	13,820	0	0	13,820
	26,390	7,600	(5,470)	28,520

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Community Water Supply Program	OCM 10.23-02	Capital Expenses			(52,970)	(52,970)
	Transfer from Infrastructure	OCM 10.23-02	Capital Revenue		52,970		0
	Budget Adoption		Opening Surplus(Deficit)				0
	Adjustment of C/F Surplus Budgeted for 2022/2023		Opening Surplus(Deficit)				101,477
Revenue from operating activities							
CL1014.150	ESL Grant - Bushfire Mitigation	OCM 02.24-16	Operating Revenue			(6,000)	95,477
I054010.150	ESL Grant - Emergency Services Levy - Operating	OCM 02.24-16	Operating Revenue			(4,288)	91,189
I032010.150	GPG Grants Commission - General	OCM 02.24-16	Operating Revenue		39,428		130,617
I032020.150	GPG Grants Commission - Roads	OCM 02.24-16	Operating Revenue		21,603		152,220
I042020.152	Admin Grants & Subsidies	OCM 02.24-16	Operating Revenue		4,830		157,050
I122010.150	INFRA MRWA Direct Grant	OCM 02.24-16	Operating Revenue		2,300		159,350
I122020.150	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue			(1,775,000)	(1,615,650)
GR0002.150	Grant Revenue - Mental Health Week Event	OCM 02.24-16	Operating Revenue			(4,000)	(1,619,650)
GR0003.150	Grant Revenue - Seniors Week Event	OCM 02.24-16	Operating Revenue			(2,500)	(1,622,150)
I136101.150	CRC Operating Grants Revenue	OCM 02.24-16	Operating Revenue		38,000		(1,584,150)
Fees and charges							
I051010.117	Fire Fees & Charges	OCM 02.24-16	Operating Revenue		250		(1,583,900)
I051010.118	Fire Fees & Charges	OCM 02.24-16	Operating Revenue			(1,500)	(1,585,400)
I104010.129	TPB Fees & Charges	OCM 02.24-16	Operating Revenue		3,000		(1,582,400)
I134010.139	Build-B Fees & Charges	OCM 02.24-16	Operating Revenue		200		(1,582,200)
I031020.108	Rate Other Rates Income	OCM 02.24-16	Operating Revenue		1,500		(1,580,700)
I052010.111	ANIM Fees & Charges	OCM 02.24-16	Operating Revenue		800		(1,579,900)
I113010.113	OTH-REC Fees & Charges	OCM 02.24-16	Operating Revenue		1,600		(1,578,300)
I091010.126	SHIREH Rental Revenue	OCM 02.24-16	Operating Revenue			(24,828)	(1,603,128)
Interest revenue							
I033020.140	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		31,000		(1,572,128)
I033020.142	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		370,000		(1,202,128)
Other revenue							
I042030.160	Admin Reimbursements & Donations	OCM 02.24-16	Operating Revenue		8,000		(1,194,128)
I042040.191	Admin Other Revenue	OCM 02.24-16	Operating Revenue			(8,805)	(1,202,933)
I091030.160	STAFFH Reimbursements & Donations	OCM 02.24-16	Operating Revenue			(3,800)	(1,206,733)
I148020.161	UNCLAS Reimbursements	OCM 02.24-16	Operating Revenue		12,000		(1,194,733)
I107030.160	Water Reimbursements & Donations	OCM 02.24-16	Operating Revenue		6,300		(1,188,433)
I122020.160	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue		1,775,000		586,567
Profit on asset disposals							
I091499.210	STAFFH Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	4,640			586,567
I123499.210	POC Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	17,646			586,567
Expenditure from operating activities							
E055010.311	Emergency Management	OCM 02.24-16	Operating Expenses		4,000		590,567
E055010.305	Emergency Management	OCM 02.24-16	Operating Expenses			(4,806)	585,761
E042010.309	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		587,761
E042010.310	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		589,761
E042010.319	Admin Employee Costs	OCM 02.24-16	Operating Expenses			(6,926)	582,835
TOWNOP.300	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,683		605,518
TOWNOP.801	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,875		628,393
OTHMRRM.300	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(149,347)	479,046
OTHMRRM.801	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(150,659)	328,387
E142010.311	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(6,000)	322,387
E142010.319	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(5,000)	317,387
Materials and contracts							
E041020.604	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,000)	315,387
E041020.326	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		1,000		316,387
E041020.340	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		3,000		319,387
FIREGO.350	Fire General Operating	OCM 02.24-16	Operating Expenses		4,400		323,787
FIREGO.379	Fire General Operating	OCM 02.24-16	Operating Expenses		500		324,287
E054100.338	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses			(1,000)	323,287
E054100.742	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		6,874		330,161
E054100.744	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		5,925		336,086
E055010.335	Emergency Management	OCM 02.24-16	Operating Expenses		3,500		339,586
E104030.327	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,000)	334,586
E104030.336	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	333,586
E031020.343	Rate General Operating Expenses	OCM 02.24-16	Operating Expenses		1,300		334,886
E042020.323	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		20,000		354,886

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E042020.327	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		46,352		401,238
E042020.340	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	400,238
E053020.335	Law & PS General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,600)	397,638
POOLGO.327	Swimming Pool General Operating	OCM 02.24-16	Operating Expenses		5,000		402,638
PUMTRAC.379	Youth Precinct - Pumptrack - Loop Track, Flying Fox / Zipline Nature Play Area	OCM 02.24-16	Operating Expenses		3,000		405,638
YGGOP.379	Youth Precinct Shed / Building (Youth Group / Girl Guide) Reserve 43158	OCM 02.24-16	Operating Expenses		3,000		408,638
CARAOP.340	Caravan Park	OCM 02.24-16	Operating Expenses			(3,570)	405,068
RRTLOP.379	Public Toilets Robinson Road	OCM 02.24-16	Operating Expenses			(6,500)	398,568
CEMEOP.327	Cemetery	OCM 02.24-16	Operating Expenses			(3,300)	395,268
CEMEOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(1,500)	393,768
WAHPOP2.327	Water Harvesting Project Operating	OCM 02.24-16	Operating Expenses			(16,120)	377,648
MADIOP.379	Madison Square Park	OCM 02.24-16	Operating Expenses			(1,500)	376,148
TOWNOP.802	Town Street Maintenance	OCM 02.24-16	Operating Expenses		20,116		396,264
OTHMRRM.802	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(104,381)	291,883
E122090.379	INFRA RAMM	OCM 02.24-16	Operating Expenses		2,800		294,683
E142020.340	PW-OH General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,000)	291,683
ADMIOP.379	Administration Centre	OCM 02.24-16	Operating Expenses			(3,000)	288,683
U133WS.379	Unit 1 33 Whittington St Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses		1,000		289,683
U140WS.379	Unit 1 40 White Street Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses			(1,500)	288,183
U240WS.379	Unit 2 40 White Street Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses			(2,200)	285,983
U333WS.379	Unit 3 33 Whittington Street Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses		1,000		286,983
U340WS.379	Unit 3 40 White Street Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses			(800)	286,183
U440WS.379	Unit 4 40 White Street Brookton - Independent Living Units	OCM 02.24-16	Operating Expenses		1,000		287,183
23WHITOP.379	23 Whittington Street Brookton	OCM 02.24-16	Operating Expenses			(3,300)	283,883
25WHITOP.379	25 Whittington Street Brookton	OCM 02.24-16	Operating Expenses		3,300		287,183
U1MSOP.379	Unit 1 Madison Square Units	OCM 02.24-16	Operating Expenses		2,000		289,183
U2MSOP.379	Unit 2 Madison Square Units	OCM 02.24-16	Operating Expenses		1,000		290,183
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.24-16	Operating Expenses		2,500		292,683
WBOP.325	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		1,500		294,183
WBOP.340	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		2,000		296,183
WBOP.379	WB Eva Pavilion	OCM 02.24-16	Operating Expenses			(3,500)	292,683
RWSTOP.379	Brookton Railway Station	OCM 02.24-16	Operating Expenses		1,000		293,683
MUSEOP.379	Historical Society Museum	OCM 02.24-16	Operating Expenses			(1,600)	292,083
E114020.379	LIBR General Operating Expenses	OCM 02.24-16	Operating Expenses		2,000		294,083
E136101.343	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	293,083
E136101.335	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,200)	287,883
E136101.340	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses		2,450		290,333
EV0005.379	Thank A Volunteer Event	OCM 02.24-16	Operating Expenses		1,100		291,433
EV0006.379	Mental Health Week Event	OCM 02.24-16	Operating Expenses		4,500		295,933
EV0007.379	Seniors Week Event	OCM 02.24-16	Operating Expenses		3,000		298,933
E041020.379	MEMB General Operating Expenses	OCM 02.24-16	Operating Expenses		500		299,433
SEWEOP.327	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		303,433
SEWEOP.340	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		307,433
E142020.335	PW-OH General Operating expenses	OCM 02.24-16	Operating Expenses		500		307,933
ADMIOP.327	Administration Centre	OCM 02.24-16	Operating Expenses		1,500		309,433
ADMIOP.340	Administration Centre	OCM 02.24-16	Operating Expenses		500		309,933
SEWEOP.379	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		20,000		329,933
U2MSUOP.379	U2 4 Matthew Street	OCM 02.24-16	Operating Expenses		4,800		334,733
10MAOP.379	10 Marsh Ave Brookton	OCM 02.24-16	Operating Expenses		9,880		344,613
U3MSOP.379	Unit 3 Madison Square Units	OCM 02.24-16	Operating Expenses		3,500		348,113
Utility charges							
CARAOP.380	Caravan Park	OCM 02.24-16	Operating Expenses			(7,000)	341,113
OVALOP.380	Oval Maintenance	OCM 02.24-16	Operating Expenses			(1,500)	339,613
MEMPOP.381	Memorial Park	OCM 02.24-16	Operating Expenses			(2,000)	337,613
DRAIOP.380	Drainage Townsite	OCM 02.24-16	Operating Expenses			(700)	336,913
TOWNOP.381	Town Street Maintenance	OCM 02.24-16	Operating Expenses			(700)	336,213
DEPOOP.380	Shire Depot - Building Maintenance	OCM 02.24-16	Operating Expenses			(1,100)	335,113
RWSTOP.381	Brookton Railway Station	OCM 02.24-16	Operating Expenses			(3,000)	332,113
E102050.400	SEW Interest On Effluent Loan # 83	OCM 02.24-16	Operating Expenses		10,955		343,068
Insurance							
E042020.413	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(9,200)	333,868

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
Other expenditure							
E041020.420	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(700)	333,168
E041030.601	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		5,000		338,168
E041030.609	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		4,900		343,068
E033020.355	General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,150)	339,918
E136101.420	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,200)	337,718
E123499.440	POC Loss On Sale Of Asset	OCM 02.24-16	Operating Expenses	34,098			337,718
Inflows from investing activities							
CLI001.151	ESL Grant - Emergency Services Levy - Capital West Brookton Shed	OCM 02.24-16	Capital Revenue		294,762		632,480
CLI023.151	ESL Grant - Emergency Services Levy - Capital East Brookton Shed	OCM 02.24-16	Capital Revenue		12,000		644,480
CLI034.151	Railway Station Building Refurbishment - Income Wills Rd - Reconstruction & Gravel Re-Sheeting(SLK 1.04 TO 7.47) LRCI Phase 4 Part B Income	OCM 02.24-16	Capital Revenue			(147,349)	497,131
CLI035.151	Mattingly Rd - (SLK 0.13 TO 5.26) LRCI Phase 4 Part B Income	OCM 02.24-16	Capital Revenue		110,349		607,480
CLI036.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue		37,000		644,480
CLI015.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue		40,000		684,480
I032080.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue			(40,000)	644,480
CLI013.151	Dangin-Mears Rd WSNF Income	OCM 02.24-16	Capital Revenue			(895,558)	(251,078)
CLI026.151	Brookton-Kweda Road - R2R Income	OCM 02.24-16	Capital Revenue			(55,749)	(306,827)
CLI027.151	Corberding Road - R2R Income	OCM 02.24-16	Capital Revenue			(15,753)	(322,580)
CLI028.151	McGrath Street - R2R Income	OCM 02.24-16	Capital Revenue			(21,703)	(344,283)
CLI037.151	Buckingham Road - R2R Income	OCM 02.24-16	Capital Revenue		77,367		(266,916)
CLI038.151	Concrete Effluent Pipe Repair - Brookton Hotel R2R Income	OCM 02.24-16	Capital Revenue		15,838		(251,078)
I091497.201	STAFFH - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	(45,000)			(251,078)
I091498.200	STAFFH - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue		45,000		(206,078)
I143497.201	POC - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	7,500			(206,078)
I143498.200	POC - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue			(7,500)	(213,578)
MEMPCAP.500	Memorial Park Capital	OCM 02.24-16	Capital Expenses			(14,045)	(227,623)
POOLCAP.500	Pool - Capital	OCM 02.24-16	Capital Expenses			(11,000)	(238,623)
E142519.500	Shire Depot Improvements	OCM 02.24-16	Capital Expenses		14,000		(224,623)
WBSHEDCAP.500	West Brookton Bfb - Appliance Bay Facility And Amenities (Shed)	OCM 02.24-16	Capital Expenses			(294,762)	(519,385)
EBSHEDCAP.500	East Brookton BFB Shed	OCM 02.24-16	Capital Expenses			(12,000)	(531,385)
E054530.502	Bushfire Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(8,511)	(539,896)
E102530.502	Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(6,400)	(546,296)
EP003.502	Purchase P&E - Replacement PBH4 2012 Case 581PCS Backhoe - BO5418	OCM 02.24-16	Capital Expenses		190,000		(356,296)
ITINFCAP.340	IT Infrastructure	OCM 02.24-16	Capital Expenses			(2,033)	(358,329)
Purchase and construction of infrastructure-roads							
YORKRRG.327	York-Williams Road	OCM 02.24-16	Capital Expenses			(243,000)	(601,329)
YORKRRG.379	York-Williams Road	OCM 02.24-16	Capital Expenses		25,000		(576,329)
BRKWR2R.300	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		494		(575,835)
BRKWR2R.327	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		54,214		(521,621)
BRKWR2R.801	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		498		(521,123)
BRKWR2R.802	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		543		(520,580)
COPPR2R.379	Copping Road R2R	OCM 02.24-16	Capital Expenses			(18,800)	(539,380)
CORBR2R.300	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		494		(538,886)
CORBR2R.327	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		14,424		(524,462)
CORBR2R.801	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		498		(523,964)
CORBR2R.802	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		337		(523,627)
MCGSR2R.300	McGrath Street R2R	OCM 02.24-16	Capital Expenses		494		(523,133)
MCGSR2R.327	McGrath Street R2R	OCM 02.24-16	Capital Expenses		20,374		(502,759)
MCGSR2R.801	McGrath Street R2R	OCM 02.24-16	Capital Expenses		498		(502,261)
MCGSR2R.802	McGrath Street R2R	OCM 02.24-16	Capital Expenses		337		(501,924)
BUCKR2R.300	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,165)	(526,089)
BUCKR2R.379	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(7,500)	(533,589)
BUCKR2R.801	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,369)	(557,958)
BUCKR2R.802	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(21,333)	(579,291)
SEWER2R.379	Concrete Effluent Pipe Repair - Brookton Hotel Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses			(15,838)	(595,129)
WBSF2.300	Network 23/24	OCM 02.24-16	Capital Expenses		149,347		(445,782)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 16
BUDGET AMENDMENTS**

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





GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
WBSF2.327	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		432,187		(13,595)
WBSF2.379	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		139,380		125,785
WBSF2.801	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		150,659		276,444
WBSF2.802	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		104,381		380,825
WILLSFC.327	Wills Road Capital Works	OCM 02.24-16	Capital Expenses			(110,349)	270,476
MATRSFC.327	Mattingly Road Capital Works	OCM 02.24-16	Capital Expenses			(37,000)	233,476
Purchase and construction of infrastructure-other							
HVCAP01.504	Happy Valley Water Extension Memorial Park, Caravan Park & Upgrade Town Oval	OCM 02.24-16	Capital Expenses			(31,241)	202,235
HVCAP02.504	Happy Valley Water Extension Caravan Park And Madison Square Park	OCM 02.24-16	Capital Expenses			(7,908)	194,327
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue		147,349		341,676
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(80,396)	261,280
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(190,000)	71,280
E102601.225	Loan Payment - Sewerage	OCM 02.24-16	Capital Expenses		25,403		96,683
Transfers to reserve accounts							
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses			(45,000)	51,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		35,000		86,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		130,000		216,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		153,317		370,000
E033551.520	Transfer Interest From Muni To Reserve	OCM 02.24-16	Operating Expenses			(370,000)	0
E031020.356	Rate General Operating Expenses	OCM 03.24-08	Operating Expenses			(3,733)	(3,733)
				18,884	5,070,035	(5,175,245)	(3,733)






**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2024**

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially. The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$ \$	Var. % %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Revenue from operating activities						
Fees and charges	80,973	10.62%	▲			
			Higher than budgeted income in a number of areas. The main areas being the Brookton Caravan Park, Standpipe usage & Private works			
Interest revenue	(125,785)	(27.02%)	▼			Budget amended due to higher than expected interest rates. Term deposit interest due June 2024. Budget profiling is the reason for the variance
Other revenue	(1,442,808)	(85.67%)	▼			Variance due to DRFWA (Disaster Recovery Funding) not yet received
Profit on disposal of assets	73,541	378.98%	▲		The variance relates to the profit on disposal of assets PTR4 \$2,989 & PT12 \$67,671 due to increased trade. The original budget indicated a loss PTR4 \$3,766 and PT12 \$34,922	
Expenditure from operating activities						
Employee costs	308,974	14.05%	▲			
			Variance due to a number of vacant positions throughout the year			
Materials and contracts	2,098,690	65.28%	▲			

Nature or type	Var. \$ \$	Var. % %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Utility charges	27,940	13.91%	<p>Variance due to budget profiling, as Railway Station refurbishment, Flood damage Wandra & Other Road construction in early stages</p> 			
Other expenditure	26,704	42.41%	<p>There are a number of factors which relate to this variance with the main drivers being Street Lighting and Standpipe Water with the YTD expenditure below the initially allocated budget</p> 			
Loss on disposal of assets	30,949	77.43%	<p>The variance relates to Members of Council payments less than YTD due to vacant positions and remaining funds for the Community Chest Fund</p> 	<p>The variance relates to the budgeted loss on PT12 & PTR4 – YTD Actual profit \$70,660 and PU36 replacement being deferred</p>		
Investing activities Proceeds from capital grants, subsidies and contributions	(1,712,797)	(55.10%)			<p>There are a number of factors which relate to this variance with the main drivers being the recognition of revenue under Accounting Standard AASB1058 and the decrease in grant funding in the current financial year for DFES West & East Brookton Shed, WBSF Stage 1 & 2 and LRCI Phase 3 & 4 due to terms outlined in grant</p>	

Nature or type	Var. \$ \$	Var. % %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Proceeds from disposal of assets	81,305	44.86%		The variance relates to the actual disposal of PT10, PTR4 & PT12 due to increased proceeds on trade	funding agreements	
Payments for inventories, property, plant and equipment and infrastructure	4,963,166	56.12%		A number of variances relate to FY 23/24 Capital projects which have not yet commenced or are in early stages of construction. Infrastructure – Brookton Railway station restoration, Cemetery toilets , Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works		
Financing activities						
Proceeds from new debentures	(500,000)	(100.00%)				The variance relates to the Effluent Scheme Upgrade loan. Will not be drawn FY23/24
Transfer from reserves	(2,572,012)	(18.65%)			Completion of capital projects is ongoing. A portion of reserves was transferred from Reserves at the TDA maturity (20/12/2023) with the remainder to occur in June 2024, along with Budget profiling. An assessment will be completed in June 24 with a Budget Amendment for the transfers to and from Reserves to better reflect the revenue and expenditure	
Repayment of borrowings	(33,450)	(28.26%)			There are a number of factors that relate to this	

Nature or type	Var. \$ \$	Var. % %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Transfer to reserves	(1,566,509)	(15.77%)			variance with the main drivers being Loan 80 & 81 due May 24 and processed April 24 and the new effluent loan not being drawn down in 23/24 A portion of reserves was transferred at the TDA maturity (20/12/2023) with the remainder to occur in June 2024, along with Budget profiling. An assessment will be completed in June 24 with a Budget Amendment for the transfers to and from Reserves to better reflect the revenue and expenditure	

14.05.24.03 WRITE OFF OF PORTIONS OF SUNDRY DEBTOR INVOICES - DEBTOR 80134 – BROOKTON DISTRICT HIGH SCHOOL
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File No:	HOU030
Date of Meeting:	16 May 2024
Location/Address:	20 Tiller Street Brookton
Name of Applicant:	Brookton District High School
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	21 March 2024

Summary of Report:

Council is to consider writing off portions of sundry debtor invoices for the supply of water to Debtor 80134, Brookton District High School (DHS).

Description of Proposal:

The supply of water to the Brookton DHS had considerable teething issues and the supply of water has been interrupted on many occasions. The Shire does not have details of the interruptions of supply, but acknowledge that interruptions occurred.

Interruptions to service arose from:

- Teething issues with the initial installation in 2021 and 2022. The initial installation took some months to reach an adequate supply level;
- Failures in equipment and pipe work to the school. Shire staff have repaired leaks in a number of locations that have interrupted supply. These leaks continue from time to time but are repaired by Shire staff and contractors; and
- The Shire prioritising alternative services from time to time. The supply of water at any one time is limited and the school receives water into their tank at a time when they are not using it. For this to work effectively the Shire and Brookton DHS need to communicate effectively. The Brookton DHS now has real time monitoring of the water level in their tank and Shire staff an understanding of needing to advise the Brookton DHS of interruptions or changes in service.

The recent upgrade of the water supply system has resolved nearly all the supply issues and the Brookton DHS's understanding of the system is now significantly improved.

In September 2023 Council invoiced the Brookton DHS for the annual water charge for each of the 2021/22, 2022/23 and 2023/24 financial years on Invoices 9996, 9997 and 9998.

Brookton DHS have completed an analysis of their past 6 years bills and the savings have not been anywhere near as expected. The Brookton DHS have saved less than 30% on their water bills.

The Brookton DHS have requested that Council a write off 25%, or \$575, from each of the three invoices. This write off would a total of \$1,725.

Background:

The Shire of Brookton has been providing water to the Brookton District High School from the Happy Valley water scheme since 2021/22.

The Shire scheme pumps water from the Shire tanks to various sites in Brookton, including the Brookton DHS tank. The Brookton DHS provide and operate all their own reticulation using the water in the tank.

The Shire and the Department of Education agreed to negotiate a water supply agreement in 2021. This agreement was not finalised until March 2024.

A component of the negotiations from 2021 was an annual supply charge of \$2,300. This is a significant saving for Brookton DHS from the use of scheme water to water the school oval and garden.

Consultation:

Staff have been consulted with Brookton DHS over the water supply and the water supply issues on many occasions.

Statutory Environment:

Local Government Act 1995

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

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) 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:

Council delegation 1.51 Write Off of Rates and Sundry Debts provides

The authority to write off debts in the following manner:

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

This debtor invoice does not meet the requirements of this delegation.

Financial Implications:

The Officer's Recommendation would write reduce the Shire invoices from \$7,500 (GST Inclusive) to \$5,625 (GST Inclusive).

Risk Assessment:

Under the Shire of Brookton's Risk Framework, not approving the Officer's Recommendation could possibly result in consequences of minor community concern over the failure to write off a portion of the supply charge when supply did not meet the School's expectations.

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:

Reference the Shire of Brookton Strategic Community Plan 2021-2032 and Corporate Business Plan 2022-2026.

No.	Outcomes and Deliverables	What this growth looks like in June 2026
11	Amenities	
11.1	Water supply improvement project.	The Council has advocated for water supply to meet BROOKTON's needs of business and life.

Comment: Nil.

OFFICER'S RECOMMENDATION

That Council authorises the write off from Debtor 80134 of:

1. \$575 from Invoice 9996 for water supply in 2021/22;
2. \$575 from Invoice 9997 for water supply in 2022/23; and
3. \$575 from Invoice 9998 for water supply in 2023/24

(Absolute majority vote required)

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr Bell

That Council authorises the write off from Debtor 80134 of:

- 1. \$575 from Invoice 9996 for water supply in 2021/22;***
- 2. \$575 from Invoice 9997 for water supply in 2022/23; and***
- 3. \$575 from Invoice 9998 for water supply in 2023/24***

CARRIED BY ABSOLUTE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

15.05.24.01 PERMISSION TO TRADE IN A PUBLIC PLACE – WB EVA PAVILION CAR PARK – RESERVE 43158, WHITE STREET, BROOKTON

File No:	REG056C
Date of Meeting:	20 July 2024
Location/Address:	WB Eva Pavilion Car Park, Reserve 43158, White Street, Brookton
Name of Applicant:	Mr Haider Al Marshadi
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider a request to trade on Council property in the Shire of Brookton by a local, licenced food business, the Easy Kebab Food Truck.

Description of Proposal:

Council is to consider this application because the Shire of Brookton does not have policy relating to trading in public places and this application could be considered contentious in competing against established food businesses that have invested in “bricks and mortar” facilities within Brookton townsite.

In reviewing Mr Al Marshadi’s application, staff considered the following matters.

A. Ability to Consider Application

The trading locations of WB Eva Pavilion Car Park, Reserve 43158, White Street, Brookton requires a permit to trade from Council property under Council’s *Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012*.

The Shire has provided a similar permission in 2023 to permit The Fresh Fish Van to operate fortnightly from Corberding Road reserve in Brookton.

B. Suitability of Nominated Location

The nominated location has the ability to permit safe and orderly operation of Mr Marshadi’s business. This site has sufficient room to allow Mr Marshadi’s vehicle and the vehicles of any customers to safely park. The location has no near neighbours and are serviced by suitable road access and not requiring any additional works by the Shire of Brookton to allow the requested activity to proceed.

Because the application seeks to operate from 5pm to 8pm on Thursday nights, this is unlikely to interfere with other activities at the WB Eva Pavilion. There may be occasions when there is an activity at the WB Eva Pavilion that requires use of the car park where staff would require the operations to move to an alternative site adjacent to the WB Eva Pavilion.

C. Impact on Other Local Business

Mr Marshadi's business operation is not dissimilar to other food businesses in Brookton. These businesses provide similar services from their premises located within the townsite. These businesses have made a significant investment in property and pay Council rates and other charges on that property. Mr Marshadi's business operation will not make such a contribution.

Council's Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012 requires that the site of operations for a stall must be more than 300 metres from a business providing similar service. The only other requirements of the local Law for a stallholder to meet are to not cause a general nuisance or be offensive.

Mr Marshadi's application complies with the requirements of Council's Local Law.

D. Insurance Implications

At the nominated locations Council would normally take full responsibility for liability or damage that may arise. Council will need to ensure, and continue to ensure, that Mr Marshadi's holds and maintains adequate public liability insurance protecting Council.

E. Access Charge

Council currently charges \$131 (GST Inclusive) for an annual permit for a *Pop Up Shop* to operate in the Shire of Brookton. Council could increasing this charge as part of the 2024/25 Budget process to better reflect the comparison of Council imposed costs between stall holders and other local businesses operating from fixed premises.

F. Review of Council Decisions

The State Administrative Tribunal (SAT) has jurisdiction under the Local Government Act 1995 to review local government decisions. In general the SAT often takes a negative view to local government decisions that don't strictly follow a statutory requirement.

The SAT could review the Council decision in this instance and review if Council has appropriately applied the requirements to the local law to Mr Marshadi's application. If

Background:

Mr Marshadi of Marangaroo operates a mobile food van business Easy Kebab Food Truck and sells Kebabs and other fast foods at various locations in the Wheatbelt. To complete these operations Mr Marshadi maintains registration as a food businesses.

Mr Marshadi maintains a registration as a food business and will be inspected by Shire of Brookton's Environmental Health Officer, similar to all food businesses. Mr Marshadi operates in a nearby community and at other locations across the Wheatbelt.

Mr Marshadi has requested permission to operate his business from the WB Pavilion Car Park on Thursday nights between 5pm and 8pm. An excerpt from Mr Marshadi's application is included at Attachment 15.05.24.01A.

Consultation:

Council is not required to conduct consultation and has not completed consultation. Staff are aware of support from potential clientele of the business and concern of existing food operations.

Statutory Environment:

Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012

6.1 Conduct of stallholders and traders

2. A stallholder or trader shall not—

- (a) attempt to conduct a business within a distance of 300m of any shop or permanent place of business that is open for business and has for sale any goods or services of the kind being offered for sale by the stall holder or trader;
- (b) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;
- (c) act in an offensive manner;
- (d) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or
- (e) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

The outcome of Mr Marshadi's application will be appealable to the State Administrative Tribunal.

Relevant Plans and Policy: Nil

Financial Implications:

Conducting retail operations in a thoroughfare or public places does expose Council to a potential risk of from claim against damages arising from the such an operation. Council should seek to ensure that the business has and maintains public liability insurance.

Council charges an annual fee of \$131 for permission to operate a *Pop Up Shop*. This is significantly less than some nearby local governments.

Risk Assessment:

There is reputational risk arising from Council's consideration of this matter.

A decision to approve the application is likely to be poorly regarded by existing business operators resulting in local social media attention. This minor consequence is likely, reflecting a Medium Risk.

A decision to reject the application is likely to be poorly regarded by existing business clientele who travel outside of Brookton to access this service in a neighbouring town. Again this is likely to result in local social media attention, reflecting a Medium Risk.

Staff can seek to mitigate this impact by explaining Council's decision in the public arena.

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

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

Community & Strategic Objectives:

The Shire of Brookton Strategic Community Plan July 2022 to June 2032 identifies the following outcomes and deliverables in relation to the local economy and local business.

No.	Outcomes and Deliverables	What This Growth Looks Like in June 2026
1	New business	
1.1	Industrial land project	There is Industrial land that has been released annually to support new business.
1.2	Education site advancement project	The local school has been used out of hours more often.
1.3	BROOKTON business diversification program	There is a greater diversity of businesses in BROOKTON.
1.4	Renewables initiative project	There is a new renewable energy business or added renewables to our current business.
2	Business growth	
2.1	Commercial space project	There is growth in BROOKTON's businesses through the release of commercial space.
2.2	Business support program	There is growth in individual businesses through the support of resources and services.
2.3	BROOKTON business program	There is stimulation to BROOKTON's business network through planning, prospectus and programs.

Comment

In the past Council has taken a generous approach to stallholders in an attempt to expand the diversity of commercial activities and options available in Brookton. Council has looked to reduce the barriers to entry for these businesses. However there is little ability for Council to protect existing business from opportunistic competitors taking advantage of this generosity in competing with local business.

Council should review their approach, but attempts to reduce impacts of stallholders on existing local businesses are likely to reduce diversity.

The Chief Executive Officer advised that Council has received an amended application from Mr Al Marshadi seeking to trade at the carpark of the WB Eva Pavilion at 14 White Street, Brookton from 4.30pm to 8.30pm on Fridays rather than Thursdays.

OFFICER'S RECOMMENDATION

That Council approve a Stallholders Permit to Mr Haider Al Marshadi to conduct a stall selling Kebabs and associated foods at the carpark of the WB Eva Pavilion at 14 White Street, Brookton from 4.30pm to 8.30pm on Thursdays for a period of 12 months, conditional upon:

1. compliance with the requirements of the Shire of Brookton Thoroughfares And Public Places Local Law 2012;
2. any proposed changes to the nature or activity of the Stallholders business must be made in writing to the Shire of Brookton prior to the proposed change being implemented;
3. maintaining a current Registration as Food Business at all times whilst the business is in operation;
4. compliance with the Food Act 2008, the Australian and New Zealand Food Standards Code and the Food Regulations 2009;
5. maintaining a current Public Liability Insurance Policy to a minimum value of \$10,000,000 at all times whilst operating;
6. no roads, footpaths or pedestrian access is to be impeded, obstructed or restricted by the location of any van, vehicles, signage or furniture associated with the operation of the business or the business's customers;
7. no traffic or pedestrian hazard is to be created by operation of the business or the behaviour of the business's customers;
8. any furniture, signage or equipment associated with the business is to be fit for purpose and of suitable structural integrity, and must be adequately secured to prevent traffic, customer or pedestrian hazard;
9. the Stall Holders Permit shall be displayed in a conspicuous location on the vehicle while trading and shall not display the permit unless it is valid.
10. no stall operation within the Shire of Brookton is to occur, outside of the approved times or locations, without prior written consent of the Shire of Brookton;
11. the stallholder is to temporarily remove the facility when requested to do so on reasonable grounds by an authorised person or a member of the Police Service or an emergency service. The stallholder may replace the facility removed as soon as the person who directed her or him to remove it allows it to be replaced;
12. the stallholder is to ensure that the stall area is kept in a clean and tidy condition at all times. A rubbish bin for use by customers is to be provided by the permit holder;
13. the stallholder shall be responsible for all reinstatement or reconstruction of any part of the public place arising from the conduct of the stall; and
14. this approval may be cancelled or altered at any time at the discretion of the Shire of Brookton.

(Simple Majority vote required)

That Council approve a Stallholders Permit to Mr Haider Al Marshadi to conduct a stall selling Kebabs and associated foods at the carpark of the WB Eva Pavilion at 14 White Street, Brookton from 4.30pm to 8.30pm on Fridays for a period of 12 months, conditional upon:

- 1. compliance with the requirements of the Shire of Brookton Thoroughfares And Public Places Local Law 2012;*
- 2. any proposed changes to the nature or activity of the Stallholders business must be made in writing to the Shire of Brookton prior to the proposed change being implemented;*
- 3. maintaining a current Registration as Food Business at all times whilst the business is in operation;*
- 4. compliance with the Food Act 2008, the Australian and New Zealand Food Standards Code and the Food Regulations 2009;*
- 5. maintaining a current Public Liability Insurance Policy to a minimum value of \$10,000,000 at all times whilst operating;*
- 6. no roads, footpaths or pedestrian access is to be impeded, obstructed or restricted by the location of any van, vehicles, signage or furniture associated with the operation of the business or the business's customers;*
- 7. no traffic or pedestrian hazard is to be created by operation of the business or the behaviour of the business's customers;*
- 8. any furniture, signage or equipment associated with the business is to be fit for purpose and of suitable structural integrity, and must be adequately secured to prevent traffic, customer or pedestrian hazard;*
- 9. the Stall Holders Permit shall be displayed in a conspicuous location on the vehicle while trading and shall not display the permit unless it is valid.*
- 10. no stall operation within the Shire of Brookton is to occur, outside of the approved times or locations, without prior written consent of the Shire of Brookton;*
- 11. the stallholder is to temporarily remove the facility when requested to do so on reasonable grounds by an authorised person or a member of the Police Service or an emergency service. The stallholder may replace the facility removed as soon as the person who directed her or him to remove it allows it to be replaced;*
- 12. the stallholder is to ensure that the stall area is kept in a clean and tidy condition at all times. A rubbish bin for use by customers is to be provided by the permit holder;*
- 13. the stallholder shall be responsible for all reinstatement or reconstruction of any part of the public place arising from the conduct of the stall; and*
- 14. this approval may be cancelled or altered at any time at the discretion of the Shire of Brookton.*

CARRIED BY SIMPLE MAJORITY VOTE 4/3

For: Cr Crute, Cr de Lange, , Cr Hayden, Cr McCabe

Against: Cr Bell, Cr Copping, Cr Wallis

Attachments

Attachment 15.05.24.01A– Stall holder Application



APPLICATION FOR TRADER'S PERMIT

ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW 2012

To: Gary Sherry, Chief Executive Officer

I, Haider Al Marshadi.....(Full Name)Of [REDACTED].....(Residential Address)

.....(Postal Address)

.....(Telephone Number)

.....Easykebab19@gmail.com.....(Email Address)

apply for a Trader's permit under the Shire of Brookton Activities on Thoroughfares and trading in Thoroughfares and Public Places Local Law 2012.

Details of Proposed Location

Location of proposed site for which the permit is sought:

.....Brookton - WB EVA PAVILION / Caravan Car Park
.....(MAP ATTACHED)

Description of setup proposed to be used by the applicant:

.....Selling food out of a van.....

Kind of goods or service intended to be sold or hired:

.....Kebabs, chips and soft drinks.....Number of assistants (if applicable):1.....Proposed day(s) of operation:Thursday.....5:00pm - 8:00pm.....

Time Period for which the permit is sought:

Do you have public liability (please circle)

☒ Yes

No

Please provide a copy of the Certificate of Currency

Attached are (where applicable):

- An accurate plan and description of proposed setup;
- Consent from adjacent landowner/business owner; and

24/03/2024

Applicants Signature

Date

OFFICE USE ONLY

☐ Approved☐ Declined

Signature

Date

I'M ALERT

in



FOOD SAFETY

This is to certify that:

Haider Al marshadi

Completed I'M ALERT Food Safety Training on:

15-12-2017



Food Safety is our business!



ENVIRONMENTAL
HEALTH
AUSTRALIA

City of Wanneroo
www.wanneroo.imalert.com.au



FOOD ACT 2008
Section 110**CERTIFICATE OF REGISTRATION
FOOD BUSINESS**

The City of Wanneroo, pursuant to Part 9 of the Food Act 2008, hereby registers the following business:

EASY KEBAB FOOD TRUCK

Situated at



Operated By

Mr Haider Almarshadi

Operating As

**Mobile Food Operator
Registration No. 1GGS 268**

As the proprietor of a registered food premise you are required to comply with the Food Act 2008 and the Australian and New Zealand Food Standards Code.

Should you need to update your business details or advise of the closure of your food business please email the changes to health@wanneroo.wa.gov.au referencing your Application Number below.

Registrations are not transferrable.



Wayne Harris
COORDINATOR HEALTH SERVICES

Date of Issue: 6 April 2018

Application Number: 40.2018.76

15.05.24.02 APPOINTMENT OF FIRE WEATHER OFFICERS – 2024/2025

File No:	EME 002
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	18 April 2024

Summary of Report:

Council is to consider a revised annual appointment of Fire Weather Officers (FWOs) for the Shire of Brookton.

Description of Proposal:

Staff advised DFES of the Council appointment of FWOs after the April 2024 Ordinary Meeting. DFES are required to advertise the appointment of FWOs in the Government Gazette.

DFES have subsequently advised Council that the Section 38(17) of the Bush Fires Act requires that where more than one FWO is appointed, the local government is to define the part of the district in which each FWO has the exclusive right to exercise.

After discussion with Mr Murray Hall, the Chief Bushfire Control Officer the best approach to appointment FWOs is seen as the appointment of a single FWO, with deputy FWOs able to act if the appointed FWO is away from the Shire of Brookton.

If Council was to pursue appointment of multiple FWOs for multiple districts within the Shire, multiple deputies would also be required for each district to ensure an appointed FWO was almost always available.

Background:

A BFAC Meeting held on Tuesday 26 March 2024 made the recommendations for Council to appoint Murray Hall, Travis Eva and Tim Evans as FWOs for the 2024/25 fire season.

An appointed FWO is authorised to override the conditions of a Permit to Burn in the Shire of Brookton on days when the fire danger forecast issued by the Bureau of Meteorology in Perth for the Shire of Brookton is “catastrophic”, “extreme” or “high”.

While this authority has always existed, there was never a practical requirement to do so. Recent changes to the classification of fire danger ratings, the classification of “high” fire danger can now at some times not be significantly higher than the moderate fire danger rating where Permits to Burn allow burning.

The BFAC believe there may be some occasions where the local forecast fire danger rating may only reach the classification of “high” for a short period before reducing to “moderate”. On these occasions, once the weather conditions have fallen to a moderate fire danger, a decision by the FWO may allow burning to proceed under the conditions of an issued Permit to Burn.

Those recommended FCOs for appointment as FWOs are the most senior and experienced of the Shire of Brookton's Fire Control Officers.

This BFAC recommendation was approved by Council at their April 2024 Meeting.

Consultation:

The Officer's Recommendation is very similar to the Minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 26th March 2024.

Staff have discussed the Officer's Recommendation with the Chief Bush Fire Control Officer and DFES.

Statutory Environment:

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

(17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme" or "high", and upon the authority being given the person, if the person has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.

Relevant Plans and Policy:

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

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

Financial Implications:

The appointment of FWOs are a volunteer appointment.

Risk Assessment:

The appointment of FWOs allows Shire of Brookton residents to complete permitted burning on days of "high" fire danger where the FWO is of the opinion that the local weather conditions permit safe burning.

Given the high demand for the burning of stubbles by local farmers in the Restricted Period, the failure for Council to appoint an FWO has Almost Certain likelihood of Minor reputational consequences including significant community concern from those impacted community members, including media and political attention.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council appoint:

1. Mr Murray Hall as Fire Weather Officer;
2. Mr Travis Eva as Deputy Fire Weather Officer; and
3. Mr Tim Evans as Deputy Fire Weather Officer.

(Simple majority vote required)

OCM 05.24-16

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Bell

That Council appoint:

1. ***Mr Murray Hall as Fire Weather Officer;***
2. ***Mr Travis Eva as Deputy Fire Weather Officer; and***
3. ***Mr Tim Evans as Deputy Fire Weather Officer.***

CARRIED BY SIMPLE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis
Against: Nil

16.05.24 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.05.24 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.05.24.01 URGENT BUSINESS – APPOINTMENT OF ACTING CEO**

File No:	COM002
Date of Meeting:	16 May 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider a late agenda report relating to the appointment of an Acting Chief Executive Officer (CEO) during a period of the appointed CEO's extended annual leave.

Description of Proposal: Nil

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

Background: Nil**Consultation:** Nil**Statutory Environment:** Nil**Relevant Plans and Policy:**

Shire of Brookton Policy

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

5.4 New business of an urgent nature

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

Financial Implications: Nil**Risk Assessment:**

There is an increased risk from the consideration of later agenda reports, with the possibility of a lack of full and appropriate consideration of the potential negative risks of a matter.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider the urgent business relating the appointment of an Acting Chief Executive Officer during a period of the appointed Chief Executive Officer's extended annual leave.

(Simple majority vote required)

OCM 05.24-17

COUNCIL RESOLUTION

MOVED Cr Bell SECONDED Cr McCabe

That Council consider the urgent business relating the appointment of an Acting Chief Executive Officer during a period of the appointed Chief Executive Officer's extended annual leave.

CARRIED BY SIMPLE MAJORITY VOTE 7/0

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

Ms Deanne Sweeney declared a direct Financial Interest in 17.05.24.02 in that she is the officer being considered for appointment as Acting Chief Executive Officer and left the meeting at 6:45pm.

17.05.24.02 APPOINTMENT OF ACTING CEO – JUNE/JULY 2024

File No:	Personal
Date of Meeting:	16 May 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author does not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the appointment of Ms Deanne Sweeney as Acting Chief Executive Officer during a period of extended annual leave for the appointed CEO, Mr Gary Sherry.

Description of Proposal:

The Officer's Recommendation is to appoint Ms Deanne Sweeney, Council's Manager Corporate and Community (MCC) as Acting CEO for the period from Tuesday 11 June to Sunday 14 July 2024.

Ms Sweeney is considered by the Chief Executive Officer as the most suitable nominee for this position because:

1. she is a skilled and experienced local government manager;
2. has an excellent performance record with the Shire of Brookton in the senior position of Manager Corporate and Community;
3. the appointment will provide further personal development for Ms Sweeney which will have provide both personal growth for Ms Sweeney and positive future benefits for Council; and
4. is experienced in the Acting CEO role.

Background:

Council adopted significant policy amendments in February 2024 to Policy 1.18 *Appointing Acting or Temporary CEO* relating to the appointment of an Acting or Temporary CEO.

The CEO has approved annual leave from Tuesday 11 June to Friday 12 July 2024. For most of this period the CEO will be out of Australia and essentially uncontactable. The CEO will return to work on Monday 15 July 2024.

Council policy 1.18 *Appointing Acting or Temporary CEO*, under which the CEO is provided direction on appointment of an Acting CEO, precludes the appointment of an Acting CEO for periods greater than 3 weeks.

Consultation:

The Shire President approved the CEO's annual leave request in October 2023.

Statutory Environment:

Local Government Act (1996)

5.36. Local government employees

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* Absolute majority required.

Relevant Plans and Policy:**1.18 APPOINTING ACTING OR TEMPORARY CEO**

3. Appointment of Acting CEO for extended leave periods greater than 3 weeks but less than 12 months.
 - (a) This clause applies to the following periods of extended leave:
 - i. Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - ii. Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
 - (b) The Council will, by resolution, appoint an Acting CEO for periods greater than 3 weeks but less than 12 months, as follows:
 - i. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - ii. Conduct an external recruitment process in accordance with clause 4(a)(iii).
 - (c) The Shire President will liaise with the CEO, or in their unplanned absence the MCC to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
 - (d) Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the MCC.
5. Remuneration and Conditions of Acting or Temporary CEO
 - (a) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at the cash component only of the substantive CEO's total reward package.

Financial Implications:

The appointment of an Acting CEO will incur additional wage expenses to remunerate the Acting CEO. This expense will not exceed Council's budgeted limits for wage expenses in 2023/24.

Risk Assessment:

There is unlikely likelihood of issues arising from the appointment of experienced Shire staff as Acting CEO for what is still a relatively short period of five weeks. The consequences of such issues would likely be Minor.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

1. believes that Ms Deanne Sweeney is suitably qualified for the position of Acting Chief Executive Officer;
2. appoint Ms Deanne Sweeney Acting Chief Executive Officer for the period from Tuesday 11 June to Sunday 14 July 2024; and
3. remunerate Ms Sweeney as Acting CEO at the cash component only of the substantive CEO's total reward package.

(Absolute majority vote required)

OCM 05.24-18

COUNCIL RESOLUTION

MOVED Cr de Lange SECONDED Cr McCabe

That Council:

- 1. believes that Ms Deanne Sweeney is suitably qualified for the position of Acting Chief Executive Officer;***
- 2. appoint Ms Deanne Sweeney Acting Chief Executive Officer for the period from Tuesday 11 June to Sunday 14 July 2024; and***
- 3. remunerate Ms Sweeney as Acting CEO at the cash component only of the substantive CEO's total reward package.***

CARRIED BY ABSOLUTE MAJORITY VOTE 7/0

For: Cr Crute, Cr de Lange, Cr Bell, Cr Copping, Cr Hayden, Cr McCabe, Cr Wallis

Against: Nil

Ms Sweeney entered the meeting at 6:47pm.

18.05.24	CONFIDENTIAL REPORTS
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Nil.

19.05.24	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 20th June 2024 commencing at 6.00 pm.

There being no further business, President Cr Crute, declared the meeting closed at 6:47pm.