



## **ORDINARY MEETING OF COUNCIL**

### **REVISED AGENDA**

**16 NOVEMBER 2023**



## NOTICE OF MEETING

16 November 2023

14 White Street  
Brookton, WA 6306

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 16<sup>th</sup> November 2023 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

**Gary Sherry**  
**CHIEF EXECUTIVE OFFICER**  
10<sup>th</sup> November 2023

### DISCLAIMER

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

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

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

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

#### Elected Members (Voting)

Cr KL Crute	President
Cr HA Bell	
Cr C Hayden	
Cr L McCabe	

#### Staff (Non-Voting)

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

#### Apologies

Nil at this time

#### Leave of Absence

Cr T D de Lange	Deputy President
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#### Members of the Public

Nil at this time

**3.11.23 USE OF COMMON SEAL – OCTOBER 2023**

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

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
	Sub Licence for Electric Vehicle Charging Station at Brookton Rail Reserve, Robinson Road. Deed of consent to be bound by Licence	3/11/23

**4.11.23 DELEGATED AUTHORITY – ACTIONS PERFORMED**

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

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

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

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

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

Nil.

**6.11.23 PUBLIC QUESTION TIME**

Nil at this time.

**7.11.23 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.11.23 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

**9.11.23 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.11.23.01 ORDINARY MEETING OF COUNCIL – 19 OCTOBER 2023**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 19<sup>th</sup> October 2023, be confirmed as a true and correct record of the proceedings.*

**9.11.23.02 SPECIAL MEETING OF COUNCIL – 23 OCTOBER 2023**

*That the minutes of the Special Meeting of Council held in the Shire of Brookton Council Chambers, on 23<sup>rd</sup> October 2023, be confirmed as a true and correct record of the proceedings.*

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

Nil at this time.

**11.11.23 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

Item no.	Officers	Type of Interest	Nature of Interest

## 12.11.23 TECHNICAL & DEVELOPMENT SERVICES REPORTS

### 12.11.23.01 PROPOSAL TO SELL LOT 324, 50 WHITE STREET, BROOKTON – BOKEMANS GRAZING CO PTY LTD

<b>File No:</b>	A454 Lot 324, 50 White Street
<b>Date of Meeting:</b>	16 <sup>th</sup> November 2023
<b>Location/Address:</b>	50 White Street
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kevin D'Alton – Manager Projects
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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

Council is to consider proposing to sell the Council property situated at 50 White Street, Brookton to Boekemans Grazing Co. Pty Ltd.

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

Boekemans are seeking to acquire residential property in Brookton for the development of housing for their staff.

Boekemans approached the Shire of Brookton and with the suggest of staff reviewed the 50 White Street property. This property meets their requirements. Boekemans are seeking to secure the purchase in the company name to ensure accommodation for their staff.

Staff have sourced a market valuation from a licenced valuer for 50 White Street of \$45,000. This valuation is included at Attachment 12.11.23.01A. This amount is considered market value. 50 White Street is a 1,009m<sup>2</sup> vacant Lot on the corner of White Street and Cumming Street.

#### **Background:**

Council owns 50 White Street Brookton freehold.

50 White Street is a residential lot of 1,009 m<sup>2</sup> in area that is suitably configured, serviced and zoned to support a Grouped Dwelling (unit) development.

Council purchased this property in 2020 for \$32,000. At that time Council had a proposal to construct four 2x1 key worker accommodation units on the site for an indicative cost of \$800,000.

#### **Consultation:**

Should Council resolve the Officer's Recommendation, Council will seek public comment on the proposal to sell 50 White Street to Boekemans.

#### **Statutory Environment:**

*Local Government Act 1995*

3.58. Disposing of property

(1) In this section —



*dispose* includes to sell, lease, or otherwise dispose of, whether absolutely or not; *property* includes the whole or any part of the interest of a local government in property but does not include money.

- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

#### *Local Government (Functions and General) Regulations 1996*

#### 30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —
    - (i) its market value is less than \$5 000; and
    - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee; or

- (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions; or
  - (c) the land is disposed of to —
    - (i) the Crown in right of the State or the Commonwealth; or
    - (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
    - (iii) another local government or a regional local government; or
  - (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or
  - (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or
  - (f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or
  - (g) it is the leasing of residential property to a person.
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been —
- (a) put out to the highest bidder at public auction, in accordance with section 3.58(2)(a) of the Act, but either no bid is made, or any bid made does not reach a reserve price fixed by the local government; or
  - (b) the subject of a public tender process called by the local government, in accordance with section 3.58(2)(b) of the Act, but either no tender is received, or any tender received is unacceptable; or
  - (c) the subject of Statewide public notice under section 3.59(4) of the Act, and if the business plan referred to in that notice described the property concerned and gave details of the proposed disposition including —
    - (i) the names of all other parties concerned; and
    - (ii) the consideration to be received by the local government for the disposition; and
    - (iii) the market value of the disposition as ascertained by a valuation carried out not more than 12 months before the proposed disposition.
- (2b) Details of a disposition of property under sub regulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender —
- (a) be made available for public inspection; and
  - (b) be published on the local government's official website.
- (3) A disposition of property other than land is an exempt disposition if —
- (a) its market value is less than \$20 000; or
  - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

**Relevant Plans and Policy:**

Nil

**Financial Implications:**

The sale of the property to Boekemans will generate approximately \$2,000 a year in rates for Council on the undeveloped land.

The property was purchased in 2020 for \$32,000. and the offer to purchase price is \$45,000 which will generate \$13,000.00 profit for Council.

Construction and application costs will be borne by Boekemans.

**Risk Assessment:**

Staff believe that the risks associated with the Officer’s Recommendation are minor and unlikely to occur.

Council may consider including a development clause in the sale of the property, requiring Boekemans to develop the property within 2 years from the date of sale.

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 proposal to sell a residential property to Boekemans, assists the strategic objectives of Brookton’s 2020 including:

1. New and Secondary Industry - BROOKTON enhances, attracts, and diversifies its big business
2. Small to Medium Enterprise - BROOKTON’S small to medium businesses are celebrated, prosperous and diverse.

**Comment**

The proposal to sell a vacant residential property to Boekemans will provide income to meet ongoing expenses associated with the property. The proposal will also assist a local business to accommodate an employee in Brookton.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. propose for Council to sell 50 White Street to Boekemans Grazing Co Pty Ltd for \$45,000; and***
- 2. give local public notice of the proposed disposition of 50 White Street to Boekemans Grazing Co Pty Ltd, inviting comment on the proposal.***

*(Simple majority vote required)*

### **Attachments**

Attachment 12.11.23.01A - APV Valuers & Asset Management Valuation.

Attachment 12.11.23.01B - Contract for Sale by offer and acceptance.



# Valuation

of

## Vacant Land Asset

50 White Street, Brookton

For and on behalf of:

**Shire of Brookton**

Date of Valuation: 5th October 2023

Reference: 13025

Report Delivered: 5 October 2023

(Head Office)

**Brisbane**  
Level 18  
344 Queen Street  
Brisbane QLD 4000  
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Date:	Document Name	Reason for Issue	Prepared by:	Checked and Approved by:
5 October 2023	Valuation	Final Valuation	Bryce Maunder	Michelle Cross
Version	V1.03 (10.06.2019)			

## Introduction



This desktop valuation was completed by APV Valuers & Asset Management under instruction from Shire of Brookton. We have no financial interest (past, present or prospective) in the assets covered in this document and this valuation is free of any bias.

The valuation was undertaken on the following basis:

Asset class	Basis of valuation	Effective date of valuation
Land (Vacant)	Market Value	5th October 2023

## Instructions

In accordance with the instructions issued by the Shire of Brookton we have completed a desktop valuation of the property situated at 50 White Street, Brookton to carry out a revaluation for current market value for sale purposes in order for Shire of Brookton. The interest being valued is the unencumbered fee simple on a vacant possession basis.

This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation.

This assessment is solely for the use of the Shire of Brookton and cannot be relied on by any other party for any purpose whatsoever without our express written permission. No responsibility whatsoever will be accepted for photocopied signatures.



## Definitions

Market Value is “the estimated amount for which an asset should exchange on the date of valuation between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing, wherein the parties had each acted knowledgeably, prudently and without compulsion.”

Goods & Services Tax (GST) – all valuations delivered unless otherwise stated are GST exclusive.

## Special Factors

The valuers declare that they are Registered in Queensland in accordance with the appropriate legislation and have no pecuniary interest past, present or prospective in the subject property and this valuation is free of any bias.

Our valuation has been completed on the basis of vacant land and excludes all improvements to the site. No buildings are currently present. Flood, Land Survey Plan, Environmental Management Register and Contaminated Land Register searches have not been undertaken. Our valuation assumes such searches would identify no issues that may affect the value and/or liquidity of the property.

This report has not been prepared for mortgage security or lending purposes.



## Certificate of Value

**LOCATION:** 50 White Street, Brookton

**ASSET DESCRIPTION:** Vacant Land Asset

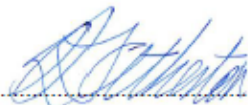
**DATE OF VALUATION:** 5th October 2023

### DESKTOP VALUATION:

In our opinion the respective market value of the vacant land parcel is assessed as follows:

Market Value Range  
As at 5 October 2023  
**\$45,000**  
(Forty-Five Thousand Dollars)

Signed for and on behalf of APV Valuers & Asset Management



.....  
Daniel Atherton  
B. Bus. - R.E. & Dev  
Registered Valuer No. 44501  
RICS Registered Valuer No: 1169941



.....  
Bryce Maunder  
Bachelor of Property Economics  
Assistant Valuer

5<sup>th</sup> October 2023

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## Valuation Methodology

The valuation has been completed based on Market Value.

### Valuation techniques used to derive fair values

#### Valuation Approaches to Land Valuations

**Direct comparison to sales approach (this approach has been adopted in this valuation)**

The direct comparison to sales approach is the preferred and most commonly used approach in land valuations. In this approach to value, the property is compared to recently sold properties which are of a similar type. This comparison is adjusted to take into consideration the characteristics of the land, such as size, zoning, topography, configuration etc.

## Valuation Results

### General

The Shire of Brookton a local government authority East of Perth, Western Australia. Established in the 1890's, it has existed for more than a century. The Shire of Brookton has a small population under 1000 residents, and it located 138km east of Perth.



## Description of Land

The parcel comprises a rectangular shaped internal allotment comp. Access is easy and direct from White Street, and Cumming Street. The property has approximately 19.2m frontage to White Street, and approximately 50m to Cumming Street. The parcel also benefits from rear lane access off Cumming Street.

The Shire has not had any improvements made to it from what can be seen with available information.

## Land Area

The land area is 1009 square metres.

## Title Search

A title search has not been undertaken. Our valuation assumes there are no encumbrances on title that will affect the valuation or liquidity of the subject property. We reserve the right to review our valuation should any matters on title be identified.

## Real Property Description

Lot 324 PO 85501

## Statutory Land Valuation

There is no available statutory land valuation available.

## Zoning

Residential (zone) under the Shire's Town Planning Scheme No. 4.

## Permitted Use

The current use is considered an accepted use under the current planning guidelines.



### Site Improvements

There are currently no site improvements.

### Cadastral Map

The property is identified on the cadastral map below:



### Aerial Map

The general location of the subject property is indicated on the map below. Surroundings comprise of Schools, Health Care facilities, an Aged Care home and residential dwellings. The property is located west of the main commercial precinct.



## Sales Evidence

Address	Sale Date	Sale Price	Area	Analysed Rate \$/m2
90 Brookton Highway, Brookton	11/05/2023	\$44,000	1,012m <sup>2</sup>	\$44.00
Comments: Rectangular shaped, near level corner allotment. Zoned Commercial. Corner Block.				
Comparison to Subject: Similar sized lot in superior location. Superior zoning.				
68 Williams Street, Brookton	27/01/2022	\$40,000	1,012m <sup>2</sup>	\$40.00
Comments: Regular shaped, near level corner allotment. Zoned Residential. Similar sized parcel.				
Comparison to Subject: Similar sized lot with similar zoning potential. Similar access and very close to subject parcel location.				
55 Withall Street, Brookton	05/09/2023	\$40,000	1,720m <sup>2</sup>	\$23.00
Comments: Regular shaped, near level allotment. Zoned Residential.				
Comparison to Subject: Larger allotment, inferior location. Much further from services.				

## Limited Comparable Sales

Sales of similar sized vacant land parcels are very limited in Brookton in the past 12 – 24 months. The most comparable sales have been selected and analysed to establish a rate per square metre.

# Valuation Processes

## General

APV has undertaken the market value assessment of the land in accordance with the Australian valuation standards. The valuation reporting has relied upon information provided by Longreach Regional Council.

As this is a desktop valuation no physical inspection of the asset was undertaken.

## Project Staff

The following table sets out the officers used to undertake the valuation along with details of their experience and qualification.

PERSONNEL	QUALIFICATIONS	ROLE & EXPERIENCE
<b>VALUERS – Land, Buildings &amp; Other Structures</b>		
Mrs Michelle Cross General Manager Project Manager Registered Valuer	Registered Valuer: Qld 3428 Bachelor of Applied Science (Property Economics)	Valuer– Over 10+ years experience in carrying out Local Government and Public Body valuations.
Mr Bryce Maunder Assistant Valuer  <u>Role:</u> • On-site inspections • Valuation Calculations	Assistant Valuer  Bachelor of Property Economics	Recently joined APV and is gaining experience in carrying out Local Government and Public Body valuations  <b>Experience</b> Wingecarribee Shire Council City of Nedlands Tweed Shire Council

## Sources of Data

### Exit price for land

This was sourced from actual sales evidence of reference land and property sales obtained directly from PDSLIVE. This system was also used to undertake property searches to validate location, land area and tenure where available. In instances where the market evidence was limited or we became aware of sales that were yet to be processed via PDSLIVE additional enquiries were made with local real estate agents and the entity.

## Conditions and Limitations

- **The valuation was prepared on the basis that full disclosure** of all information and facts which may affect the valuation was made to us by all parties. We cannot accept any liability or responsibility whatsoever for the valuation unless full disclosure has been made.
- In accordance with our standard practice, the valuation will be solely used by the party to whom it is addressed. Reliance on it by a third party (other than for external audit purposes) cannot be regarded as reasonable, and no responsibility to any third party is or will be accepted for the whole or any part of its contents. No responsibility whatsoever will be accepted for photocopies of the whole or any part of the valuation or for photocopied signatures.
- Other than for the purposes of financial statement disclosure, neither the whole nor any part of the valuation nor any reference thereto may be included in any document, circular or statement without our written approval of the form and context in which it will appear.
- **Physical inspections were not undertaken.** As a consequence, the following were excluded from the assessment (unless specifically detailed in the scope of works):
  - soil analysis or geological studies
  - testing for substances such as asbestos, chemical or toxic wastes, or other potentially hazardous materials which could adversely affect the value of the asset. The value as assessed by us is on the assumption that there is no material within the property that would cause a loss in value. No responsibility is accepted or assumed with regard to the existence or otherwise of any such conditions, and the recipient of this report is advised that the valuers are not qualified to detect such substances. We would require separate instructions together with appropriate engineering advice to enable us to identify the existence and extent of such substances, quantify the impact on values or estimate the remedial cost.
- **Market Movement:** This valuation is current at the date of valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period of time (including as a result of general market movements or factors specific to the particular property). Liability for losses arising from such subsequent changes in value is excluded as is liability where the valuation is relied upon after the date of the valuation.





contract for sale of land or strata title by offer and acceptance



APPROVED INSTRUMENT TEMPLATE OF WESTERN AUSTRALIA CONTRACT FORM 659 FOR SALE BY OFFER AND ACCEPTANCE CD0000754178

NON-MEMBER

NOTICE: Contracts must be lodged with the Office of State Revenue for duty assessment within two (2) months of the date the last person executes the Contract. WARNING - If the Buyer is not an Australian Citizen or Permanent Resident or a New Zealand Citizen then FIRB approval (and a special condition to this Contract) may be required. WARNING - If the Purchase Price is \$750,000 or more a Withholding Tax may apply to this Contract. (see 2022 General Condition 3.7). WARNING - If GST is relevant to this transaction then the relevant GST provision should be outlined in the Special Conditions or in an attached GST Annexure, which forms part of this Contract.

THE BUYER

Name: BOEKEMA GRADING CO. PTY LTD A.C.N. 008763282
Address: 81 ROBINSON ROAD
Suburb: BROOKTON State: WA Postcode: 6306

EMAIL: The Buyer consents to Notices being served at:

OFFERS TO PURCHASE the Land and Property Chattels set out in the Schedule ("Property") with vacant possession unless stated otherwise in the Special Conditions at the Purchase Price on the terms set out in the Schedule, the Conditions and Special Conditions as:

[X] Sole owner [ ] Joint Tenants [ ] Tenants in Common specify the undivided shares

SCHEDULE

The Property at:
Address: 50 WHITE STREET
Suburb: BROOKTON State: WA Postcode: 6306
A deposit of \$ of which \$ is paid now and \$ to be paid within days of acceptance

Purchase Price: \$45,000-00
Settlement Date:
Property Chattels including:

GST WITHHOLDING

- 1. Is this Contract concerning the taxable supply of new residential premises or potential residential land as defined in the GST Act? [ ] YES [ ] NO
2. If NO is ticked or no box is ticked (in which case the answer is deemed to be NO), then the Buyer is not required to make a payment under section 14-250 of the Taxation Administration Act 1953 (Cth).
3. If YES is ticked, then the 'GST Withholding Annexure' should be attached to this Contract.

FINANCE CLAUSE IS APPLICABLE / FINANCE CLAUSE IS NOT APPLICABLE
LENDER/ MORTGAGE BROKER (NB, if blank, can be any Lender)
LATEST TIME: 4pm on:
AMOUNT OF LOAN:
SIGNATURE OF BUYER

NOTE: IF THIS DOCUMENT IS ON SEPARATE PAGES OR IS TO BE FAXED THEN ALL PARTIES SHOULD SIGN ALL PAGES.

# contract for sale of land or strata title by offer and acceptance



REGULATED BY THE  
OFFICE OF THE REGISTRAR  
OF STRATA AND CONVEYANCING  
CORPORATION & REAL ESTATE  
AGENTS ACT 2008  
FORM 6000/03/14/178

NON-MEMBER

## CONDITIONS

### 1. SUBJECT TO FINANCE

If the Buyer signs the "Finance Clause is not Applicable" box in the Schedule, or if no information is completed in the "Finance Clause is Applicable" box in the Schedule, then this Clause 1 does not apply to the Contract.

If any information is completed in or the Buyer signs the "Finance Clause is Applicable" box in the Schedule then this Clause 1 applies to the Contract.

#### 1.1 Buyer's Obligation to Apply for Finance and Give Notice to the Seller

- (a) The Buyer must:
- (1) immediately after the Contract Date make a Finance Application to a Lender or a Mortgage Broker using, if required by the Lender, the Property as security; and
  - (2) use all best endeavours in good faith to obtain Finance Approval.
- (b) If the Buyer does not comply with Clause 1.1(a) or 1.1(2) then the Contract will not come to an end pursuant to clause 1.2 and the Buyer may not terminate the Contract under Clause 1.3. The rights of the Seller under this Clause 1.1 will not be affected if the Buyer does not comply with Clause 1.1.
- (c) The Buyer must immediately give to the Seller or Seller Agent:
- (1) an Approval Notice if the Buyer obtains Finance Approval; or
  - (2) a Non Approval Notice if the Finance Application is rejected;
- at any time while the Contract is in force and effect.

#### 1.2 No Finance Approval by the Latest Time: Non Approval Notice Given

This Contract will come to an end without further action by either Party if on or before the Latest Time:

- (a) the Finance Application has been rejected; or
- (b) a Non Approval Notice, is given to the Seller or Seller Agent.

#### 1.3 No Finance Approval by the Latest Time: No Notice Given

If by the Latest Time the Seller or Seller Agent has not been given:

- (a) an Approval Notice; or
- (b) a Non Approval Notice;

then this Contract will be in full force and effect unless and until either the Seller gives written Notice of termination to the Buyer or the Buyer terminates this Contract by giving a Non-Approval Notice to the Seller or Seller Agent.

#### 1.4 Finance Approval: Approval Notice Given

If by the Latest Time, or if Clause 1.5 applies, before the Contract is terminated:

- (a) Finance Approval has been obtained; or
  - (b) an Approval Notice has been given to the Seller or Seller Agent;
- then this Clause 1 is satisfied and this Contract is in full force and effect.

#### 1.5 Notice Not Given by Latest Time: Seller's Right to Terminate

If by the Latest Time an Approval Notice or a Non Approval Notice has not been given to the Seller or Seller Agent then at any time until an Approval Notice or a Non Approval Notice is given, the Seller may terminate this Contract by written Notice to the Buyer.

#### 1.6 Buyer Must Keep Seller Informed: Evidence

- (a) If requested in writing by the Seller or Seller Agent the Buyer must:
- (1) advise the Seller or Seller Agent of the progress of the Finance Application; and
  - (2) provide evidence in writing of:
    - (i) the making of a Finance Application in accordance with Clause 1.1 (a) and of any loan offer made, or any rejection; and/or
    - (ii) in the case of any Finance Application made to a Mortgage Broker, any "preliminary assessment" of the suitability of the proposed credit contract provided to the Buyer by the Mortgage Broker pursuant to section 116 of the Credit Protection Act; and
    - (3) if applicable, advise the Seller or Seller Agent of the reasons for the Buyer not accepting any loan offer.
  - (b) If the Buyer does not comply with the request within 2 Business Days then the Buyer authorises the Seller or Seller Agent to obtain from the Lender and/or Mortgage Broker the information referred to in Clause 1.6(a).

### 1.7 Right To Terminate

If a Party has the right to terminate under this Clause 1, then:

- (a) termination must be effected by written Notice to the other Party;
- (b) Clauses 23 and 24 of the 2022 General Conditions do not apply to the right to terminate;
- (c) upon termination the Deposit and any other monies paid by the Buyer must be repaid to the Buyer;
- (d) upon termination neither Party will have any action or claim against the other for breach of this Contract, except for a breach of Clause 1.1 by the Buyer.

### 1.8 Waiver

The Buyer may waive this Clause 1 by giving written Notice to the Seller or Seller Agent at any time before the Latest Time, or if Clause 1.5 applies, before the Contract is terminated. If waived this Clause is deemed satisfied.

### 1.9 Definitions

In this Clause:

**Amount of Loan** means the amount referred to in the Schedule, any lesser amount of finance referred to in the Finance Application or any lesser amount of finance acceptable to the Buyer, if the amount referred to in the Schedule is blank, then the amount will be an amount equivalent to the Purchase Price.

**Approval Notice** means a statement in writing given by the Buyer, a Lender or a Mortgage Broker to the Seller, or Seller Agent to the effect that Finance Approval has been obtained.

**Credit Protection Act** means the *National Consumer Credit Protection Act, 2009* (Cwth).

**Finance Application** means an application made by or on behalf of the Buyer:

- (a) to a Lender to lend any monies payable under the Contract; or
- (b) to a Mortgage Broker to facilitate an application to a Lender.

**Finance Approval** means a written approval by a Lender of the Finance Application, a written offer to lend or a written notification of an intention to offer to lend made by a Lender:

- (a) for the Amount of Loan;
- (b) which is unconditional or subject to terms and conditions:
  - (1) which are the Lender's usual terms and conditions for finance of a nature similar to that applied for by the Buyer; or
  - (2) which the Buyer has accepted by written communication to the Lender, but a condition which is in the sole control of the Buyer to satisfy will be treated as having been accepted for the purposes of this definition; or
  - (3) which, if the condition is other than as referred to in paragraphs (1) and (2) above includes:
    - (i) an acceptable valuation of any property;
    - (ii) attaining a particular loan to value ratio;
    - (iii) the sale of another property; or
    - (iv) the obtaining of mortgage insurance;
 and has in fact been satisfied.

**Latest Time** means:

- (a) the time and date referred to in the Schedule; or
- (b) if no date is nominated in the Schedule, then 4pm on the day falling 15 Business Days after the Contract Date.

**Lender** means any bank, building society, credit union or other institution which makes loans and in each case carries on business in Australia.

**Mortgage Broker** means a holder of an Australian Credit Licence pursuant to section 35 of the Credit Protection Act or a credit representative pursuant to sections 64 or 65 of that legislation.

**Non Approval Notice** means:

- (a) advice in writing given by the Buyer or a Lender to the Seller, or Seller Agent to the effect that the Finance Application has been rejected or Finance Approval has not been obtained; or
- (b) advice in writing from a Mortgage Broker to the Seller or Seller Agent to the effect that:
  - (1) (i) they have made inquiries about the Buyer's requirements and objectives under this Contract;
  - (ii) they have conducted a "preliminary assessment" pursuant to sections 116 and 117 of the Credit Protection Act of the suitability of the credit contract proposed for the Buyer arising from the Finance Application; and
  - (iii) they have assessed that proposed credit contract as being unsuitable for the Buyer; or
  - (2) the Finance Application to a Lender has been rejected.

2. Acceptance of an offer by one Party to the other Party will be sufficiently communicated by the accepting Party to the other Party if verbal or written notification is given by the accepting Party or their Representative or Real Estate Agent that the accepting Party has signed the Contract.
3. The 2022 General Conditions are incorporated into this Contract so far as they are not varied by or inconsistent with the Conditions or Special Conditions of this Contract.
4. The parties consent to the information in this Contract being used/disclosed by REIWA and the Seller Agent in accordance with the privacy collection notices pursuant to the Australian Privacy Principles that appear on the REIWA and Seller Agent's websites.

## SPECIAL CONDITIONS

\_\_\_\_\_  
 \_\_\_\_\_

contract for sale of land or strata title  
by offer and acceptance



APPROVED BY  
THE REAL ESTATE PROFESSION  
OF WESTERN AUSTRALIA  
CONTRACT & FORMS UNIT  
FOR USE BY REAL ESTATE AGENTS  
CD000506410

NON-MEMBER

SPECIAL CONDITIONS - Continued

[Empty box for special conditions]

**BUYER** [If a corporation, then the Buyer executes this Contract pursuant to the Corporations Act.]

Signature	Date	Signature	Date
	23/10/2023		23/10/23.
Signature	Date	Signature	Date
	23/10/2023		

**THE SELLER** (FULL NAME AND ADDRESS) ACCEPTS the Buyer's offer

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Suburb** \_\_\_\_\_ **State** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Name** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Suburb** \_\_\_\_\_ **State** \_\_\_\_\_ **Postcode** \_\_\_\_\_

EMAIL: The Seller consents to Notices being served at: \_\_\_\_\_

[If a corporation, then the Seller executes this Contract pursuant to the Corporations Act.]

Signature	Date	Signature	Date
Signature	Date	Signature	Date

**RECEIPT OF DOCUMENTS**  
 The Buyer acknowledges receipt of the following documents:  
 1. This offer and acceptance 2. Strata disclosure & attachments (if strata)  
 3. 2022 General Conditions 4. \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**RECEIPT OF DOCUMENTS**  
 The Seller acknowledges receipt of the following documents:  
 1. This offer and acceptance 2. 2022 General Conditions  
 3. \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**CONVEYANCER** (Legal Practitioner/Settlement Agent)  
 The Parties appoint their Representative below to act on their behalf and consent to Notices being served on that Representative's email address.

BUYER'S REPRESENTATIVE		SELLER'S REPRESENTATIVE	
Name	Prompt Settlements Northern		
Signature			

## GST WITHHOLDING ANNEXURE

(Pursuant to the Tax Administration Act 1953)

Property:

50 WHITE STREET BROOKTON WA 6306

insert address

*Clauses 1 to 3 will determine whether clauses 4 to 11 apply to this Contract*

1. (a) Is this Contract concerning the taxable supply of new residential premises or potential residential land as defined in the GST Act?  
 YES  NO  
 (b) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO) then the rest of this Annexure does not apply to this Contract.  
 (c) If YES is ticked, then go to clause 2.
2. (a) Is this Contract concerning the sale of new residential premises that are commercial residential premises as defined in the GST Act or that are only new residential premises due to substantial renovations?  
 YES  NO  
 (b) If YES is ticked, then the rest of this Annexure does not apply to this Contract.  
 (c) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO) then go to clause 3.
3. (a) Is this Contract for the sale of potential residential land and either is the Buyer registered for GST and acquiring the Land for a creditable purpose, or does the land contain a building that is used for commercial purposes?  
 YES  NO  
 (b) If YES is ticked, then the rest of this Annexure does not apply to this Contract.  
 (c) If NO is ticked or no box is ticked (in which case the answer is deemed to be NO), then clauses 4 to 11 apply to this Contract.

*If, by virtue of clause 1, 2 or 3, the rest of this Annexure does not apply to this Contract, the Seller gives notice that the Buyer is not required to make a payment under section 14-250 of the Taxation Administration Act 1953 (Cth). Otherwise, clauses 4 to 11 set out the GST withholding regime.*

4. The Seller gives notice that the Buyer is required to make a payment under section 14-250 of the *Taxation Administration Act 1953 (Cth)* (**GST Withholding Law**) in relation to the sale of the Property and details of the payment are set out in clause 6.
5. The Seller gives notice to the Buyer that the Seller's details (or details for the entity liable for GST) are set out below:

	Seller - Supplier 1	Seller - Supplier 2
(1) Name of Seller (or entity liable for GST - eg GST group member responsible):		
(2) ABN:		
(3) Address:		
(4) Phone Number:		
(5) Proportion of withholding amount:		

*If there are several suppliers who comprise the Seller, insert details for each supplier (or the relevant GST group member) and the proportion of the withholding amount applicable to each supplier.*

*If there are more than 2 suppliers who comprise the Seller (or the relevant GST group member) please attach an additional page with details for each additional supplier.*

## GST WITHHOLDING ANNEXURE

6. The Seller gives notice that: (*delete one, if there is no deletion then (b) is deemed to apply*)
- (a) the Margin Scheme applies to this Contract and the Buyer must, pursuant to the GST Withholding Law withhold and pay to the Commissioner, the amount equal to 7% of the Purchase Price being \$ \_\_\_\_\_ at Settlement; or,
  - (b) the Margin Scheme does not apply to this Contract and the Buyer must, pursuant to the GST Withholding Law, withhold and pay to the Commissioner the amount equal to one eleventh (1/11th) of the Purchase Price being \$ \_\_\_\_\_ at Settlement,  
(the relevant amount being the GST Withholding Amount) and the Buyer is not required to pay that part of the Purchase Price equal to the GST Withholding Amount to the Seller at Settlement.
7. (a) The Seller may direct the Buyer to, or the Buyer may elect to, satisfy the Buyer's obligation under clause 6, by providing to the Seller at Settlement, a bank cheque payable to the Commissioner for the GST Withholding Amount.
- (b) The Buyer must, before Settlement, provide the Seller with the Commissioner's payment reference number and the lodgement reference number 2.
8. The Buyer must comply with the Buyer's obligations under the GST Withholding Law to lodge a notice with the Commissioner in the form approved under the GST Withholding Law:
- (a) as soon as practicable after the Contract Date, notifying the Commissioner of the transaction under this Contract and the GST Withholding Amount; and
  - (b) on the day on which Settlement occurs, notifying the Commissioner that Settlement has occurred.
9. If the Purchase Price is payable by instalments then, despite clause 6, the Buyer must pay the GST Withholding Amount on the date of the payment of the first instalment (excluding the Deposit) instead of at Settlement.
10. If the Buyer does not provide to the Seller at Settlement a bank cheque payable to the Commissioner under clause 7(a), the Buyer is treated as having given an irrevocable authority and direction to the Buyer Representative to pay the GST Withholding Amount to the Commissioner immediately following Settlement.
11. The Seller must promptly provide to the Buyer all information reasonably requested by the Buyer to enable the Buyer to comply with the Buyer's obligations under clause 8.

Seller



Buyer

## 12.11.23.02 DEVELOPMENT APPLICATION – OUTBUILDING

<b>File No:</b>	A241
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	Lot 94 on Deposited Plan 222181 (No. 19) White Street, Brookton
<b>Name of Applicant:</b>	Carlo Andretta
<b>Name of Owner:</b>	As above
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

### Summary of Item:

To consider a Development Application for an ‘oversize’ outbuilding.

### Description of Proposal:

The proposed outbuilding for storage purposes is 11m long, 7m wide, has a 2.6m wall height, is 3.6m to the roof apex and has a floor area of 77m<sup>2</sup>. The proposed outbuilding is located in the eastern section of the site and is setback 1m from the closest property boundaries.

The proposed outbuilding will have brick walls and will be a cream render to match the existing house. The Colourbond roof will be ‘Surfmist’ in colour.

A location plan is included at Attachment 12.11.23.02A and details provided by the applicant are included at Attachment 12.11.23.02B.

### Background:

The site is 1,012m<sup>2</sup> in area and contains a dwelling.

The site is zoned ‘Residential R40’ under Local Planning Scheme No. 4. The proposed outbuilding is located within a designated bushfire prone area.

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

This application is required to be considered by Council given the proposed outbuilding is over 75m<sup>2</sup> on Residential zoned land as referenced in Council’s *Policy 3.6 Outbuildings*, included at Attachment 12.11.23.02C.

### Consultation:

No consultation has been undertaken noting the modest size of the outbuilding, it’s location and design.

### Statutory Environment:

The proposed outbuilding is ancillary to the dwelling.

### Relevant Plans and Policy:

There may be a need to review aspects of Policy 3.6 Outbuildings including the maximum total area of an outbuilding(s) on Residential zoned land. Local Planning Policies are relevant

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

**Financial Implications:**

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

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment:**

The application requires Council determination given the outbuilding area of 77m<sup>2</sup> exceeds the maximum area of 75m<sup>2</sup> set out in Council’s Policy 3.6 Outbuildings. Accordingly, this application does not comply with one component of Policy 3.6. While noting the outbuilding is marginally ‘oversize’, the Development Application is conditionally supported given:

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

The proposed outbuilding is recommended for approval, with conditions.

### **OFFICER'S RECOMMENDATION**

***That Council grant Development Approval for an outbuilding on Lot 94 on Deposited Plan 222181 (No. 19) White Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:***

#### **Conditions**

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 2. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.***
- 3. The approved outbuilding is to be used solely for purposes incidental and ancillary to the enjoyment of the dwelling.***
- 4. The outbuilding is not used for industrial, commercial or habitable purposes.***

#### **Advice Notes**

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.***
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.***
- C) The proposed outbuilding is located in a bushfire prone area. It is recommended that a low fuel area is maintained around the outbuilding at all times.***
- D) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.***

*(Simple majority Vote required)*

### **Attachments**

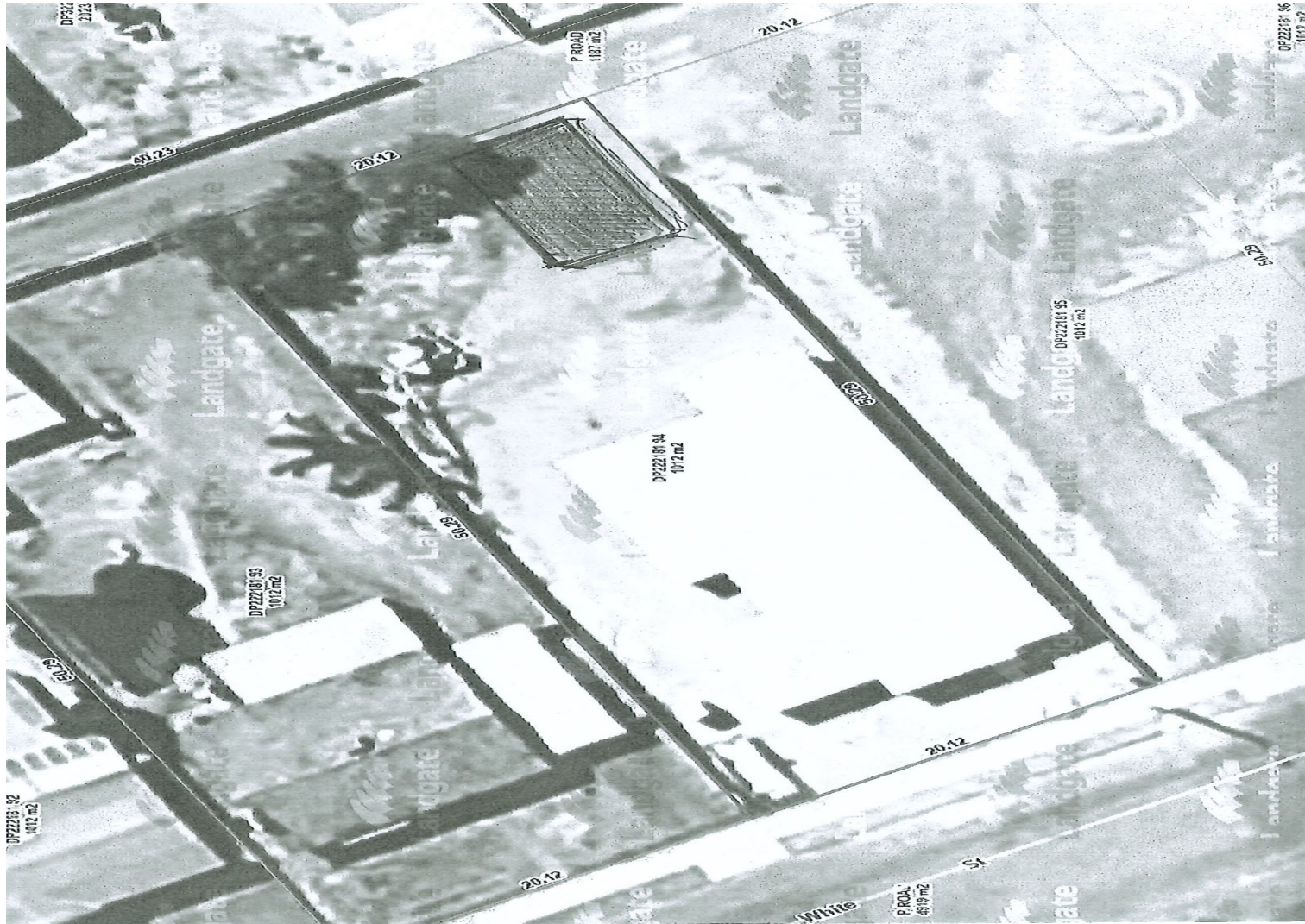
***Attachment 12.11.23.02A – Location Plan.***

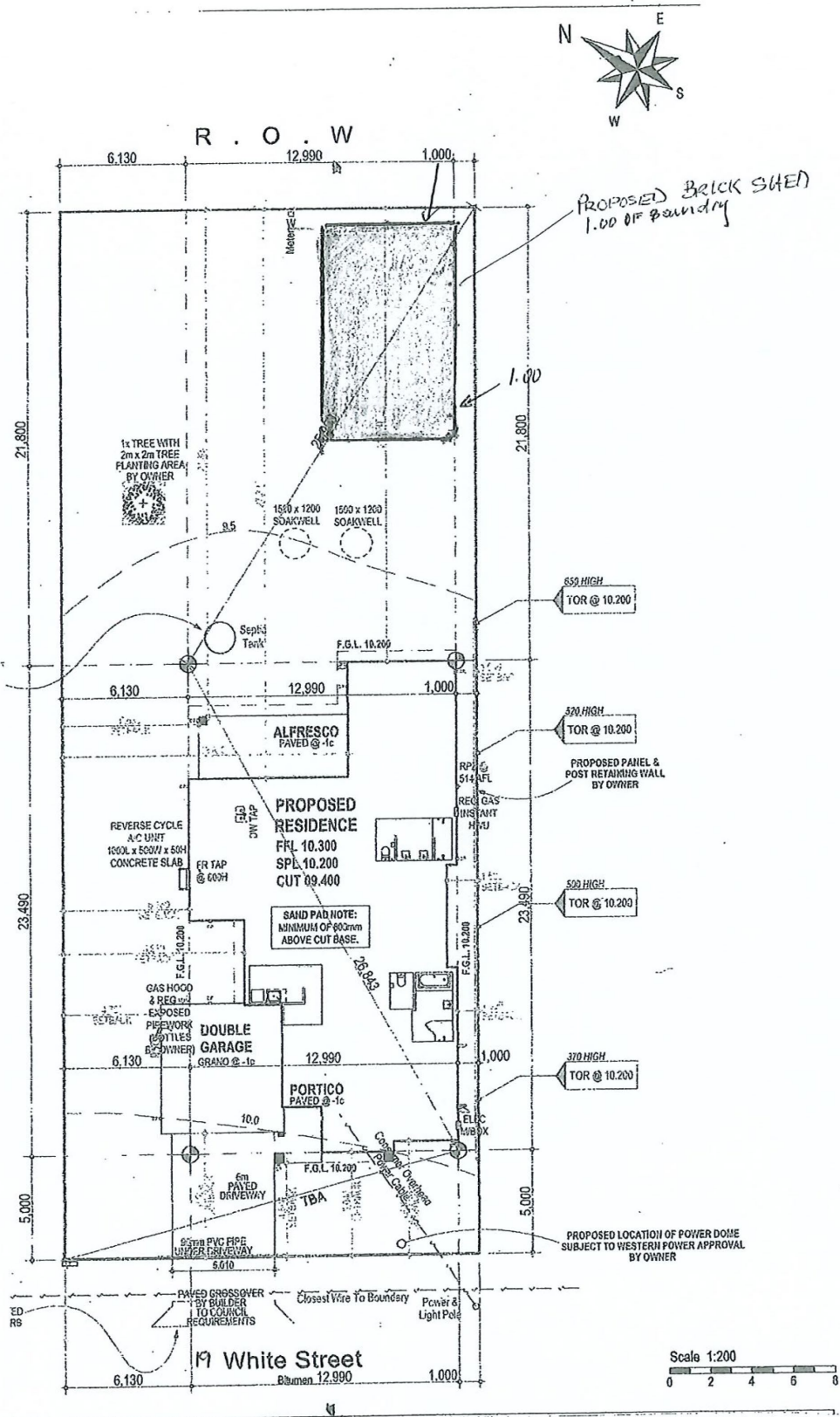
***Attachment 12.11.23.02B – Details from applicant.***

***Attachment 12.11.23.02C – Policy 3.6 – Outbuildings.***

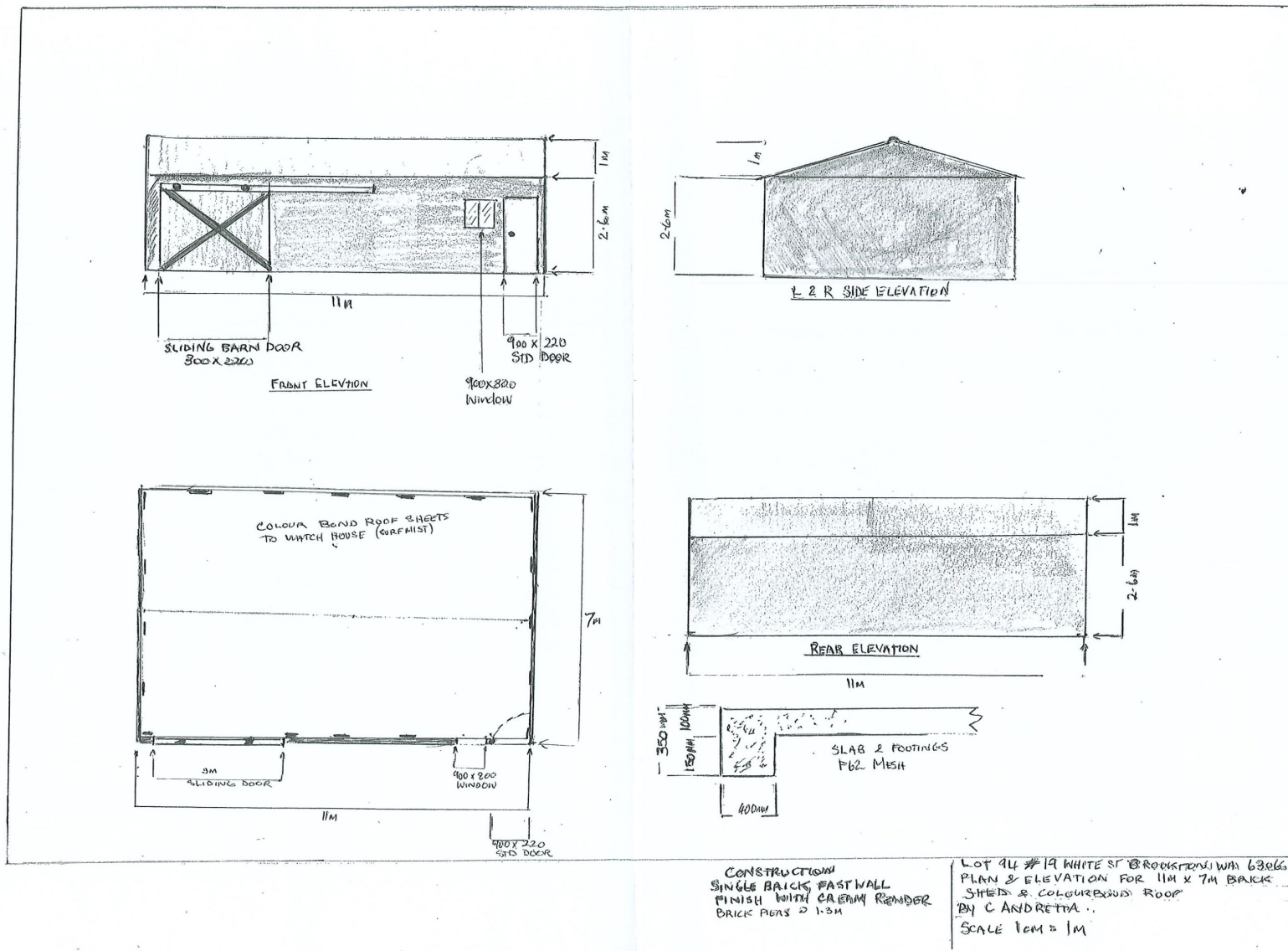








PROPOSED SHED (STORAGE)  
CONSTRUCTION MATERIAL (BRICK)  
ROOF - COLOURBOND (SUREMIST)  
(BRICKS: FAST WALL SINGLE RENDER  
TO CREAM MATCH HOUSE)



### 3.6 OUTBUILDINGS

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

#### Objective:

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

#### 1. BACKGROUND

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

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

#### 2. OBJECTIVES OF THE POLICY

The primary objectives are to:

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

#### 3. POLICY

- 3.1** Ablution facilities within outbuildings will only be approved in accordance with this policy for ‘Farming’ zoned allotments of 10 hectares or more in area

to support on farm agricultural activities. In all other circumstances an application for planning approval is to be submitted with accompanying justification for consideration and determination by Council on merit.

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

Zone	CRITERIA			
	Maximum Total area for all outbuildings on the lot (m <sup>2</sup> )	Maximum individual area of proposed outbuilding (m <sup>2</sup> )	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0
Residential R10 and below	10	75	3.0	4.0
Rural Residential, Rural Enterprise and Rural smallholding	200	150	3.0	4.0
Rural (below 1 hectare)	100	75	3.0	4.0
Rural (between 1 hectare and 10 hectares)	200	150	3.0	4.0

**12.11.23.03 REMOVAL OF 70A NOTICE - 61 KING STREET, BROOKTON**

<b>File No:</b>	A2744 – 61 King Street, Brookton
<b>Date of Meeting:</b>	15 November 2023
<b>Location/Address:</b>	61 King Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	16 July 2009

**Summary of Report:**

Council is to consider removal of a notice on the title deed of 61 King Street Brookton that was required by Shire of Brookton under a previous planning consent, that is no longer relevant.

**Description of Proposal:**

It is proposed to permit the removal of the notice on the title of 61 King Street Brookton that reads:

*Under the Shire of Brookton TPS3, any development requires a building envelope which shall not exceed 10% of the total area of the individual lot.*

The requirement of Town Planning Scheme No 3 (TPS3) to restrict the area of development to only 10% of the total area of a Rural Townsite zoned lot was not carried over to Rural Residential zoned lots under the Local Planning Scheme No 4 (LPS) in 2019. This notice on the title is no longer accurate or relevant.

The restrictive nature of this condition on a 2,528m<sup>2</sup> property and the potential negative impact on a purchaser who wasn't aware of the condition, saw Council request the 70A notice as a condition of subdivision in 2009.

**Background:**

61 King Street is 2,528m<sup>2</sup> in area. A location map at Attachment 12.11.23.03A shows the site of 61 King Street.

A Section 70A Notification is a notice under the Transfer of Land Act 1893 that is placed on a property's Certificate of Title alerting the landowners or prospective landowners of potential circumstances that might impact the enjoyment of that property.

Under Clause 3.3.3 of Council's TPS3, dwellings in the Rural Townsite zone were required to have a building envelope of no more than 10% of the site area. That is all dwellings, outbuildings and associated development needed to be built within the building envelope.

**Consultation:**

Council has consulted with the current landowner.

**Statutory Environment:**

Shire of Brookton Town Planning Scheme No. 3 (TPS3)

Shire of Brookton Local Planning Scheme No. 4 (LPS4)

Land Act 1893

**Relevant Plans and Policy:**

Nil at this time.

**Financial Implications:**

There are no financial implications in regards to this matter with the costs of removal of the 70A notification being met by the Landowner.

**Risk Assessment:**

There is few, if any, risk associated with this proposal.

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 development of land for residential purpose is a high community strategic objective.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

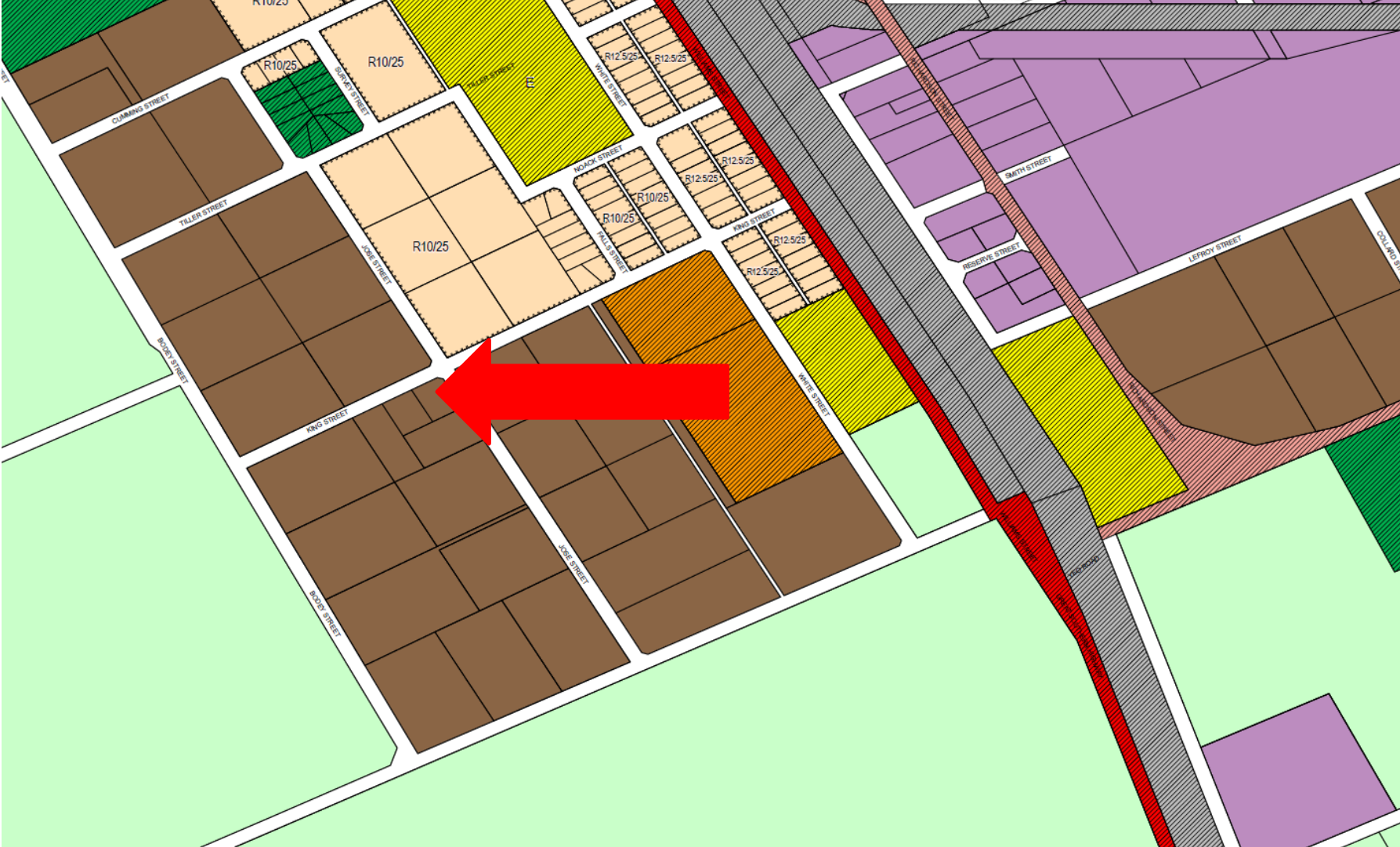
*That Council approves the removal of the Section 70A Notification from the title of 61 King Street Brookton and authorises the Chief Executive Officer to undertake necessary actions required to do so.*

*(Simple majority vote required)*

**Attachments**

Attachment 12.11.23.03A - Location Map





**13.11.23 COMMUNITY SERVICES REPORTS****14.11.23 CORPORATE SERVICES REPORTS****14.11.23.01 LIST OF PAYMENTS – OCTOBER 2023**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kathy Muller – Finance Administration Officer - Creditors
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 October 2023

**Summary of Item:**

The purpose of this report is to present the list of payments for the month of October 2023, as required under the *Local Government (Financial Management) Regulations 1996*.

**Description of Proposal:**

The accounts paid under Delegation 1.1, Power to Make Payments, are included within Attachment 14.11.23.01A.

Contained within Attachment 14.11.23.01B is a detailed transaction listing of credit card expenditure paid for the period ended 31 October 2023.

Contained within Attachment 14.11.23.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 31 October 2023.

**Background:**

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

**Consultation:**

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

**Community & Strategic Objectives:**

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

**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 \$1,137,329.80 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of October 2023, as contained within Attachment 14.11.23.01A; and*
2. *the list of credit card transactions, totalling \$1,318.37 paid in October 2023, as contained within Attachment 14.11.23.01B; and*
3. *the list of fuel card transactions, totalling \$1,243.38 paid in October 2023, as contained within Attachment 14.11.23.01C.*

*(Simple majority vote required)*

**Attachments**

Attachment 14.11.23.01A – List of Payments for 2023.

Attachment 14.11.23.01B– List of Credit Card Transactions for 2023.

Attachment 14.11.23.01C– List of fuel Card Transactions for 2023.

## List of Payments for October 2023

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT14937	06/10/2023	AMPAC DEBT RECOVERY	MONTHLY CHARGES - DEBT RECOVERY COST A111, A388 - SEPTEMBER 2023	\$431.55
EFT14938	06/10/2023	BROOKTON 24/7 TOWING	PSP11 GENERATOR - SERVICE AND SAFETY INSPECTION INCLUDING OIL AND FILTER - OCTOBER 2023	\$422.40
EFT14939	06/10/2023	BROOKTON PROFESSIONAL SERVICES CENTRE	BROOKTON CRC - RENT FOR OFFICE SPACE OF CRC - OCTOBER 2023	\$991.10
EFT14940	06/10/2023	C & D CUTRI	WORKS DEPARTMENT - LEVEL 1 BRIDGE INSPECTION X 15 BRIDGES - OCTOBER 2023	\$5,170.00
EFT14941	06/10/2023	CHARLENE HAYDEN	1ST QUARTER COUNCILLOR PAYMENTS - CR C. HAYDEN - COUNCILLOR SITTING FEES AND TRAVEL EXPENSES - 01.07.2023 - 30.09.2023	\$900.00
EFT14942	06/10/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT14943	06/10/2023	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	MONTHLY ORDERS - WORKS AND GARDEN DEPARTMENTS, CRC AND ADMINISTRATION OFFICE - VARIOUS PURCHASES INCLUDING WEED N FEED, TAPE, POLY FILL, GLOVES, EARPLUGS, PADLOCKS, SHACKLES AND NUTS AND BOLTS. GLYPHOSATE 20LT X5 AND PELARGONIC ACID 20L X - AUGUST 2023	\$7,187.75
EFT14944	06/10/2023	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - KERBSIDE RUBBISH COLLECTION 334 HOUSEHOLDS X 5 WEEKS, KERBSIDE RECYCLING COLLECTION 334 HOUSEHOLDS X 2 WEEKS, LANDFILL LABOUR FEES X 135HRS, BULK WASTE COLLECTION X 12 BINS AND BULK RECYCLING COLLECTION X 12 BINS - 27.07.2023 - 21.08.2023	\$17,552.15
EFT14945	06/10/2023	HAROLD ATHOL BELL	1ST QUARTER COUNCILLOR PAYMENTS - CR H. BELL - COUNCILLOR SITTING FEES AND TRAVEL EXPENSES - 01.07.2023 - 30.09.2023	\$1,365.89
EFT14946	06/10/2023	INTEGRATED ICT	MONTHLY CHARGES - TELEPHONY EQUIPMENT AND SERVICE FEE ADMINISTRATION OFFICE, NBN CONNECTION DATA ADMINISTRATION OFFICE, NBN CONNECTION CRC OFFICE, NBN PHONE LINK SYSTEM	\$783.29

Chq/EFT	Date	Name	DESCRIPTION	Amount
			ADMINISTRATION OFFICE - SEPTEMBER 2023	
EFT14947	06/10/2023	KATRINA LOUISE CRUTE	1ST QUARTER COUNCILLOR PAYMENTS - SHIRE PRESIDENT K. CRUTE - COUNCILLOR SITTING FEES, PRESIDENT ALLOWANCE AND TRAVEL EXPENSES - 01.07.2023 - 30.09.2023	\$2,778.84
EFT14948	06/10/2023	LGRCEU	PAYROLL DEDUCTIONS	\$110.00
EFT14949	06/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF CONFERENCE - CEO G. SHERRY ANNUAL STATE CONFERENCE SESSION 2 ON 08.11.2023	\$1,450.00
EFT14950	06/10/2023	NEIL WALKER	1ST QUARTER COUNCILLOR PAYMENTS - DEPUTY PRESIDENT N. WALKER - COUNCILLOR SITTING FEES, DEPUTY ALLOWANCE AND TRAVEL EXPENSES - 01.07.2023 - 30.09.2023	\$1,212.15
EFT14951	06/10/2023	NOURISH BROOKTON	MONTHLY PURCHASES - CRC OFFICE, ADMINISTRATION OFFICE, SHIRE DEPOT, AND CARAVAN PARK - VARIOUS ITEMS INCLUDING MILK, TEA, COFFEE, SUGAR, MILO AND CLEANING PRODUCTS - AUGUST 2023	\$314.13
EFT14952	06/10/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$360.00
EFT14953	06/10/2023	SPECSAVERS NORTHAM (WA) PTY LTD	STAFF PPE - JAMES DE BEAUX SINGLE VISION PRESCRIPTION SAFETY GLASSES - OCTOBER 2023	\$385.00
EFT14954	06/10/2023	STABILISATION TECHNOLOGY PTY LTD	CARAVAN PARK REFUND - 1X NIGHT STAY IN POWDERBARK CHALET ON 09.10.2023 BN: 12255335 - CANCELLED WITHIN APPROVED TIMEFRAME	\$142.00
EFT14955	06/10/2023	TAMARA LILLY	1ST QUARTER COUNCILLOR PAYMENTS - CR T. LILY - COUNCILLOR SITTING FEES AND TRAVEL EXPENSES - 01.07.2023 - 30.09.2023	\$950.00
EFT14956	06/10/2023	TOLL TRANSPORT PTY LTD	DELIVERY FEES - DELIVERY OF PRODUCTS FROM KEWDALE TO BROOKTON, GNANGARA TO BROOKTON, DELIVERY OF PALLET FROM BALACATTA TO SHIRE DEPOT, DELIVERY OF ITEMS FROM WELSHPOOL TO BROOKTON - SEPTEMBER 2023	\$556.49

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT14957	06/10/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 11.5HRS ON 19.09.2023 AND 21.09.2023	\$1,201.75
EFT14958	06/10/2023	WHEATBELT ELECTRICS	CARAVAN PARK - REPAIR MULTIPLE POWER BOLLARDS AND REPAIR BATHROOM LIGHTING IN WANDOO AND SHEOAK INCLUDES PARTS - OCTOBER 2023	\$1,127.17
EFT14959	06/10/2023	XINRUI ZOU	CARAVAN PARK REFUND - 1 X NIGHT STAY IN POWDERBARK 24.11.2023 BOOKING NUMBER: 12237277 - CANCELLED WITHIN APPROVED TIMEFRAME	\$142.00
EFT14960	12/10/2023	JACOBUS PETRUS OOSTHUIZEN	REFUND OF GYM KEY - GYM MEMBERSHIP CANCELLED/KEY RETURNED 26/09/2023 - KEY NUMBER 12-95	\$70.00
EFT14961	12/10/2023	PINGELLY TOURISM GROUP INC	BOND REFUND - HIRE OF COMMUNITY BUS ON 24.08.2023 - T869	\$350.00
EFT14962	12/10/2023	RIDE FOR COMPASSION	REFUND OF BOND - HIRE OF WB EVA PAVILION ON 28.08.2023 - T864	\$250.00
EFT14963	13/10/2023	3E ADVANTAGE PTY LTD	MONTHLY CHARGES - PRINTING AND PHOTOCOPY FEES - CRC OFFICE AND ADMINISTRATION OFFICE - SEPTEMBER 2023	\$3,033.66
EFT14964	13/10/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PG 9 GRADER - REMOVE AND REPLACE FAILED AIR COMPRESSOR ONSITE AT BROOKTON- SEPTEMBER 2023	\$5,633.79
EFT14965	13/10/2023	ANDROIT INFORMATION MANAGEMENT	RECORDS MANAGEMENT - PROVIDE ASSISTANCE WITH COMPLIANCE AND STRUCTURE OF RECORDS SYSTEM - 1ST PAYMENT	\$8,250.00
EFT14966	13/10/2023	APV VALUERS AND ASSET MANAGEMENT	PROPERTY - VALUATION REPORT FOR A454 FOR POTENTIAL SALE - OCTOBER 2023	\$1,320.00
EFT14967	13/10/2023	ATO	BUSINESS ACTIVITY STATEMENT - 1ST QUARTER - JULY 2023 - SEP 2023	\$32,357.00
EFT14968	13/10/2023	BEDFORD ARMS HOTEL	COUNCILL MEETING - CATERING FOR CBF - SEPTEMBER	\$447.00
EFT14969	13/10/2023	BOB WADDELL & ASSOCIATES PTY LTD	FINANCE DEPARTMENT - PROFESSIONAL ASSISTANCE WITH RATES SERVICES 3.25HRS ON 8.10.2023	\$536.25
EFT14970	13/10/2023	BOC GASES	MONTHLY CHARGES - RENTAL FEE FOR GAS CYLINDERS OXYGEN, ACETYLENE, ARGOSHIELD - SEPTEMBER 2023	\$54.43
EFT14971	13/10/2023	BORGAS HOLDINGS PTY LTD (ATF THE BORGAS DISCRETIONARY TRUST) T/A BORGAS ENGINEERING	ROBINSON ROAD PUBLIC TOILETS - 4HRS CRANE HIRE TO LIFT POLE INTO POSITION PRIOR TO TOILET RENOVATIONS - 17.05.2023	\$660.00

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT14972	13/10/2023	BROOKTON 24/7 TOWING	PU35 TRITON UTE - REPLACE COMPLETE NEW REAR DIFF CENTRE, PF8 IZUZU FIRE TENDER - SERVICE AND SAFETY INSPECTION OF THE WATER PUMP, PU35 TRITON UTE - TRANSPORT DIFF TO PERTH AND BACK FOR REPAIRS	\$4,572.54
EFT14973	13/10/2023	BROOKTON PHARMACY	WORKS DEPARTMENT - P&G LH K. LILLY REQUIRED VACCINATION	\$76.75
EFT14974	13/10/2023	BROOKTON TYRE SERVICE	TRITON UTE PU33- REPAIR PUNCTURE TO 1 TYRE	\$44.00
EFT14975	13/10/2023	BUILDING & ENERGY	MONTHLY CHARGES - BUILDING SERVICES LEVY X3 BUILDING PERMITS - SEPTEMBER 2023	\$625.99
EFT14976	13/10/2023	COASTMAC	BT64 TRAILER - MANUFACTURE AND DELIVER NEW 6X4 BOX TRAILER INCLUDING CAGE AND RAMP	\$2,915.99
EFT14977	13/10/2023	COLGAN INDUSTRIES PTY LTD	MEMORIAL HALL ROOFING WORKS - 1ST PROGRESS PAYMENT INCLUDES DEMOLITION WORKS, ROOF SECUREMENT, INSULATION, CARPENTRY AND PAINTING - 05.10.2023	\$75,399.04
EFT14978	13/10/2023	CORSIGN WA PTY LTD	WORKS DEPARTMENT - SUPPLY AND DELIVER 6 X STEEL BOLLARDS FOR SHIRE DEPOT, 50X ORANGE TRAFFIC CONES FOR GENERAL USE, STREET NAME PLATES X 2, L CLAMPS X 4, TD1 BRACKETS X 4, SPEED HUMP SIGNS X 4 FOR KING STREET, 2 X "MODIFIED ROAD AHEAD" SIGNS FOR KING STREET- SEPTEMBER 2023	\$2,932.60
EFT14979	13/10/2023	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL CARD PURCHASES - CESM J. CARROL, MIW L. VIDOVICH, MCC D. SWEENEY, CEO G. SHERRY - SEPTEMBER 2023	\$1,243.38
EFT14980	13/10/2023	H RUSHTON & CO	WORKS DEPARTMENT - CARTAGE OF STEEL DRUM ROLLER FROM WOODS LOOP TO SHIRE DEPOT - AUGUST 2023	\$385.00
EFT14981	13/10/2023	JUEL ENTERPRISES PTY LTD T/A STIRLING ASPHALT	WORKS ON KING STREET - SUPPLY AND CONSTRUCT WATTS PROFILE SPEED HUMPS X2 - SEPTEMBER 2023	\$11,330.00
EFT14982	13/10/2023	LANDGATE (DOLA)	RATES - RURAL UV INTERIM VALUATION SHARED - 10.12.2022-01.09.2023	\$91.60
EFT14983	13/10/2023	LES VIDOVICH	REIMBURSEMENT - MIW L. VIDOVICH REIMBURSEMENT OF INTERNET EXPENSES AS PER EMPLOYMENT CONTRACT - SEPTEMBER 2023	\$80.27



Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT14984	13/10/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	CRC TRAINING - CRC ADMIN OFFICERS M. MENZ AND N. OSGOOD, INDUCTION TO LOCAL GOVERNMENT WORKSHOP - 19.10.2023	\$945.00
EFT14985	13/10/2023	MARKETFORCE	ADVERTISEMENT - LOCAL GOVERNMENT NOTICE - REQUEST FOR PUBLIC COMMENT ON CLOSURE OF YORK-WILLIAMS ROAD RESERVE - SEPTEMBER 2023	\$622.64
EFT14986	13/10/2023	OFFICEWORKS BUSINESS DIRECT	NEW IPHONE 11 BLACK X 2 INCLUDES CASE AND SCREEN PROTECTOR FOR MCC D. SWEENEY AND AQUATIC SUPERVISOR D. MACAULAY, STATIONERY ORDER - ADMINISTRATION OFFICE ITEMS INCLUDE CERTIFICATE FRAME, MONITOR RISER, PENS AND VARIOUS STATIONERY - SEPTEMBER 2023	\$1,610.41
EFT14987	13/10/2023	PREPLAN PTY LTD	YORK-WILLIAMS ROAD - SUPPLY DOZER AND OPERATOR TO PUSH UP GRAVEL FROM REFUSE SITE TO USE ON ROAD WORKS 44.75 HOURS INCLUDES ACCOMMODATION AND MEALS	\$18,552.88
EFT14988	13/10/2023	QUALITY PRESS	SUPPLY PRINT AND DELIVER FIRE CONTROL INFORMATION BROCHURE X 750 FOR BULK MAIL OUT TO ALL RESIDENTS.	\$528.00
EFT14989	13/10/2023	RESONLINE	MONTHLY CHARGES - CARAVAN PARK BOOKING MANAGEMENT SYSTEM - SEPTEMBER 2023	\$242.00
EFT14990	13/10/2023	SHRED-X PTY LTD	ADMINISTRATION DEPARTMENT - REMOVAL OF E WASTE FROM OFFICE, ITEMS INCLUDE OLD PRINTER X 1, MONITORS X 5, AND VARIOUS MICE, KEYBOARDS AND SMALL ITEMS, REMOVAL AND DESTRUCTION OF 1 X 240L SECURE DOCUMENT SHREDDING BINS, MONTHLY RENTAL FOR 2 X SECURE DOCUMENT SHREDDING BINS - SEPTEMBER 2023	\$726.31
EFT14991	13/10/2023	STEVE DAVIS BUILDER	ROBINSON ROAD TOILET BLOCK RENOVATIONS - PROGRESS PAYMENT, WORKS INCLUDE COMPLETE TILING IN FEMALE SIDE, POSITION TOILETS IN FEMALE SIDE, FIT NEW DOORS AND FIT ALUMINUM GATES	\$22,000.00
EFT14992	13/10/2023	TOLL TRANSPORT PTY LTD	DELIVERY CHARGES - DELIVERY OF SIGNS FROM CORSIGN GNANGARA TO BROOKTON - SEPTEMBER 2023	\$60.48
EFT14993	13/10/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 14.5HRS ON	\$1,515.25

Chq/EFT	Date	Name	DESCRIPTION	Amount
			28.09.2023, 05.10.2023, 3.10.2023	
EFT14994	13/10/2023	WALLIS COMPUTER SOLUTIONS	SUPPLY 2X NEW DOCKING STATION FOR CEO G. SHERRY AND MCC D. SWEENEY, MIGRATION OF COUNCILLOR MACNAB LAPTOP, ONBOARD COMPUTER FOR AQUATIC SUPERVISOR - OCTOBER 2023	\$1,116.50
EFT14995	13/10/2023	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL CHARGES - EQUIPMENT SERVICE CHARGE FOR GAS CYLINDER X2 EACH - 25 AND 23 WHITTINGTON STREET	\$200.20
EFT14996	13/10/2023	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	FINANCE DEPARTMENT - RETRIEVAL OF ARCHIVED FILE BOX FOR PAYROLL INCLUDES HANDLING AND DELIVERY FEE, STORAGE OF ARCHIVE BOXES OFFSITE - 26.08.2023 - 25.09.2023	\$214.70
EFT14997	13/10/2023	SAMAYA RENAE NANNUP	BOND REFUND - REFUND OF BOND T870 FOR HIRE OF WB EVA PAVILION ON 12.10.2023	\$250.00
EFT14998	20/10/2023	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES - ADMINISTRATION OFFICE, CRC OFFICE PURCHASES INCLUDE LAMINATING POUCHES AND PAPER - SEPTEMBER 2023	\$395.75
EFT14999	20/10/2023	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	MONTHLY PURCHASES - P&G DEPARTMENT, WORKS DEPARTMENT, AQUATIC CENTRE, CARAVAN PARK, PURCHASES INCLUDING EXTENSION LEADS, SPRAYERS, BATTERIES, SILICON, LIQUID NAILS, CHEMICALS AND VARIOUS SMALL PARTS, NEW DIGITAL SMART ENTRY DOOR HANDLE FOR INTERNAL DOOR OF COMMUNITY GYM, STAFF UNIFORM FOR P&G LH K. LILY KING GEE WORK BOOTS, 1 X CLUB HAMMER AND 1 X SLEDGEHAMMER FOR ROAD MAINTENANCE	\$2,451.00
EFT15000	20/10/2023	NOURISH BROOKTON	MONTHLY PURCHASES - ADMINISTRATION OFFICE, CRC OFFICE, DEPOT, CARAVAN PARK, AQUATIC CENTER PURCHASES INCLUDE MILO, MILK, COFFEE, TEA, SUGAR, CLEANING PRODUCTS AND KEY CUTTING, 2 X 45KG GAS BOTTLES FOR CARAVAN PARK ABLUTIONS - SEPTEMBER 2023	\$878.44
EFT15001	27/10/2023	ALDERSYDE AGRICULTURAL HALL INC	GOVERNANCE DEPARTMENT - RENTAL OF ALDERSYDE HALL AND CATERING FOR MORNING TEA RURAL FIRE AWARENESS TRAINING ON 24/10/2023	\$900.00

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT15002	27/10/2023	AQUATIC SERVICES WA PTY LTD	AQUATIC CENTRE - POOL WORKS INCLUDING PAINTING OF POOL, INNER WALL DEPTH MARKERS, TILE REGROUTING, NEW RAILING INSTALLED AND EARTHING WORKS - FINAL PAYMENT	\$35,200.00
EFT15003	27/10/2023	BROOKTON 24/7 TOWING	HINO TRUCK PT15 - LOG BOOK SERVICE INCLUDING OIL AND FILTERS, TIP TRUCK PT14 - PARTS TO REPLACE TAILLIGHTS AND REPAIR HIGH PRESSURE AIRLINE, RIDE ON MOWER PM9 - REPAIR MAIN DRIVE BOLT FOR CUTTING PULLEYS INCLUDES TRAVEL TO PERTH FOR PARTS.	\$3,163.17
EFT15004	27/10/2023	BROOKTON PLUMBING	8 MATTHEW STREET - REPLACE MIXER TAP IN KITCHEN AND REPLACE OUTLET WASHER IN ENSUITE TOILET, 6 MATTHEW STREET- DIG UP AND REPLACE SECTION OF STORM WATER PIPE, CLEAN AND RESEAL PIPE CONNECTION, CARAVAN PARK - CLEAR BLOCKAGE TO WOMEN'S SHOWER DRAIN INCLUDES MACHINE HIRE.	\$990.00
EFT15005	27/10/2023	BROOKTON TYRE SERVICE	CARAVAN PARK - SUPPLY AND DELIVER 4 X PRICING/WELCOME SIGNS FOR C/PARK - AUGUST 2023	\$1,485.00
EFT15006	27/10/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCITF LEVY PAYMENTS - 3 X BUILDING PERMITS - SEPTEMBER 2023	\$911.00
EFT15007	27/10/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15008	27/10/2023	DOUGLAS MACAULAY	REIMBURSEMENT OF POOL LIFEGUARD LICENSE RENEWAL COSTS	\$169.00
EFT15009	27/10/2023	EASY AS ELECTRICAL SOLUTIONS PTY LTD	6 MATTHEW STREET - INSTALL ARIAL BOOSTER INCLUDES PARTS, AQUATIC CENTRE - REPLACE BROKEN 2 OUTLET GPO TO 4 OUTLET GPO, 23 WHITTINGTON STREET - INVESTIGATE AND REPAIR FAULT IN BEDROOM AC FOUND FAULTY PCB BOARD, ADMINISTRATION BUILDING - REPLACE LIGHT IN GO/CESM OFFICE WITH LED BATTEN	\$1,298.00
EFT15010	27/10/2023	EDGE PLANNING & PROPERTY	PLANNING SERVICES PROVIDED 9.75HRS IN SEPTEMBER 2023	\$1,496.13
EFT15011	27/10/2023	FUELCO AUSTRALIA PTY LTD	COMPLETE SERVICE/INSPECTION OF BULK FUEL STORAGE TANK AT SHIRE DEPOT INCLUDES 2 X NEW FILTERS	\$2,731.30

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT15012	27/10/2023	INTERSECTIONAL LINEMARKERS	ROBINSON ROAD - NEW LINE MARKINGS FOR ENTIRETY OF ROBINSON ROAD	\$25,108.79
EFT15013	27/10/2023	LGIS INSURANCE	LGIS INSURANCE PREMIUMS - PROPERTY, BUSHFIRE INJURY, PUBLIC LIABILITY, COMMERCIAL CRIME AND CYBER LIABILITY, MANAGEMENT LIABILITY, WORKCARE WORKERS COMPENSATION, CORPORATE TRAVEL, PERSONAL ACCIDENT AND VOLUNTARY WORKERS, MOTOR VEHICLE FOR 53 VEHICLES - JULY 2023 - JUNE 2024 - 2ND 50% PAYMENT	\$150,368.07
EFT15014	27/10/2023	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15015	27/10/2023	NARROGIN GLASS	TRITON UTE PU1 - EXCESS FOR REPAIR ON WINDSCREEN	\$300.00
EFT15016	27/10/2023	ONE DEGREE ADVISORY	FIRST PAYMENT - VALUES LED PROGRAM FOR SHIRE STAFF AND COUNCILORS	\$8,674.88
EFT15017	27/10/2023	PREPLAN PTY LTD	SUPPLY DOZER AND DRIVER TO PUSH UP GRAVEL AT REFUSE SITE FOR USE ON ROADWORKS HAPPENING AT YORK-WILLIAMS RD, COPPING ROAD, AND WALLWALLING ROAD	\$12,006.50
EFT15018	27/10/2023	QUALITY PRESS	DESIGN, PRINT AND DELIVER DFES VEHICLE IDENTIFIER STICKERS FOR SHIRE STAFF AND TOWN RESIDENTS	\$155.10
EFT15019	27/10/2023	QUREMED PTY LTD	BROOKTON AQUATIC CENTRE - SERVICE OF OXY SOK RESUSCITATOR KIT - OCTOBER 2023	\$262.34
EFT15020	27/10/2023	ROYAL LIFE SAVING	AQUATIC CENTRE – TRAVEL COSTS FOR COMPLIANCE ASSESSMENT ON TOWN POOL	\$376.75
EFT15021	27/10/2023	SCOTT KERRISON	REFUND OF POWERED CARAVAN SITE X 3 AS BOOKING MADE IN ERROR - BOOKING NUMBERS 12271300, 12271302, 12271301 BOOKING DATE 08.10.2023	\$99.00
EFT15022	27/10/2023	SHIRE OF BEVERLEY	REIMBURSEMENT OF LONG SERVICE LEAVE - AARON BAXTER ENTITLEMENTS ACQUIRED 17.01.2012 - 22.02.2019	\$10,095.56
EFT15023	27/10/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$360.00
EFT15024	27/10/2023	SHIRE OF NARROGIN	HIRE OF ROAD SWEEPER AND DRIVER TO SWEEP ROADS WITHIN TOWN LIMITS - 9HRS ON 11.09.223	\$1,782.00
EFT15025	27/10/2023	STEVE DAVIS BUILDER	RENOVATIONS TO ROBINSON ROAD TOILET BLOCK - FINAL PAYMENT WORK COMPLETED 26.10.2023	\$10,746.00

Chq/EFT	Date	Name	DESCRIPTION	Amount
EFT15026	27/10/2023	THE LOCAL GUYS - TEST AND TAG WA TNT	ADMINISTRATION OFFICE, KWEDA HALL, WB EVA PAVILION, CARAVAN PARK, YOUTH GROUP SHED, MEN'S SHED, BCI BUILDING, OLD TENNIS CLUB AND ROBINSON ROAD PUBLIC TOILETS -RCD TESTING, FIRE MAINTENANCE AND 6 MONTHLY ELECTRICAL APPLIANCE TESTING - INCLUDES REPLACEMENT OF 14 X 9V BATTERIES	\$1,559.80
EFT15027	27/10/2023	THE LOCK MAN SECURITY	ADMINISTRATION OFFICE - REPLACE FAULTY BACK DOOR LOCK, AQUATIC CENTRE - INSPECT SAFE TO SEE IF IT CAN BE REPAIRED, WB EVA PAVILION - REMOVE BROKEN KEY FROM SERVICE CUPBOARD AND MAKE 2 NEW KEYS FOR LOCK	\$885.00
EFT15028	27/10/2023	TIANCO TRANSPORT	TOWING OF PR8 AND PR9 - MOVE FROM COPPING RD TO YORK-WILLIAMS ROAD	\$814.00
EFT15029	27/10/2023	UNIQUE STROKES WA	UNIT 2/40 WHITE STREET - PAINT INTERIOR OF UNIT INCLUDING DOORS, WALLS AND CEILINGS	\$3,420.00
EFT15030	27/10/2023	WA HINO SALES & SERVICES	PURCHASE OF NEW HINO 700S FY 3036 8.9L TURBO DIESEL WATER TRUCK PRODUCTION DATE 01.05.2023	\$357,118.45
EFT15031	27/10/2023	WA TREASURY CORPORATION	PAYMENT OF PRINCIPAL AND INTEREST FOR LOAN 81 AND 82 FOR PERIOD 01.10.2023-30.12.2023	\$65,222.77
EFT15032	27/10/2023	KATHLEEN CLOFE	BOND REFUND - RETURN OF GYM KEY BOND - KEY RETURNED IN SEPTEMBER 2023	\$70.00
18517	24/10/2023	CASH - SHIRE OF BROOKTON	AQUATIC CENTRE - CASH REQUIRED FOR POOL FLOAT FOR UPCOMING 2023/2024 SEASON	\$100.00
DD7053.1	04/10/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE CHARGES FOR SHIRE DEPOT, ADMINISTRATION OFFICE, 50MM BROOKTON STANDPIPE, MEMORIAL PARK, TOWN OVAL, WHITTINGTON STREET UNITS, WHITE STREET UNITS, MADISON SQUARE PARK, AQUATIC CENTRE - 13.07.2023 - 12.09.2023	\$4,821.43
DD7055.1	04/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES CARAVAN PARK, TOWN OVAL, WB EVA PAVILION - 09.08.2023-12.09.2023	\$2,717.02
DD7056.1	03/10/2023	BRET EVENIS SUPERANNUATION	PAYROLL DEDUCTIONS	\$473.48
DD7056.2	03/10/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,486.33

Chq/EFT	Date	Name	DESCRIPTION	Amount
DD7056.3	03/10/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7056.4	03/10/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7056.5	03/10/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$203.43
DD7056.6	03/10/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,596.53
DD7056.7	03/10/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7056.8	03/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD7056.9	03/10/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD7065.1	05/10/2023	TELSTRA CORPORATION	SEWERAGE PUMP STATION ALARM USAGE & SERVICE CHARGES 16 SEPT TO 15 OCT 2023	\$21.00
DD7065.2	05/10/2023	WATER CORPORATION OF WA	WATER SERVICE CHARGES WILLIAMS ST (MADISON SQUARE) UNITS, MATTHEW ST HOUSES - 01/09/23 TO 31/10/23	\$505.70
DD7081.1	12/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE MEMORIAL HALL - 25.07.2023-30.09.2023	\$128.84
DD7084.1	13/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE - TOWN OVAL, MEMORIAL PARK RETIC AND LIGHTS, DEPOT BUILDING, UNIT1/4 MATTHEW STREET, BCI BUILDING (CRAFT AND PATCHWORK GROUP, BROOKTON AQUATIC CENTRE - 26.07.223 - 21.09.2023	\$1,645.05
DD7089.1	10/10/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER SERVICE CHARGE 25MM DEPOT STANDPIPE - 01/09/2023 - 31/10/2023	\$50.05
DD7091.1	13/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE SEWERAGE PUMP STATION - 26.07.2023 - 21.09.2023	\$759.25
DD7094.1	17/10/2023	BRET EVENIS SUPERANNUATION	PAYROLL DEDUCTIONS	\$472.52
DD7094.2	17/10/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,544.14
DD7094.3	17/10/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7094.4	17/10/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7094.5	17/10/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$190.79
DD7094.6	17/10/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,541.24

Chq/EFT	Date	Name	DESCRIPTION	Amount
DD7094.7	17/10/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7094.8	17/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD7094.9	17/10/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD7095.1	16/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE MADISON SQUARE UNITS' COMMON AREA, MADISON SQUARE GARDEN RETICULATION, - 27.07.2023 - 20.09.2023	\$178.38
DD7097.1	17/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES SEWERAGE POND PUMP, ADMINISTRATION BUILDING, CRC BUILDING, RAILWAY STATION, SALINITY PUMP, WATER HARVESTING DAM - 27.07.2023 - 20.09.2023	\$2,855.21
DD7097.2	17/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES 25 WHITTINGTON STREET - 27.07.2023 - 20.09.2023	\$134.88
DD7099.1	17/10/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE FEE WB EVA PAVILION, CARAVAN PARK - 21.06.2023 - 19.09.2023	\$1,677.75
DD7101.1	17/10/2023	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA PHONE USAGE FEE - ADMINISTRATION OFFICE, CRC OFFICE AND ROAD CLOSURE SMS MESSAGES - SEPTEMBER AND OCTOBER	\$544.17
DD7103.1	10/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE WILLIAMS ST UNITS - 27.07.2023 - 16.09.2023	\$81.48
DD7105.1	14/10/2023	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CHARGES - CREDIT CARD PURCHASES G. SHERRY CEO - 01.09.2023 - 30.09.2023	\$1,095.35
DD7105.2	14/10/2023	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY CHARGES - MONTHLY CREDIT CARD PURCHASES D. SWEENEY MCC - 01/09/2023 - 30/09/2023	\$143.23
DD7105.3	14/10/2023	SHIRE OF BROOKTON - MASTERCARD - MIW	MONTHLY CHARGES - MONTHLY CREDIT CARD PURCHASES MIW L. VIDOVICH - 01/09/2023 - 30/09/2023	\$75.79
DD7105.4	14/10/2023	SHIRE OF BROOKTON - MASTERCARD - CESM	MONTHLY CHARGES - MONTHLY CREDIT CARD CHARGES J. CARROLL CESM - 01.09.2023 - 30.09.2023	\$4.00
DD7107.1	17/10/2023	SYNERGY	REVERSAL OF ELECTRICITY FEE OF 25 WHITTINGTON STREET DUE TO SELECTION OF INCORRECT BANK ACCOUNT	-\$134.88

Chq/EFT	Date	Name	DESCRIPTION	Amount
DD7107.2	17/10/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE 25 WHITTINGTON STREET - 26.07.2023 - 21.09.2023	\$134.88
DD7120.1	17/10/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$136.49
DD7120.2	26/10/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$39.63
DD7126.1	23/10/2023	TELSTRA CORPORATION	MONTHLY CHARGES - STAFF MOBILE PHONES - MBO, CEO, WS, MIW, MCC, MP, CESM, P&GLH, WLH, CARAVAN PARK CARETAKER, POOL SUPERVISOR - SEPTEMBER 2023	\$689.21
DD7129.1	31/10/2023	BRET EVENIS SUPERANNUATION	PAYROLL DEDUCTIONS	\$475.76
DD7129.2	31/10/2023	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,822.88
DD7129.3	31/10/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7129.4	31/10/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7129.5	31/10/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$190.79
DD7129.6	31/10/2023	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,637.98
DD7129.7	31/10/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7129.8	31/10/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD7129.9	31/10/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
1124.1	02/10/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1124.1	02/10/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2,309.86
1124.1	02/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.88
1125.1	03/10/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$34.09
1125.1	03/10/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$95.71
1125.1	04/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.64
1125.1	05/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.68
1125.1	06/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$21.59



Chq/EFT	Date	Name	DESCRIPTION	Amount
1126.1	09/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.22
1127.1	10/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.38
1128.1	11/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.42
1129.1	12/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.97
1132.1	17/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.16
1133.1	19/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.42
1134.1	20/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.40
1135.1	23/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.33
1136.1	25/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.71
1138.1	30/10/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1138.1	30/10/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$256.96
PAYJRUN*1169	3/10/2023	SALARIES & WAGES	WEEK 10 - PPE 05/09/2023	\$61,748.35
PAYJRUN*1171	17/10/2023	SALARIES & WAGES	WEEK 12 - PPE 19/09/2023	\$64,005.93
PAYJRUN*1172	26/10/2023	SALARIES & WAGES	WEEK 14 - PPE 03/10/2023	\$3,614.20
			<b>TOTAL</b>	<b>\$1,137,329.80</b>

## List of Credit Card Transactions Paid in October 2023

## Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD7105.3	14/10/2023	BENDIGO BANK CARD FEE	\$ 4.00
		REMOTES OZ - REPLACEMENT REMOTE FOR UNIT 2 MADISON SQUARE	\$35.60
		LIGHTHOUSE LOCKSMITH - 2 X KEY CUT FOR GENERATOR	\$13.20
		SUPACHEAP AUTO - 1 X 7 PIN FLAT TRAILER ADAPTOR FOR NEW PARKS AND GARDENS TRAILER	\$22.99
		<b>TOTAL</b>	<b>\$75.79</b>

## Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7105.4	14/10/2023	BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$4.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7105.2	14/10/2023	BENDIGO BANK CARD FEE	\$4.00
		BNB PRODUCTS - CARAVAN PARK CHALETS ENRICHED SHAMPOO X 50	\$61.99
		BNB PRODUCTS - CARAVAN PARK CHALETS ENRICHED HAND AND BODY LOTION X 50	\$37.25
		BNB PRODUCTS - CARAVAN PARK CHALETS ENRICHED CLEANSING SOAP X 50	\$39.99
		<b>TOTAL</b>	<b>\$143.23</b>

## Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD7105.1	14/10/2023	BENDIGO BANK CARD FEE	\$4.00
		CROWN PROMENADE HOTEL 2X NIGHT STAY 17.09.2023 - 19.09.2023 G. SHERRY CEO TO ATTEND COMMUNITY DEVELOPMENT CONFERENCE	\$438.00
		VARIOUS EXPENSES INCLUDING PARKING AND MEALS - G. SHERRY CEO TO ATTEND COMMUNITY DEVELOPMENT CONFERENCE	\$211.63
		CROWN PROMENADE HOTEL 2X NIGHT STAY 17.09.2023 - 19.09.2023 CR N. WALKER TO ATTEND COMMUNITY DEVELOPMENT CONFERENCE	\$441.72
		<b>TOTAL</b>	<b>\$1095.35</b>

## List of Fuel Card Transactions Paid in October 2023

## Shire of Brookton – Great Southern Fuels Card – MIW

Direct Debit	Date	Description	Amount
EFT14979	13/10/2023	4.09.2023 DIESEL PURCHASE - 45.67L @ \$2.139 - BP MIDVALE MORRISON ROAD	\$97.69
		BP PLUS FEE X 1	\$0.38
		<b>TOTAL</b>	<b>\$98.07</b>

## Shire of Brookton - Great Southern Fuel Card - CESM

Direct Debit	Date	Description	Amount
EFT14979	13/10/2023	01.09.2023 - DIESEL FUEL PURCHASE - 63.00L @ \$2.079 - BP WILLIAMS	\$130.98
		07.09.2023 - DIESEL FUEL PURCHASE - 56.7L @ \$2.079 - BP WILLIAMS	\$117.88
		08.09.2023 - ULSD 10PPM PURCHASE - 40.38 @ \$2.119 - OPT PINGELLY	\$85.57
		18.09.2023- DIESEL PURCHASE - 61.20 @ \$2.149 - BP WILLIAM	\$131.52
		21.09.2023 - ULSD 10PPM PURCHASE - 56.77 @ \$2.189 - NARROGIN SERVICE CENTRE	\$123.70
		26.09.2023 - ULSD 10PPM PURCHASE - 35.80L @ \$2.179 - PINGELLY OPT	\$78.37
		<b>TOTAL</b>	<b>\$668.02</b>

## Shire of Brookton - Great Southern Fuel Card - MCC

Direct Debit	Date	Description	Amount
EFT14979	13/10/2023	02.09.2023 UNLEADED FUEL PURCHASE - 42.6L @ \$2.180 - BP BROOKTON	\$92.87
		06.09.2023 UNLEADED FUEL PURCHASE - 37.44L @ \$2.180 - BP BROOKTON	\$81.62
		10.09.2023 UNLEADED FUEL PURCHASE -35.37L @ \$2.019 - PINGELLY OPT	\$71.41
		16.09.2023 UNLEADED FUEL PURCHASE - 25.41L @ \$2.180 - STUMPYS ROADHOUSE BROOKTON	\$77.19
		22.09.2023 PREMIUM UNLEADED FUEL PURCHASE - 43.631L @ \$1.580 - STUMPYS ROADHOUSE BROOKTON	\$68.94
		25.09.2023 PREMIUM UNLEADED FUEL PURCHASE - 41.72L @ \$1.998 - STUMPYS ROADHOUSE BROOKTON	\$83.36
		BP PLUS FEE X	\$1.90
		<b>TOTAL</b>	<b>\$477.29</b>

## Shire of Brookton - Great Southern Fuel Card - CEO

Direct Debit	Date	Description	Amount
		NO PURCHASES MADE IN SEPTEMBER	

**14.11.23.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Charlotte Cooke – Senior Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	31/09/2023

**Summary of Item:**

The Statement of Financial Activity for period ending 31 October 2023 together with associated commentaries are present for Council’s consideration.

**Description of Proposal:**

That Council receives the Statement of Financial Activity for the period ended 31 October 2023, as presented.

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.11.23.02A.

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

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

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

## **Comment**

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

## **OFFICER'S RECOMMENDATION**

*That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 October 2023, in as presented in attachment 14.11.23.02A.*

*(Simple majority vote required)*

## **Attachments**

Attachment 14.11.23.02A – Statement of Financial Activity for the period ended 30 October 2023.



**SHIRE OF BROOKTON**

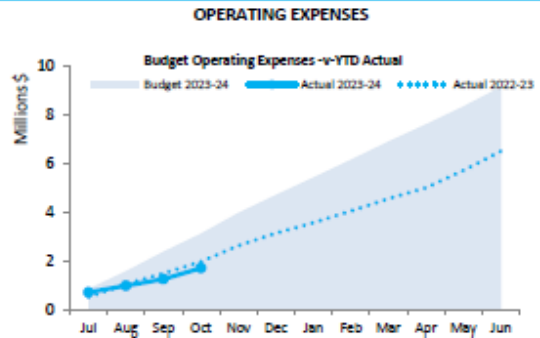
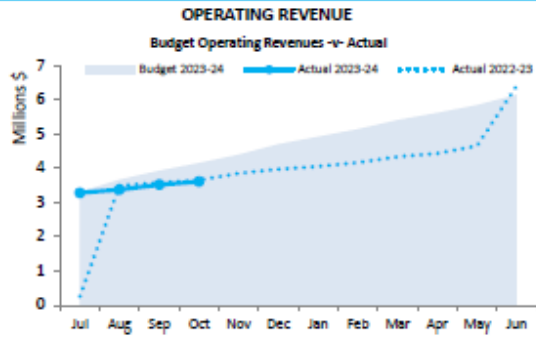
**MONTHLY FINANCIAL REPORT**  
 (Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 31 OCTOBER 2023**

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

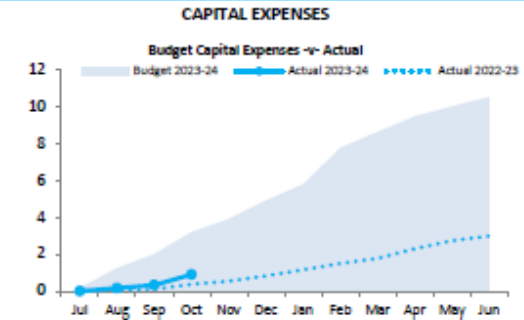
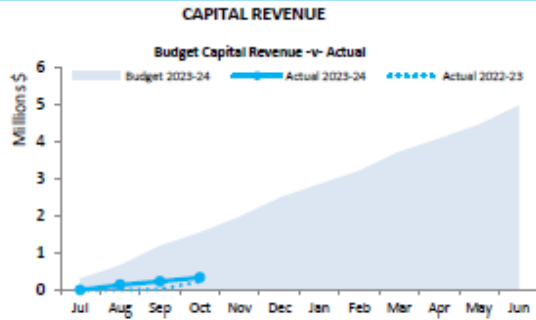
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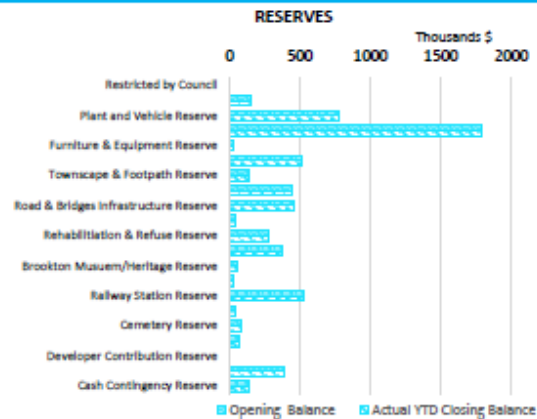
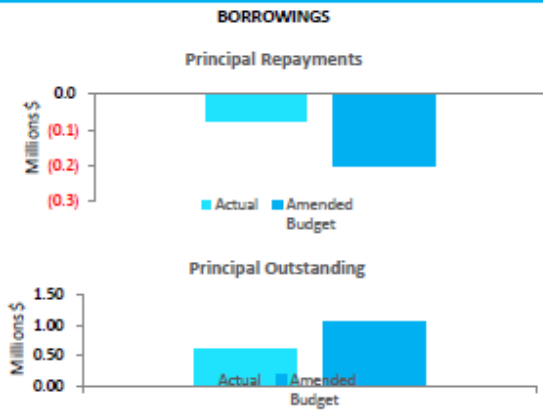
OPERATING ACTIVITIES



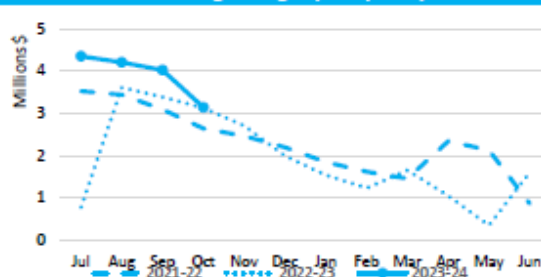
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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



Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.50 M	\$1.60 M	\$0.10 M
Closing	\$0.00 M	\$1.44 M	\$3.14 M	\$1.70 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$15.59 M	% of total		\$0.15 M	% Outstanding		\$1.30 M	% Collected
Unrestricted Cash	\$2.84 M	18.2%	Trade Payables	\$0.02 M		Rates Receivable	\$0.95 M	71.1%
Restricted Cash	\$12.75 M	81.8%	0 to 30 Days		85.0%	Trade Receivable	\$0.35 M	% Outstanding
			Over 30 Days		14.9%	Over 30 Days		41.8%
			Over 90 Days		0%	Over 90 Days		3.1%

Refer to Note 2 - Cash and Financial Assets      Refer to Note 5 - Payables      Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$1.78 M	\$2.09 M	\$0.31 M

Refer to Statement of Financial Activity

Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
YTD Actual	\$2.71 M	% Variance	YTD Actual	\$0.22 M	% Variance	YTD Actual	\$0.58 M	% Variance
YTD Budget	\$2.71 M	0.1%	YTD Budget	\$0.79 M	(71.6%)	YTD Budget	\$0.56 M	3.9%

Refer to Statement of Financial Activity      Refer to Note 13 - Operating Grants and Contributions      Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.94 M)	(\$1.95 M)	(\$0.49 M)	\$1.47 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
YTD Actual	\$0.08 M	%	YTD Actual	\$0.90 M	% Spent	YTD Actual	\$0.33 M	% Received
Adopted Budget	\$0.18 M	(53.2%)	Adopted Budget	\$10.49 M	(91.4%)	Adopted Budget	\$4.21 M	(92.1%)

Refer to Note 7 - Disposal of Assets      Refer to Note 8 - Capital Acquisitions      Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.19 M	\$0.10 M	(\$0.07 M)	(\$0.18 M)

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	\$0.07 M		Reserves balance	\$12.75 M		Principal repayments	\$0.00 M	
Interest expense	\$0.01 M		Interest earned	\$0.00 M	0.0%	Interest expense	\$0.00 M	
Principal due	\$0.59 M					Principal due	\$0.02 M	

Refer to Note 9 - Borrowings      Refer to Note 11 - Cash Reserves      Refer to Note 10 - Lease Liabilities

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

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION**

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

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance %	Var.
	Note	(a)		(b)	(c)	(c) - (b)	((c) - (b))/(b)	
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		2,711,103	2,711,103	2,711,103	2,713,252	2,149	0.08%	
Grants, subsidies and contributions	13	2,199,065	2,199,065	788,815	223,694	(565,121)	(71.64%)	▼
Fees and charges		846,688	846,688	562,018	584,208	22,190	3.95%	
Interest revenue		161,449	161,449	11,336	20,255	8,919	78.68%	
Other revenue		237,641	237,641	79,927	58,984	(20,943)	(26.20%)	▼
Profit on disposal of assets	7	845	845	845	17,646	16,801	1988.26%	▲
		6,156,791	6,156,791	4,154,044	3,618,039	(536,005)	(12.90%)	
<b>Expenditure from operating activities</b>								
Employee costs		(2,425,436)	(2,425,436)	(837,158)	(774,118)	63,040	7.53%	
Materials and contracts		(3,876,751)	(3,876,751)	(1,306,556)	(429,881)	876,675	67.10%	▲
Utility charges		(225,310)	(225,310)	(75,004)	(52,198)	22,806	30.41%	▲
Depreciation		(2,176,012)	(2,176,012)	(725,276)	(195,935)	529,341	72.98%	▲
Finance costs		(72,257)	(72,257)	(18,206)	(13,683)	4,523	24.84%	
Insurance expenses		(233,965)	(233,965)	(110,517)	(225,167)	(114,650)	(103.74%)	▼
Other expenditure		(76,305)	(76,305)	(21,868)	(12,301)	9,567	43.75%	
Loss on disposal of assets	7	(82,068)	(82,068)	(27,356)	(9,021)	18,335	67.02%	▲
		(9,168,104)	(9,168,104)	(3,121,941)	(1,712,303)	1,409,638	(45.15%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,257,235	751,787	187,310	(564,477)	(75.08%)	▼
<b>Amount attributable to operating activities</b>		<b>(754,078)</b>	<b>(754,078)</b>	<b>1,783,890</b>	<b>2,093,046</b>	309,156	17.33%	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	4,343,445	1,394,184	334,319	(1,059,865)	(76.02%)	▼
Proceeds from disposal of assets	7	180,000	180,000	59,996	84,318	24,322	40.54%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	0	0	0	0.00%	
		4,551,433	4,551,433	1,454,180	418,638	(1,035,542)	(71.21%)	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,544,226)	(3,405,420)	(903,817)	2,501,603	73.46%	▲
		(10,491,256)	(10,544,226)	(3,405,420)	(903,817)	2,501,603	(73.46%)	▲
<b>Amount attributable to investing activities</b>		<b>(5,939,823)</b>	<b>(5,992,793)</b>	<b>(1,951,240)</b>	<b>(485,179)</b>	1,466,061	(75.13%)	▲
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new debentures	9	600,000	600,000	150,000	0	(150,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	16,669,586	0	0	0	0.00%	
		17,216,616	17,269,586	150,000	0	(150,000)	(100.00%)	▼
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(202,168)	(202,168)	(43,900)	(74,708)	(30,808)	(70.18%)	▼
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	0	1,515	100.00%	
Transfer to reserves	11	(11,821,760)	(11,821,760)	0	0	0	0.00%	
		(12,025,443)	(12,025,443)	(45,415)	(74,708)	(29,293)	64.50%	▼
<b>Amount attributable to financing activities</b>		<b>5,191,173</b>	<b>5,244,143</b>	<b>104,585</b>	<b>(74,708)</b>	(179,293)	(171.43%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1(c)	1,502,728	1,502,728	1,502,728	1,604,206	101,478	6.75%	
Amount attributable to operating activities		(754,078)	(754,078)	1,783,890	2,093,046	309,156	17.33%	
Amount attributable to investing activities		(5,939,823)	(5,992,793)	(1,951,240)	(485,179)	1,466,061	(75.13%)	▲
Amount attributable to financing activities		5,191,173	5,244,143	104,585	(74,708)	(179,293)	(171.43%)	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>1,439,963</b>	<b>3,137,364</b>	1,697,401	(117.88%)	▲

**KEY INFORMATION**

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

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

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

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b></p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>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.</p>
<p><b>GENERAL PURPOSE FUNDING</b></p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose grants and interest revenue.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b></p> <p>To provide services to help ensure a safer community.</p>	<p>Supervision of various by-laws, fire prevention, emergency services and animal control.</p>
<p><b>HEALTH</b></p> <p>To provide an operational framework for good community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.</p>
<p><b>EDUCATION AND WELFARE</b></p> <p>The Shire of Brookton provides low cost housing and Seniors accommodation units.</p>	<p>Support and provide assistance to senior citizens and other voluntary services.</p>
<p><b>HOUSING</b></p> <p>Provision and maintenance of rental housing to staff and non-staff tenants.</p>	<p>Provision and maintenance of rental housing to staff and non-staff tenants.</p>
<p><b>COMMUNITY AMENITIES</b></p> <p>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.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences</p>
<p><b>RECREATION AND CULTURE</b></p> <p>To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	<p>Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.</p>
<p><b>TRANSPORT</b></p> <p>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.</p>	<p>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.</p>
<p><b>ECONOMIC SERVICES</b></p> <p>Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district.</p>	<p>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.</p>
<p><b>OTHER PROPERTY AND SERVICES</b></p> <p>Private works and indirect cost allocation pools for plant operation and public works.</p>	<p>Private works operations, public works operation, plant operation costs, gross salaries and wages.</p>

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2023

BY PROGRAM

	Note	Adopted Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	%		
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance		15,490	8,088	14,700	6,612	81.76%	▲	
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,713,252	2,149	0.08%	▲	
General Purpose Funding - Other		180,694	17,400	42,673	25,273	145.25%	▲	S
Law, Order and Public Safety		321,864	102,538	35,114	(67,424)	(65.76%)	▼	S
Health		300	100	174	74	73.64%	▲	
Education and Welfare		54,205	18,064	16,671	(1,393)	(7.71%)	▼	
Housing		117,137	39,040	27,816	(11,224)	(28.75%)	▼	S
Community Amenities		438,067	427,265	438,923	11,658	2.73%	▲	
Recreation and Culture		49,645	14,360	7,149	(7,211)	(50.21%)	▼	
Transport		1,886,218	697,082	125,447	(571,635)	(82.00%)	▼	S
Economic Services		358,868	111,276	172,416	61,140	54.94%	▲	S
Other Property and Services		23,200	7,728	23,705	15,977	206.74%	▲	S
		6,156,791	4,154,044	3,618,039	(536,005)	(12.90%)	▼	
<b>Expenditure from operating activities</b>								
Governance		(283,302)	(127,973)	(155,292)	(27,319)	(21.35%)	▼	S
General Purpose Funding		(516,771)	(168,752)	(93,196)	75,556	44.77%	▲	S
Law, Order and Public Safety		(613,934)	(208,600)	(135,908)	72,692	34.85%	▲	S
Health		(22,213)	(7,677)	(7,959)	(282)	(3.67%)	▼	
Education and Welfare		(148,672)	(50,657)	(33,548)	17,110	33.78%	▲	S
Housing		(208,266)	(71,069)	(41,688)	29,381	41.34%	▲	S
Community Amenities		(747,384)	(254,065)	(169,308)	84,757	33.36%	▲	S
Recreation and Culture		(1,104,206)	(361,578)	(208,673)	152,905	42.29%	▲	S
Transport		(4,701,763)	(1,573,333)	(555,180)	1,018,153	64.71%	▲	S
Economic Services		(776,541)	(263,047)	(182,366)	80,681	30.67%	▲	S
Other Property and Services		(45,052)	(35,190)	(129,186)	(93,996)	(267.11%)	▼	S
		(9,168,104)	(3,121,941)	(1,712,303)	1,409,638	45.15%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	751,787	187,310	(564,477)	(75.08%)	▼	
<b>Amount attributable to operating activities</b>		<b>(754,078)</b>	<b>1,783,890</b>	<b>2,093,046</b>	<b>309,156</b>	<b>17.33%</b>		
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	1,394,184	334,319	(1,059,865)	(76.02%)	▼	S
Proceeds from Disposal of Assets	7	180,000	59,996	84,318	24,322	40.54%	▲	S
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	0	0	0			
		4,551,433	1,454,180	418,638	(1,035,542)	(71.21%)	▼	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(3,405,420)	(903,817)	2,501,603	73.46%	▲	S
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		(10,491,256)	(3,405,420)	(903,817)	2,501,603	(73.46%)	▲	
<b>Amount attributable to investing activities</b>		<b>(5,939,823)</b>	<b>(1,951,240)</b>	<b>(485,179)</b>	<b>1,466,061</b>	<b>(75.13%)</b>	▲	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from New Debentures	9	600,000	150,000	0	(150,000)	(100.00%)	▼	S
Transfer from Reserves	11	16,616,616	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		17,216,616	150,000	0	(150,000)	(100.00%)	▼	
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(202,168)	(43,900)	(74,708)	(30,808)	(70.18%)	▼	S
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	0	1,515	100.00%	▲	
Transfer to Reserves	11	(11,821,760)	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
		(12,025,443)	(45,415)	(74,708)	(29,293)	64.50%	▼	
<b>Amount attributable to financing activities</b>		<b>5,191,173</b>	<b>104,585</b>	<b>(74,708)</b>	<b>(179,293)</b>	<b>(171.43%)</b>	▼	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1	1,502,728	1,502,728	1,604,206	101,478	6.75%	▲	
Amount attributable to operating activities		(754,078)	1,783,890	2,093,046	309,156	17.33%		
Amount attributable to investing activities		(5,939,823)	(1,951,240)	(485,179)	1,466,061	(75.13%)	▲	
Amount attributable to financing activities		5,191,173	104,585	(74,708)	(179,293)	(171.43%)	▼	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1	<b>0</b>	<b>1,439,963</b>	<b>3,137,364</b>	<b>1,697,401</b>	<b>(117.88%)</b>	▲	

**KEY INFORMATION**

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

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

The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

**BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

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

The balances, transactions and disclosures impacted by accounting estimates are as follows:

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 07 May 2023

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(845)	(845)	(17,646)
Add: Loss on asset disposals	7	82,068	27,356	9,021
Add: Depreciation on assets		2,176,012	725,276	195,935
<b>Total non-cash items excluded from operating activities</b>		<b>2,257,235</b>	<b>751,787</b>	<b>187,310</b>

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2023	30 June 2023	31 October 2023
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)
Add: Borrowings	9	151,836	151,836	77,128
Add: Lease liabilities	10	1,515	1,515	1,515
<b>Total adjustments to net current assets</b>		<b>(12,629,239)</b>	<b>(12,629,238)</b>	<b>(12,703,947)</b>

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

**Current assets**

Cash and cash equivalents	2	15,029,902	15,228,053	15,593,686
Financial assets at amortised cost	4	27,988	0	0
Rates receivables	3	105,844	105,844	901,228
Receivables	3	92,957	172,387	350,327
Other current assets	4	32,367	60,355	43,600

**Less: Current liabilities**

Payables	5	(327,235)	(358,512)	(146,085)
Borrowings	9	(151,836)	(151,836)	(77,128)
Contract liabilities	12	(477,426)	(477,426)	(478,897)
Lease liabilities	10	(1,515)	(1,515)	(1,515)
Provisions	12	(199,079)	(343,905)	(343,905)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(12,629,239)</b>	<b>(12,629,238)</b>	<b>(12,703,947)</b>

**Closing funding surplus / (deficit)**

**1,502,728**      **1,604,206**      **3,137,364**

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

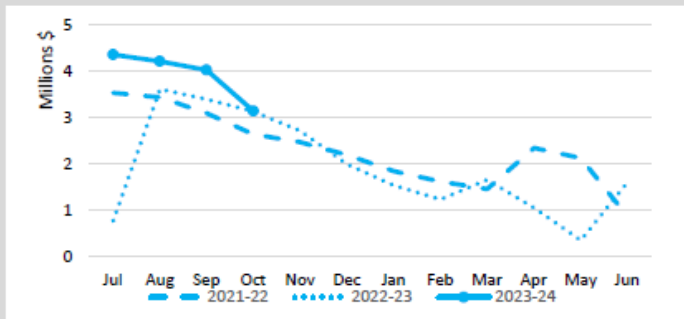
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/10/2022	Year to Date Actual 31/10/2023
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,473,451	3,213,084	2,839,085
Cash Restricted - Reserves	2	12,754,601	12,531,214	12,754,601
Receivables - Rates	3	105,844	721,200	901,228
Receivables - Other	3	172,387	726,840	350,327
Other Financial Assets	4	27,988	26,140	27,988
Inventories	4	32,367	7,259	15,612
		<u>15,566,639</u>	<u>17,225,737</u>	<u>16,888,841</u>
<b>Less: Current Liabilities</b>				
Payables	5	(345,942)	(84,328)	(130,162)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(1,222,444)	(478,897)
Bonds & Deposits	5	(12,570)	(1,592)	(15,923)
Loan and Lease Liability	9	(153,351)	(73,832)	(78,643)
Provisions	12	(343,905)	(230,492)	(343,905)
		<u>(1,333,195)</u>	<u>(1,612,688)</u>	<u>(1,047,531)</u>
Less: Cash Reserves	11	(12,754,601)	(12,531,214)	(12,754,601)
Add Back: Loan and Lease Liability		153,351	73,832	78,643
Less : Loan Receivable - clubs/institutions		(27,988)	(26,140)	(27,988)
Less : Land Held For Resale		0	0	0
<b>Net Current Funding Position</b>		<u>1,604,206</u>	<u>3,129,527</u>	<u>3,137,364</u>

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)**  
**\$3.14 M**

**Last Year YTD**  
**Surplus(Deficit)**  
**\$3.13 M**



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

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

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash Floats	Cash and cash equivalents	450		450		N/A	NIL	On hand
<b>At Call Deposits</b>								
Municipal Cash At Bank	Cash and cash equivalents	220,293		220,293		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	600,786		600,786		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,003,366		1,003,366		WATC	4.09%	27/11/2023
Municipal Term Deposit	Cash and cash equivalents	1,000,000		1,000,000		Bendigo	4.55%	7/11/2023
Bond Cash At Bank	Cash and cash equivalents	14,190		14,190		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
<b>Term Deposits</b>								
Reserves Cash At Bank	Cash and cash equivalents		10,754,601	10,754,601		Bendigo	4.30%	20/12/2023
Reserves Cash At Bank	Cash and cash equivalents	0	2,000,000	2,000,000		WATC	4.56%	20/12/2023
<b>Total</b>		<b>2,839,085</b>	<b>12,754,601</b>	<b>15,593,686</b>	<b>13,820</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,839,085	12,754,601	15,593,686	13,820			
		<b>2,839,085</b>	<b>12,754,601</b>	<b>15,593,686</b>	<b>13,820</b>			

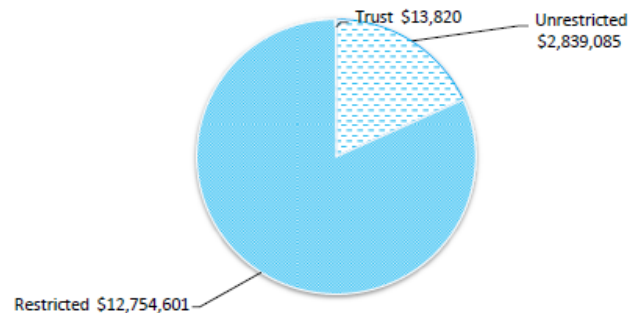
**KEY INFORMATION**

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

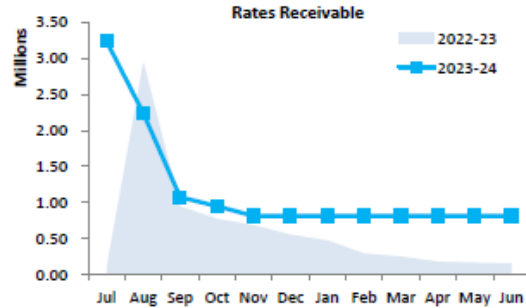
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,136,777
Less - collections to date	(2,972,790)	(2,341,393)
Gross rates collectable	155,777	951,162
Net rates collectable	155,777	951,162
% Collected	95%	71.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,051)	79,552	52,100	0	4,136	134,738
Percentage	(0.8%)	59%	38.7%	0%	3.1%	
<b>Balance per trial balance</b>						
Sundry receivable						134,698
GST receivable						77,663
Other Receivables						58,536
Receivable - Employee Related Provisions - Current						79,430
<b>Total receivables general outstanding</b>						<b>350,327</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

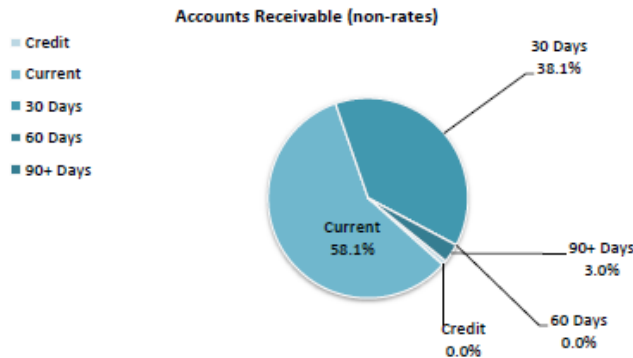
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

#### Classification and subsequent measurement

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

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



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	27,988	0	0	27,988
<b>Inventory</b>				
Fuel and materials (including gravel)	32,367	0	(16,755)	15,612
<b>Total other current assets</b>	<b>60,355</b>	<b>0</b>	<b>(16,755)</b>	<b>43,600</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

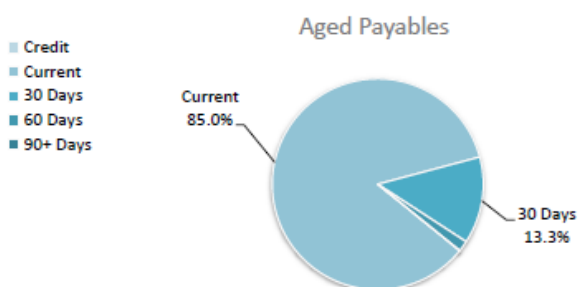
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	12,892	2,024	250	0	15,167
Percentage	0%	85%	13.3%	1.6%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						15,167
Other creditors						50,380
ATO liabilities						9,575
Payroll creditors						41,206
Bonds and deposits held						15,923
Prepaid (Excess) Rates						13,835
<b>Total payables general outstanding</b>						<b>146,085</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



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

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.09930	249	2,965,255	294,450	0	0	294,450	294,450	0	0	294,450
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	64,717	0	0	64,717
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	0	0	30,138
<b>Unimproved value</b>											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990	0	0	1,937,990
<b>Sub-Total</b>		<b>480</b>	<b>272,791,353</b>	<b>2,335,127</b>	<b>0</b>	<b>0</b>	<b>2,335,127</b>	<b>2,335,126</b>	<b>0</b>	<b>0</b>	<b>2,335,126</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
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
<b>Unimproved value</b>											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440	0	0	263,440
<b>Sub-total</b>		<b>259</b>	<b>20,031,550</b>	<b>335,125</b>	<b>0</b>	<b>0</b>	<b>335,125</b>	<b>335,125</b>	<b>0</b>	<b>0</b>	<b>335,125</b>
		<b>739</b>	<b>292,822,903</b>	<b>2,670,252</b>	<b>0</b>	<b>0</b>	<b>2,670,252</b>	<b>2,670,251</b>	<b>0</b>	<b>0</b>	<b>2,670,251</b>
Discount							(2,150)				0
<b>Amount from general rates</b>							<b>2,668,102</b>				<b>2,670,251</b>
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
<b>Total general rates</b>							<b>2,711,103</b>				<b>2,713,252</b>
<b>Total</b>		<b>739</b>					<b>2,711,103</b>				<b>2,713,252</b>

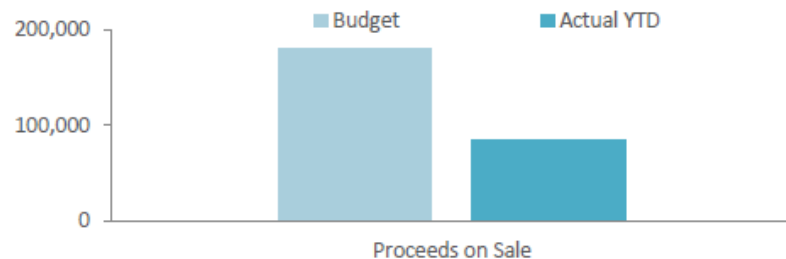
KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 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 31 OCTOBER 2023

OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Law, order, public safety</b>								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	<b>Transport</b>								
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	10,000	0	(575)	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)	0	0	0	0
PBH4	2012 Case 581Pc5 Backhoe - Bo5418	59,366	35,000	0	(24,366)	0	0	0	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,157	10,000	0	(9,157)	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	0	0	0	0
		<b>261,223</b>	<b>180,000</b>	<b>845</b>	<b>(82,068)</b>	<b>75,693</b>	<b>84,318</b>	<b>17,646</b>	<b>(9,021)</b>



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,011,341	1,953,700	291,999	(1,661,701)
Furniture and equipment	29,188	29,188	14,692	10,816	(3,876)
Plant and equipment	1,005,092	1,005,092	493,751	331,875	(161,876)
Infrastructure - roads	2,634,253	2,634,253	478,925	269,127	(209,798)
Infrastructure - sewerage	600,000	600,000	200,000	0	(200,000)
Infrastructure - water	211,382	264,352	264,352	0	(264,352)
<b>Payments for Capital Acquisitions</b>	<b>10,491,256</b>	<b>10,544,226</b>	<b>3,405,420</b>	<b>903,817</b>	<b>(2,501,603)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	4,212,065	1,392,339	334,319	(1,058,020)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	160,000	59,996	84,318	24,322
Plant and Vehicle Reserve	815,776	815,776	0	0	0
Furniture & Equipment Reserve	21,000	21,000	0	0	0
Building and Facility Reserve	1,575,864	1,575,864	0	0	0
Infrastructure Reserve	302,677	302,677	0	0	0
Innovations & Development Reserve	2,457,201	2,457,201	0	0	0
Contribution - operations	346,673	399,643	1,353,085	485,179	(867,906)
<b>Capital funding total</b>	<b>10,491,256</b>	<b>10,544,226</b>	<b>3,405,420</b>	<b>903,817</b>	<b>(2,501,603)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

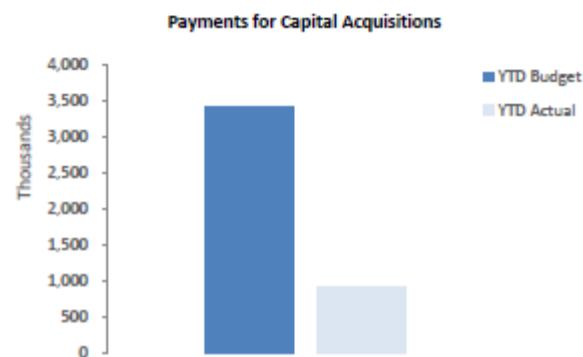
Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

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

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

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







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

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2023	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>														
Kalkarni Residency (20%)	80	34,443	0	0	0	(5,350)	(10,850)	(10,850)	29,094	23,593	23,593	(166)	(2,044)	(2,044)
<b>Housing</b>														
Staff Housing (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
<b>Community amenities</b>														
Sewerage (14%)	80	24,110	0	0	0	(3,745)	(7,595)	(7,595)	20,366	16,515	16,515	(116)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(50,332)	0	549,668	549,668	0	(24,874)	(24,874)
<b>Recreation and culture</b>														
Sport & Recreation	81	354,293		0	0	(34,205)	(69,599)	(69,599)	320,088	284,694	284,694	(11,047)	(26,031)	(26,031)
<b>Other property and services</b>														
Grader (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(60,953)	(174,180)	(174,180)	465,556	952,330	952,330	(11,877)	(61,124)	(61,124)
<b>Self supporting loans</b>														
<b>General purpose funding</b>														
Country Club	82	142,474		0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(1,806)	(10,469)	(10,469)
		142,474	0	0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(1,806)	(10,469)	(10,469)
<b>Total</b>		668,983	0	600,000	600,000	(74,708)	(202,168)	(202,168)	594,275	1,066,815	1,066,815	(13,683)	(71,593)	(71,593)
Current borrowings		151,836							77,128					
Non-current borrowings		517,147							517,147					
		668,983							594,275					

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 2023, nor is it expected to have unspent funds as at 30th June 2024.

**KEY INFORMATION**

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

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

**FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES**

**Movement in carrying amounts**

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

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

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

OPERATING ACTIVITIES  
NOTE 11  
RESERVE ACCOUNTS

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Restricted by Council</b>									
Leave Reserve	146,463	1,493	0	0	0	0	0	147,956	146,463
Plant and Vehicle Reserve	774,794	7,897	0	588,772	0	(975,776)	0	395,687	774,794
Land and Housing Development Reserv	1,785,748	0	0	0	0	(1,785,748)	0	(0)	1,785,748
Furniture & Equipment Reserve	30,256	308	0	97,000	0	(33,300)	0	94,264	30,256
Municipal Building & Facility Reserve	508,351	0	0	0	0	(508,351)	0	0	508,351
Townscape & Footpath Reserve	131,025	0	0	0	0	(131,025)	0	(0)	131,025
Sewerage Scheme Reserve	449,016	4,577	0	49,968	0	0	0	503,561	449,016
Road & Bridges Infrastructure Reserve	452,381	0	0	0	0	(452,381)	0	0	452,381
Sport & Recreation Reserve	32,719	0	0	0	0	(32,719)	0	(0)	32,719
Rehabilitation & Refuse Reserve	279,411	0	0	0	0	(279,411)	0	(0)	279,411
Caravan Park Reserve	373,341	0	0	0	0	(373,341)	0	0	373,341
Brookton Musuem/Heritage Reserve	48,777	0	0	0	0	(48,777)	0	0	48,777
Kweda Hall Reserve	19,025	0	0	0	0	(19,025)	0	(0)	19,025
Railway Station Reserve	526,287	0	0	0	0	(526,287)	0	(0)	526,287
Madison Square Units Reserve	32,351	330	0	208	0	0	0	32,889	32,351
Cemetery Reserve	84,276	0	0	0	0	(84,276)	0	0	84,276
Water Reserve	65,683	0	0	0	0	(65,683)	0	0	65,683
Developer Contribution Reserve	2,891	0	0	0	0	(2,891)	0	0	2,891
Brookton Aquatic Reserve	387,599	0	0	0	0	(387,599)	0	(0)	387,599
Cash Contingency Reserve	138,858	0	0	0	0	(138,858)	0	(0)	138,858
Future Fund Reserve	4,206,439	0	0	0	0	(4,206,439)	0	(0)	4,206,439
Innovations Fund Reserve	2,056,957	0	0	0	0	(2,056,957)	0	0	2,056,957
Brookton Community Resource Centre	221,954	2,262	0	0	0	0	0	224,216	221,954
Building and Facility Reserve	0	61,996	0	5,968,372	0	(1,575,864)	0	4,454,504	0
Infrastructure Reserve	0	9,174	0	883,215	0	(527,677)	0	364,712	0
Waste Reserve	0	0	0	710,872	0	0	0	710,872	0
Aged Housing Reserve	0	4,155	0	400,000	0	0	0	404,155	0
Innovations & Development Reserve	0	31,161	0	3,000,000	0	(2,457,201)	0	573,960	0
	<b>12,754,601</b>	<b>123,353</b>	<b>0</b>	<b>11,698,407</b>	<b>0</b>	<b>(16,669,586)</b>	<b>0</b>	<b>7,906,775</b>	<b>12,754,601</b>

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

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 31 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>								
Admin Grants & Subsidies	0	0	0	0	0	1,275	424	6,105
<b>General purpose funding</b>								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	0	9,857
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	0	5,401
<b>Law, order, public safety</b>								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	40,464	0
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	18,413	36,284
<b>Recreation and culture</b>								
Public Open Space Revenue	0	0	0	0	0	13,820	4,604	0
<b>Transport</b>								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	591,664	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	105,418	107,801
<b>Economic services</b>								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	332	0
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	1,332	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	832	0
Revenue - Other Community Events	0	0	0	0	0	1,000	332	1,492
CRC Operating Grant Revenue	0	0	0	0	0	100,000	25,000	56,754
	0	24,163	0	24,163	24,163	2,199,065	788,815	223,694

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

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase	Liability	Liability	Current	Adopted	Adopted	Amended	Budget	YTD	YTD
	1 July 2023	in	Reduction	31 Oct 2023	Liability	Budget	YTD	Annual	Variations	Expected	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
<b>General purpose funding</b>											
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	1,028	4,114	0	4,114	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	0	57,067	57,067	93,818	23,454	93,818	0	93,818	0
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(68,454)	0	0	121,408	30,352	121,408	0	121,408	68,454
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	185	740	0	740	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	318	1,273	0	1,273	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	2,694	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	2,086	8,347	0	8,347	8,347
LRCI - Street Gardens - White & Cumming Streets Replace Bottelbrush Trees	48,255	(48,255)	0	0	0	0	0	0	0	0	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	402,799	100,699	402,799	0	402,799	0
Railway Station Building Refurbishment Income	0	0	0	0	0	40,000	13,332	40,000	0	40,000	0
<b>Law, order, public safety</b>											
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	0	0	261,195	261,195	548,101	182,700	548,101	0	548,101	0
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	656,664	218,888	656,664	0	656,664	0
<b>Community amenities</b>											
DWER - Happy Valley Water extension #1	7,740	15,478	0	23,218	23,218	77,395	25,796	77,395	0	77,395	0
DWER - Happy Valley Water extension #2	7,057	14,115	0	21,172	21,172	70,572	23,524	70,572	0	70,572	0
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	5,836	17,512	0	17,512	17,512.00
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	7,940	23,820	0	23,820	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	11,952	35,857	0	35,857	35,857.00
R2R - Woods Loop Road - Income	0	0	0	0	0	45,871	15,288	45,871	0	45,871	41,408.00
WSFN - Dangin-Mears Road - Income	60,957	0	(25,603)	35,354	35,354	1,477,019	492,336	1,477,019	0	1,477,019	25,603
King Street - R2R Income	0	0	0	0	0	36,936	12,312	36,936	0	36,936	0
Brookton-Kweda Road - R2R Income	0	0	0	0	0	55,749	18,580	55,749	0	55,749	0
Corberding Road - R2R Income	0	0	0	0	0	15,753	5,248	15,753	0	15,753	0
Mcgrath Street - R2R Income	0	0	0	0	0	21,703	7,232	21,703	0	21,703	0
Robinson Road - R2R Income	0	0	0	0	0	24,000	8,000	24,000	0	24,000	0
Copping Road - R2R Income	0	0	0	0	0	88,025	29,340	88,025	0	88,025	0
Walwalling Road - R2R Income	0	0	0	0	0	72,048	24,016	72,048	0	72,048	0
York Williams Road Rrg	0	157,257	(101,269)	55,988	55,988	393,144	131,048	393,144	0	393,144	101,269
<b>TOTALS</b>	<b>477,426</b>	<b>193,031</b>	<b>(215,722)</b>	<b>454,734.63</b>	<b>454,735</b>	<b>4,343,445</b>	<b>1,394,184</b>	<b>4,343,445</b>	<b>0</b>	<b>4,343,445</b>	<b>334,319</b>

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Oct 2023
		\$		\$	\$	\$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
- Contract liabilities		0	0	24,163	0	24,163
- Capital grant/contribution liabilities		477,426	0	193,031	(215,722)	454,735
<b>Total other liabilities</b>		477,426	0	217,194	(215,722)	478,897.13
<b>Employee Related Provisions</b>						
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
<b>Total Employee Related Provisions</b>		343,905	0	0	0	343,905
<b>Total other current assets</b>		821,331	0	217,194	(215,722)	822,803
Amounts shown above include GST (where applicable)						

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

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee Related Provisions

###### Short-term employee benefits

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

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

###### Other long-term employee benefits

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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

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

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

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

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Oct 2023
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	1,730	700	(350)	2,080
Facility Hire Bonds	5,830	1,250	(750)	6,330
Gym Bonds	4,810	980	(410)	5,380
Other Bonds	200	200	0	400
<b>Sub-Total</b>	<b>12,570</b>	<b>3,130</b>	<b>(1,510)</b>	<b>14,190</b>
<b>Trust Funds</b>				
Public Open Space Contributions	13,820	0	0	13,820
<b>Sub-Total</b>	<b>13,820</b>	<b>0</b>	<b>0</b>	<b>13,820</b>
	<b>26,390</b>	<b>3,130</b>	<b>(1,510)</b>	<b>28,010</b>

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

**NOTE 16  
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>						0
							0
	Community Water Supply Program	OCM 10.23-02	Capital Expenses			(52,970)	(52,970)
	Transfer from Infrastructure Reserve	OCM 10.23-02	Capital Revenue		52,970		0
				0	52,970	(52,970)	0

**KEY INFORMATION**



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

The material variance adopted by Council for the 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
	\$	%				
<b>Revenue from operating activities</b>						
Grants, subsidies and contributions	(565,121)	(71.64%) ▼			Due to Accounting Standard AASB1058 recognition of revenue	
Other revenue	(20,943)	(26.20%) ▼			Expected income is higher than actual. Will correct over time	
Profit on disposal of assets	16,801	1988.26% ▲		Profit on sale of PT13 budgeted amount was \$10,000, proceeds received \$27,727.27		
<b>Expenditure from operating activities</b>						
Materials and contracts	876,675	67.10% ▲	Budget profiling to be reviewed as no significant spending has occurred in FY23/24 to date			
Utility charges	22,806	30.41% ▲			Variances relates to higher volume of usage at Parks & Gardens & Standpipe water usage	
Depreciation	529,341	72.98% ▲	Depreciation set on prior year budgeting. Continuously monitored			
Insurance expenses	(114,650)	(103.74%) ▼			First half of 23/24 insurance premiums paid in July. Budget profiling is the reason for variance	
Loss on disposal of assets	18,335	67.02% ▲	No loss on disposals FY23/24			
Non-cash amounts excluded from operating activities	(564,477)	(75.08%) ▼				Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation set on prior year budgeting
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(1,059,865)	(76.02%) ▼			Due to Accounting Standard AASB1058 recognition of revenue	
Proceeds from disposal of assets	24,322	40.54% ▲		Proceeds from PT10, PT13 & PCP3, the variance relates to higher than expected trade in values		
Payments for inventories, property, plant and equipment and infrastructure	2,501,603	73.46% ▲	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, Memorial Hall, Cemetery & Robinson Road toilets , Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works			
<b>Financing activities</b>						
Proceeds from new debentures	(150,000)	(100.00%) ▼			The variance relates to the Effluent Scheme Upgrade loan not yet drawn down	
Repayment of borrowings	(30,808)	(70.18%) ▼			The variance relates to budget profiling, as loan repayment was made October 23	

<b>14.11.23.03 REVIEW OF POLICY 2.19 FINANCIAL RESERVES POLICY AND RESERVES STRATEGY</b>
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<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

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**Summary of Item:**

Council is to consider endorsement of amendments to Policy 2.19 Financial Reserves Policy.

**Description of Proposal:**

The amended Policy and Reserve Strategy provides direction on what reserves should exist and for what purpose, how they should be managed, how new reserves are set up, how interest earned is applied and any associated minimum balances (or targets) for these reserves. While setting of targets for reserve balances may be considered financially responsible it should be noted that they should be considered hand in hand with the Shire's Strategic Resource Plan (SRP).

The current Policy 2.19 – Financial Reserves Policy is provided at Attachment 14.11.23.03A, the amended draft policy in Attachment 14.11.23.03B and the Reserves Strategy 14.11.23.03C.

**Background:**

The current Policy 2.19 Financial Reserves Policy requires updating, along with a Reserves Strategy established to ensure that the policy and strategy are in line with the 2023/24 adopted Budget.

**Consultation:** Nil

**Statutory Environment:**

*Local Government Act 1995 S6.14*

*Local Government (Financial Management) Regulations 1996*

**Relevant Plans and Policy:**

Council "2.19 Financial Reserves Policy" is relevant to this report.

**Financial Implications:**

There are no known financial implications the 2023/24 budget applicable to this policy.

### Risk Assessment:

The risk in relation to the amended policy is assessed as “Low”. The draft policy and reserve strategy provides an updated framework for establishment and ongoing management of financial reserves.

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

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

### Community & Strategic Objectives:

There are no Community and Strategic Objectives relevant to this item.

### Comment

The Draft Financial Reserves Policy and Financial Strategy aims to provide a framework for the preservation and use of Council’s financial resources to ensure long term financial sustainability and capacity to provide quality services on an ongoing basis.

### **OFFICER RECOMMENDATION**

***That Council adopts:***

- 1. the amended Council Policy 2.19 Financial Reserves Policy, as presented in Attachment 14.11.23.03B; and***
- 2. the Reserves Strategy, as presented in Attachment 14.11.23.03C.***

*(Simple majority vote required)*

### **Attachments**

Attachment 14.11.23.03A - Current Policy 2.19 Financial Reserves Policy.

Attachment 14.11.23.03B - Amended Policy 2.19 Financial Reserves Policy.

Attachment 14.11.23.03C - Reserves Strategy.

## 2.19 FINANCIAL RESERVES POLICY

Directorate:	Corporate			
Statutory Environment:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996			
Council Adoption:	Date:	Feb 2017	Resolution #:	12.02.17.04
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023			

### Objective:

The objective of the Financial Reserves Policy is to provide a framework for the establishment and ongoing management of Financial Reserves.

### Policy:

The Shire has established a number of Reserves for the purpose of setting aside funds for specific purposes with clear linkages to the adopted strategies and plans of the Shire.

Reserves may be utilised only for the purpose for which they were created. As part of the ongoing management of the Financial Reserves, each Reserve will be reviewed on an annual basis as part of Budget preparation to ensure that the purpose of the Reserve is still current and maintains clear linkages with the adopted strategies and plans of the Shire.

The Local Government Act 1995 and Regulations prescribe the necessary steps should the Shire seek to change the purpose of a Reserve or expend Reserve funds for an alternative purpose.

Reserves may be externally restricted (external funding requirement to restrict funds in a Reserve) or internally restricted (Shire funds).

Officers will ensure that all interest earnings from Reserve fund investments will be budgeted to be applied to the relevant Reserve fund, and then if so budgeted, transferred at least once per annum.

Officers will ensure that all proposed transfers to Reserves, established by the annual depreciation (where applicable) and or calculation basis and aspirational targets determined below, will be considered for inclusion in each draft Budget (draft 1).

As a general rule, all transfers to and or from the Reserves will be debited and credited as necessary and not reflect a net transfer. In other words – both the credit (to the Reserve – for example the deemed depreciation amount) and the debit (draw from the Reserve – for example to reimburse the Municipal Fund acquisition) will be journaled, to reflect the principles detailed within the Policy.

Prior to the creation of a Reserve, Council shall adopt operating parameters in relation to the Reserve which set out:

The purpose of the Reserve;

The basis of calculation for any transfer to and / or from the Reserve; and

The proposed allocation of any unexpended balance remaining in the Reserve following completion of any particular project.

Reserve funds may only be expended by an absolute majority resolution of Council, typically encompassed by the adoption of the Budget or subsequent Budget Reviews.

Each month the financial report presented to Council is to include a schedule of Reserves, showing:

Opening Balance at 1 July;

Budgeted and Actual Transfers to Reserves;

Budgeted and Actual Transfers from Reserves;

Budgeted (Estimated) Closing Balance at 30 June; and

Current Balance.

#### Current (2017/18) Financial Reserves of the Shire of Brookton

Reserve Name	Purpose	Aspirational Target Balance
Land and Housing Development Reserve	To fund the acquisition, renewal, upgrading or construction of Shire Housing.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Plant and Vehicle Reserve	To fund the purchase of motor vehicles, plant or equipment as approved in the Plant Replacement Program and that are licensed.	Sufficient to achieve the cyclical needs of the 10 Year Plant and Vehicle Replacement Program.
Furniture and Equipment Reserve	To fund the replacement of major items of furniture and equipment, including ICT.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Municipal Buildings Reserve	To fund the acquisition, renewal, upgrading or construction of Shire owned buildings and facilities.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year
Townscape and Footpath Reserve	To fund the construction of major townscape works and or upgrade of footpaths.	To be identified as required.

Reserve Name	Purpose	Aspirational Target Balance
Road and Bridges Infrastructure Reserve	To fund the construction of roads and bridges within the Shire.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year
Sewerage Scheme Reserve	To fund the expansion, ongoing renewal, maintenance and asset management needs of the Brookton Sewerage Scheme.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Sport and Recreation Reserve	To fund new, renewal, upgrades, or major maintenance of sporting and recreation infrastructure.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year
Rehabilitation Refuse & Gravel Reserve	To fund the rehabilitation or major upgrades of the Brookton Refuse Site and or to rehabilitate former Gravel Pits.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Caravan Park Reserve	To fund renewal, upgrades or major maintenance of the Brookton Caravan Park.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Brookton Museum/Heritage Reserve	To fund renewal, upgrades or major maintenance of the Brookton Museum.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.

Reserve Name	Purpose	Aspirational Target Balance
Kweda Hall Reserve	To fund renewal, upgrades or major maintenance of the Kweda Hall.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Railway Station Reserve	To fund renewal, upgrades or major maintenance of the Railway Station and or Platform.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Maddison Square Units Reserve	To fund renewal, upgrades or major maintenance of the Joint Venture Housing Units (4) and Business Employee Units (2).	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Cemetery Reserve	To fund renewal, upgrades or major maintenance of the Brookton Cemetery.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Water Harvesting Reserve	To fund renewal, upgrades or major maintenance of the water harvesting scheme infrastructure.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Aquatic Centre Reserve	To fund renewal, replacement, upgrades or major maintenance of the Brookton Aquatic Centre.	Sufficient to ensure adequate funding of annual renewal requirements set out in Council's Asset Management Plans.  Target: To facilitate, on average, the attainment of a 100% Asset Sustainability Ratio every year.
Employee Statutory Entitlements Reserve	To fund the statutory obligations and liability of	100% of non-current employee leave liabilities as reported in the

Reserve Name	Purpose	Aspirational Target Balance
	the employer in relation to employee's annual leave and or long service leave entitlements.	Council's Annual Financial Statements (the Provisions Note).
Developer Contributions	To hold contributions applied to a development via a Development Application or Subdivision Approval pending determination by Council of its application to the specific works.  Nb: Public Open Space (POS) contributions are to be retained in the Trust Fund of the Council	Not applicable.
Cash Contingency Reserve	To offset expenses that would have otherwise been incurred by the Municipal Fund, and be used in response and recovery in emergency circumstances should the need arise.	Where possible, this reserve should be maintained with sufficient funds in the order of \$150,000 to ensure adequate funding for continuity of operations.
Future Fund Reserve	The purpose of this reserve is primarily set aside funds for investment. It is anticipated this fund will mainly be preserved in perpetuity with the interest earned used for community benefit.	These funds are to be held in this Reserve until a trust framework has been established to oversee and recommend future allocation and/or use of these funds.
Innovations Fund Reserve	The purpose of this reserve is to support and complement the Integrated Planning and Reporting (IPR) framework	These funds are to be held in this Reserve until Council resolves to determine the future allocation and/or use of these funds.



**2.19 FINANCIAL RESERVES POLICY**

<b>Directorate:</b>	Corporate		
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>		
<b>Council Adoption:</b>	<b>Date:</b>	Feb 2017	<b>Resolution #:</b> 12.02.17.04
<b>Last Amended:</b>	<b>Date:</b>	Sept 2021	<b>Resolution #:</b> OCM 09.21-11
<b>Review Date:</b>	November 2025		

**Objective:**

The Shire of Brookton will establish and maintain Financial Reserves as are statutorily, contractually or prudently required for known or reasonably predicted future financial liabilities that require funding over multiple years to avoid unreasonable fluctuations in funding requirements.

**Policy:**

The Local Government Act 1995 provides for the establishment of Reserve Accounts the following accounts shall be maintained by Council and shall be for the purpose indicated with the minimum balances to be funded as detailed in the Reserve Strategy.

<b>Reserve Name</b>	<b>Purpose</b>
a) Leave Reserve	This reserve is for the funding of annual and long service leave requirements.
b) Plant and Vehicle Reserve	This reserve is for the purchase of major items in the Shire's plant and vehicle replacement program. Inclusive of the Community Bus.
c) Furniture and Equipment Reserve	This reserve is for the replacement of major items of furniture and equipment.
d) Sewerage Scheme Reserve	This reserve is to fund the expansion, ongoing renewal, maintenance and asset management needs of the Brookton Sewerage Scheme.
e) Madison Square Units Reserve	This reserve is to be used to fund any upgrades or major maintenance on the Madison Square Units.
f) Brookton Community Resource Centre	This reserve is to be used to fund any upgrades and services for the Brookton Community Resource Centre.
g) Building and Facility Reserve	This reserve is for the construction, demolition, acquisition, renewal or upgrade of Shire owned Public and Community buildings and facilities.
h) Infrastructure Reserve	This reserve is for the construction and upgrade of roads, bridges, paths and water infrastructure within the Shire.
i) Waste Reserve	This reserve is to fund the compliant management and future rehabilitation of the Brookton Refuse Site.
j) Aged Housing Reserve	This reserve is to be used to fund any upgrades or major maintenance on the Independent Living Units.
k) Innovations and Development Reserve	This reserve is to fund innovative projects, identified in the Integrated Planning and Reporting (IPR) framework, to grow and develop the Shire of Brookton.



# Reserves Strategy

## Introduction

Council has cash backed reserves. Cash backed reserves are funds set aside for future purposes including the replacement of the Shire assets. Over the term of the Strategic Resource Plan, cash backed reserves are used to help smooth out the funding required for major capital projects.

This is in line with a sustainable financial strategy which can be defined as one which allows for the adequate provision for programs (including capital expenditure) and services into the future with the intention that there is a predictable trend in the overall rate burden. The aim of the financial strategy is to allow for an equitable distribution of the costs of establishing and maintaining council assets and services between current and future ratepayers.

The *Local Government Act 1995* section 6.11 covers Reserve Accounts and states:

### 6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose,it must give one month's local public notice of the proposed change of purpose or proposed use.

\* Absolute majority required.
- (3) A local government is not required to give local public notice under subsection (2) —
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

## Restricted Reserves

Reserves that are classified as restricted are not available for general purpose distribution due to one of the following factors:

There is a legal requirement or agreement that governs the use of the funds; or

If the funds are not utilised for the purpose for which they were received, there is a requirement or obligation to return the funding to its contributor.

Examples of Reserves that meet this criteria are:

Unspent Grants, Contributions and Loans Reserve

## Reserve Plans and Strategies

A number of Reserves have plans or strategies that inform their future use. The relevant Reserves and their informing strategies are detailed in the table attached.

## Minimum Balance of Reserves

Several Reserves require a minimum balance to ensure either financial sustainability or to mitigate of specific risks such as infrastructure failure. The following table details these reserves, the associated minimum balance, and the strategy to be applied until the minimum balance is achieved.

## Mechanism for Reserve Strategy Process

The mechanism for achievement of the minimum balances as outlined in this Strategy is through the annual budget process and the 31 January budget review each year. Where a reserve relies on an additional end of year surplus, the Plant and Vehicle Reserve, Building and Facility Reserve and Infrastructure Reserve will take precedence being the final reserve transfer to take place. All other movements are discrete to individual reserves and do not have an impact on the potential transfer and resulting balance of other reserves.

## Reserve Informing Plans, Minimum Balances and Strategies

### Leave Reserve

#### Purpose of Reserve

To be used to fund annual and long service leave requirements

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Nil – assessed on an annual basis to meet the minimum balance percentage.	Goal to first cash back 50% of the total of the annual leave current liability,  <u>Plus</u>  Secondly cash back 50% of the total of the long service current liability.	Interest to be applied to the reserve each year.  Where long service leave or annual leave is funded from reserve, that amount will only be utilised from reserve if the total salaries and wages expenditure is over budget for the year.

## Plant and Vehicle Reserve

### Purpose of Reserve

To be used for the purchase of major items in the Shire's plant and vehicle replacement program. Inclusive of the Community Bus

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
10 year Plant Replacement Program  Strategic Resource Plan	An amount equal to the total 10-year requirement is to be accommodated by the reserve, plus an average of \$200,000 over 10 years to allow for failure of an item of heavy plant.	Interest to be applied to the reserve each year.  Reserve transfers to/from Municipal funds in and out as per the Strategic Resource Plan.

## Furniture and Equipment Reserve

### Purpose of Reserve

To fund the the replacement of major items of furniture and equipment

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Equipment and Furniture Replacement Programs <ul style="list-style-type: none"> <li>• Administration and Depot</li> <li>• Brookton Aquatic Centre</li> <li>• Caravan Park</li> <li>• Gymnasium</li> <li>• Brookton Community Resource Centre</li> </ul>	An amount equal to the funded 10-year Equipment and Furniture renewal programs is to be accommodated by the reserve, plus \$10,000 to fund unplanned Information Technology failure.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan, ensuring the balance remains at a minimum of \$10,000 each year.  Interest to be applied to the reserve each year.

## Sewerage Scheme Reserve

### Purpose of Reserve

To be used to fund the expansion, ongoing renewal, maintenance and asset management needs of the Brookton Sewerage Scheme

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Strategic Resource Plan	The sewerage management outcomes are directly funded by the reserve. This will be further considered following the development of the Wastewater Treatment Plant & Sewerage Scheme Management Plan	Surplus funds from the sewerage management service area are invested in the reserve each year.  Interest to be applied to the reserve each year.

## Madison Square Units Reserve

### Purpose of Reserve

To be used to fund any upgrades or major maintenance on the Madison Square Units.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Building Maintenance Program  Strategic Resource Plan	An amount equal to the funded 10 year building maintenance program is to be accommodated by the reserve, plus \$50,000 to fund unplanned infrastructure failure.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan, ensuring the balance remains at a minimum of \$50,000 each year.  Interest to be applied to the reserve each year.

## Brookton Community Resource Centre

### Purpose of Reserve

To be used to fund any upgrades and services for the Brookton Community Resource Centre.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Nil	An amount equal to the funded 10 year building maintenance program is to be accommodated by the reserve, plus \$20,000 to fund unplanned infrastructure failure.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan, ensuring the balance remains at a minimum of \$20,000 each year.  Interest to be applied to the reserve each year.

## Building and Facility Reserve

### Purpose of Reserve

To be used to fund the construction, demolition, acquisition, renewal or upgrade of Shire owned Public and Community buildings and facilities.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Strategic Resource Plan	An amount equal to a 10 year renewal program following the development, plus \$100,000 to fund unplanned infrastructure failure.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan, ensuring the balance remains at a minimum of \$100,000 each year.  Interest to be applied to the reserve each year.

## Infrastructure Reserve

### Purpose of Reserve

To be used to fund the construction and upgrade of roads, bridges, paths and water infrastructure within the Shire.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Strategic Resource Plan	An amount equal to the funded 10 year renewal program is to be accommodated by the reserve.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan.  Interest to be applied to the reserve each year.

## Waste Reserve

### Purpose of Reserve

To be used to fund the compliant management and future rehabilitation of the Brookton Refuse Site.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Nil	The refuse site management outcomes are directly funded by the reserve for future site rehab and closure costs.	Surplus funds from the refuse site management service area are invested in the reserve each year.  Interest to be applied to the reserve each year.



## Aged Housing Reserve

### Purpose of Reserve

To be used to fund any upgrades or major maintenance on the Independent Living Units.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Building Maintenance Program Strategic Resource Plan	An amount equal to the funded 10 year building maintenance program is to be accommodated by the reserve, plus \$50,000 to fund unplanned infrastructure failure.	Reserve transfers from Municipal funds in and out as per the Strategic Resource Plan, ensuring the balance remains at a minimum of \$50,000 each year.  Interest to be applied to the reserve each year.

## Innovations and Development Reserve

### Purpose of Reserve

To be used to fund innovative projects, identified in the Integrated Planning and Reporting (IPR) framework, to grow and develop the Shire of Brookton.

Informing Strategy/Plans	Minimum Balance	Strategy to Achieve Minimum Balance
Strategic Community Plan	Nil	Interest to be applied to the reserve each year.

**14.11.23.04 SALE OF PROPERTY – OUTSTANDING RATES – 42 LENNARD STREET, BROOKTON**

<b>File No:</b>	A2682
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	42 Lennard Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Holly Bassett – Finance Officer – Rates & Debtors
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

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**Summary of Report:**

Council is to consider the sale of a Brookton property to recover the costs of unpaid Rates and legal costs.

**Description of Proposal:**

As a result of being unable to recover unpaid rates since 2017, Council is to consider seeking to proceeding to sell the property to recover outstanding rates and charges.

Council's current debt recovery agent, AMPAC Debt Recovery, have recommended for Council to proceed with the sale of the property pursuant to section 6.64(2)(b) of the Local Government Act.

Ample opportunity will exist for the ratepayer to pay outstanding rates in full or offered a suitable payment plan to stop the sale of land.

The Shire's Rates Department will be handling all matters in relation to the transfer of the property in conjunction with AMPAC Debt Recovery.

Costs to sell the property will be incurred and are recoverable under section 6.56 of the Local Government Act. These funds will be received when the sale of the property has occurred.

**Comment:**

Debt recovery processes with the owner of 42 Lennard Street, Brookton have not been productive, and the land is now under a Property Seizure and Sale Order. The Bailiff has reported there are no assets of value on the property. 3 years have passed since the rates of this property have been paid in full.

Total outstanding rates and charges as of 7<sup>th</sup> November 2023 is \$21,601.28.

This amount is made up of:

Rates 2023-24	\$ 1,102.23
Rates Previous Years	\$ 4,244.51
ESL Current	\$ 98.00
ESL Penalty Current	\$ 7.55
ESL Arrears	\$ 349.00
ESL Penalty Arrears	\$ 60.16
Penalty Interest	\$ 2,388.93
Legal Charges	\$ 4,721.08
Rubbish & Recycling Collection Current	\$ 396.00
Rubbish & Recycling Collection Arrears	\$ 1,451.00
Refuse Site Current	\$ 64.00
Refuse Site Arrears	\$ 237.00
Sewerage Current	\$ 1,405.00
Sewerage Arrears	\$ 5,076.82

**Consultation:**

This proposal has been discussed with Council’s debt collection agency.

**Statutory Environment:**

Section 6.64 – Actions to be taken

- (1) If any rates or service charges which are due to a local government in respect of any rateable land have been unpaid for at least 3 years the local government may, in accordance with the appropriate provisions of this Subdivision take possession of the land and hold the land as against a person having an estate or interest in the land and —
  - (a) from time to time lease the land; or
  - (b) sell the land; or
  - (c) cause the land to be transferred to the Crown; or
  - (d) cause the land to be transferred to itself.
- (2) On taking possession of any land under this section, the local government is to give to the owner of the land such notification as is prescribed and then to affix on a conspicuous part of the land a notice, in the form or substantially in the form prescribed.
- (3) Where payment of rates or service charges imposed in respect of any land is in arrears the local government has an interest in the land in respect of which it may lodge a caveat to preclude dealings in respect of the land and may withdraw caveats so lodged by it.

\* Absolute majority required.

Section 6.68 – Exercise of power to sell land

- (1) Subject to subsection (2), a local government is not to exercise its power under section 6.64(1)(b) (in this Subdivision and Schedule 6.3 referred to as the power of sale) in relation to any land unless, within the period of 3 years prior to the exercise of the power of sale, the local government has at least once attempted under section 6.56 to recover money due to it.
- (2) A local government is not required to attempt under section 6.56 to recover money due to it before exercising the power of sale where the local government —
  - (a) has a reasonable belief that the cost of the proceedings under that section will equal or exceed the value of the land; or

- (b) having made reasonable efforts to locate the owner of the property is unable to do so.
- (3A) A local government is to ensure that a decision to exercise a power of sale without having, within the period of 3 years prior to the exercise of the power of sale, attempted under section 6.56 to recover the money due to it and the reasons for the decision are recorded in the minutes of the meeting at which the decision was made.
- (3) Schedule 6.3 has effect in relation to the exercise of the power of sale.

**Section 6.69 – Right to pay rates, service charges and costs, and stay proceedings**

- (1) Up to 7 days prior to the time of the actual sale of any land for non-payment of rates or service charges a person having an estate or interest in the land may pay the rates or service charges and the costs and expenses incurred to that time in proceedings relating to the proposed sale.
- (2) At any time after the 7 days referred to in subsection (1) but prior to the time of the actual sale of any land the local government may, upon such terms and conditions as are agreed between the parties, accept payment of the outstanding rates or service charges.
- (3) On payment being made under subsection (1) or (2) the proceedings relating to the proposed sale are stayed and the local government is required to make such notifications and take such measures as are prescribed in relation to the payment and the cancellation of the proposed sale.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

The successful sale of this property would settle bad debts for money owed to the Shire for outstanding Rates and recovery processes. Any costs incurred as a result of this process can be claimed back through the land sale, if applicable.

**Risk Assessment:**

There are few likely risks from pursuing this matter, with almost no likelihood of occurring.

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

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

**Community & Strategic Objectives:**

Nil.

**Comment**

Nil

**OFFICER'S RECOMMENDATION**

***That Council:***

- 1. exercise the power of sale under section 6.64(1)(b) of the Local Government Act 1995 to proceed to a public auction for the property located at 42 Lennard Street, Brookton;***
- 2. should the public auction be unsuccessful, then move to sell the property via private sale;***
- 3. in the event that the proceeds from the sale of 42 Lennard Street, Brookton are insufficient to meet all rates arrears and legal costs, write off any outstanding amounts of rates arrears and legal costs; and***
- 4. authorise the Chief Executive Officer to finalise this transaction.***

*(Absolute majority vote required)*

**15.11.23 GOVERNANCE REPORTS****15.11.23 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2024**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Sandie Spencer – Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer have an operational interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is requested to adopt the following dates on which Ordinary Council meetings are to be held in 2024.

**Description of Proposal:**

All nominated meeting dates fall on the 3<sup>rd</sup> Thursday of the month with the exception, of the no Ordinary Meeting of Council to be held in January 2024.

15 <sup>th</sup> February 2024
21 <sup>st</sup> March 2024
18 <sup>th</sup> April 2024
16 <sup>th</sup> May 2024
20 <sup>th</sup> June 2024
18 <sup>th</sup> July 2024
15 <sup>th</sup> August 2024
19 <sup>th</sup> September 2024
17 <sup>th</sup> October 2024
21 <sup>st</sup> November 2024
19 <sup>th</sup> December 2024

**Background:**

Local Government regulations require that Council and committee meeting dates are required to be advertised in advance, as reflected in the Statutory Environment Section below. Accordingly, this report seeks to ensure the Council satisfies its obligation in this regard.

**Consultation:**

No consultation was undertaken in relation to this report.

**Statutory Environment:**

*The Local Government (Administration) Regulations 1996 state in r. 12 (1) that:*

*“At least once a year a local government is to give local public notice of the dates on which and the time and place at which –*

*(a) The ordinary council meetings;*

(b) *The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*

**Relevant Plans and Policy:**

The dates listed in the Summary and again in the Officer Recommendation accord with Council Policy 1.2 that states;

*The Ordinary meeting of Council shall be held at 6.00 pm on the third Thursday of each month unless otherwise determined by Council.  
Special Council Meetings will be scheduled as decided by the Shire President or Council.  
Standing Committee Meetings are to be scheduled on an as required basis.*

**Financial Implications:**

There is no financial implication in relation to this matter.

**Risk Assessment:**

There is no notable risk in relation to this matter.

**Community & Strategic Objectives:**

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

Specifically, the adoption of Council Ordinary Meeting dates for 2024 aligns to:

1. *Governance*
  - 1.4 *Convening Council meetings, prepare agendas, minutes.*

**Comment**

The proposed meeting dates align with Council Policy 1.2 Meeting – Schedule Dates, with the Ordinary Meetings being held on the third Thursday of each month, at 6:00pm. No Ordinary Meeting of Council to be held in January 2024.

**OFFICER’S RECOMMENDATION**

***That Council in accordance with Regulation 12(1) of the Local Government (Administrative) Regulations 1996 adopts the following Ordinary Council Meeting dates for 2024, being the third Thursday of each month, each meeting to commence at 6:00pm. With no Ordinary Meeting of Council to be held in January 2024.***

<b>January 2024 – No meeting scheduled</b>	<b>18<sup>th</sup> July 2024</b>
<b>15<sup>th</sup> February 2024</b>	<b>15<sup>th</sup> August 2024</b>
<b>21<sup>st</sup> March 2024</b>	<b>19<sup>th</sup> September 2024</b>
<b>18<sup>th</sup> April 2024</b>	<b>17<sup>th</sup> October 2024</b>
<b>16<sup>th</sup> May 2024</b>	<b>21<sup>st</sup> November 2024</b>
<b>20<sup>th</sup> June 2024</b>	<b>19<sup>th</sup> December 2024</b>

*(Simple majority vote required)*

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

Nil.

**17.11.23 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****17.11.23.01 URGENT BUSINESS – COUNTRY WOMEN’S ASSOCIATION APPLICATION FOR FINANCIAL ASSISTANCE AND PLANNING DELEGATION REGISTER AMENDMENT**

<b>File No:</b>	COM002
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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**Summary of Report:**

Council is to consider an application for financial assistance from the Country Women’s Association and the Planning Delegation Register amendment.

**Description of Proposal:** Nil

**Background:**

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

**Consultation:** Nil

**Statutory Environment:** Nil

**Relevant Plans and Policy:**

Shire of Brookton Policy

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

5.4 New business of an urgent nature

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



**Financial Implications:** Nil

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:** Nil

**Comment:** Nil

**PRESIDING MEMBER'S RECOMMENDATION**

***That Council consider the urgent business relating to the financial assistance application from the Country Women's Association and the Planning Delegation Register amendment.***

**17.11.23.02 REQUEST FOR FINANCIAL ASSISTANCE – COUNTRY WOMEN’S ASSOCIATION**

<b>File No:</b>	COM006
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	A309 - 115 Robinson Road, Brookton
<b>Name of Applicant:</b>	CWA – Country Women’s Association
<b>Name of Owner:</b>	CWA - Country Women’s Association
<b>Author/s:</b>	Kylie Freeman – Brookton Community Resource Centre Coordinator
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate and Community
<b>Declaration of Interest:</b>	The author has an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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**Summary of Report:**

Council is to consider the application made by Brookton Country Women’s Association (CWA) for the Community Chest Funding under the Policy 2.34 – Community Donations – Not for Profit Community Organisation Assistance Donation.

**Description of Proposal:**

Brookton Country Women’s Association have applied for funding of \$1,000 (GST Exclusive) under the Community Chest Fund to assist with a partial payment of Council rates for their property located at 115 Robinson Road, Brookton.

The Community Chest Fund Application form is provided in attachment 17.11.23.02A.

The application adequately addresses the stated criteria under Council Policy 2.34 – Community Funding and Donations Policy - Community Donations – Not for Profit Community Organisation Assistance Donation and the Officer’s Recommendation is to approve the application.

**Background:**

Policy 2.34 Community Funding and Donations Policy under section ‘Community Donations – Not for Profit Community Organisation Assistance Donation’ allows a maximum of \$1,000.00 annual donation. In accordance with the policy this donation can be used to offset cost of Shire rates, building utilities (gas, electricity, water), and or insurance costs incurred by the organisation who own and occupy their own building within the Shire of Brookton.

The purpose of the Country Women’s Association is to provide services to improve the wellbeing of all people, especially those in country areas by promoting courtesy, co-operation, community effort, ethical standards and the wise use of resources. The CWA aim to include all groups in town, provide support to people of all ages, provide and co-ordinate donations for various needs and provide support in times of emergencies amongst providing charitable support to various groups and individuals in need.

**Consultation:** Nil

**Statutory Environment:** Nil

**Relevant Plans and Policy:**

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

Not for Profit Community Organisation Assistance Donation	Maximum \$1,000 per annum for an incorporated organisation	<ul style="list-style-type: none"> <li>As annual donation toward offsetting the cost of Shire rates, building utilities (gas, electricity, water), and / or insurance costs incurred by the organization who own and occupy their own building within the Shire of Brookton.</li> </ul> <p>Satisfactory evidence of such costs being incurred by the organisation in the same financial year must be produced. The utilities must be in the name of the organization seeking the donation. The organization must demonstrate financial need for such support.</p>
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**Financial Implications:**

Council has allocated the Community Chest Func with \$20,000 in the 2023/24 adopted budget. The amount expended to date is \$500.

**Risk Assessment:**

Staff believe that the likelihood of negative consequences of this proposal are unlikely with insignificant consequences.

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

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

**Community & Strategic Objectives:**

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

Specifically, the proposal relates to:

*Function 24 Community Support*

*Action 24.1 – Support community group activities*

**Comment:** Nil

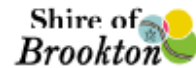
**OFFICER’S RECOMMENDATION**

***That Council approve the application of the Brookton Country Women’s Association under Council Policy 2.34 – Community Funding and Donations Policy for \$1,000 (GST Exclusive) from the Community Chest Fund to assist with the payment of Council rates on their 115 Robinson Road, Brookton property.***

*(Vote by simple majority required)*

**Attachments**

**Attachment 17.11.23.02A - Brookton Country Women’s Association Community Chest Grant Application.**



## 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: CWA of Brookton

CONTACT PERSON: Gail Macnab

POSITION: Treasurer

POSTAL ADDRESS: PO Box 62 Brookton WA 6306

PHONE: MOBILE: 0456226674

EMAIL: gailmacnab@outlook.com

ORGANISATION'S ABN: 76186991895

REGISTERED FOR GST?  YES  NO

IS YOUR ORGANISATION INCORPORATED:  YES  NO

NAME OF PROJECT OR EVENT: Utilities

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

REQUESTED COMMUNITY CHEST FUNDS: \$1,000.00

Please tick which funding category you are applying for	
Annual Grants	Community Donations
<input 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 checked="" type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Assistance to pay the Annual Rates/Utilities

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

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**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	2424.00	Materials	1154.00
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	50.00
Catering Sales	4770.00	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	0.00	Catering Costs	809.00
		Entertainment	Click or tap here to enter text.
Other Income (Please List)		Other Expenditure (Please List)	
Memberships	515.00	Memberships to CWA Hous	455.00
Donations & Room Hire	1172.00	Donations	1059.00
Click or tap here to enter text.	Click or tap here to enter text.	Sundry	410.00
Click or tap here to enter text.	Click or tap here to enter text.	Utility	3606.00
Click or tap here to enter text.	Click or tap here to enter text.	Major Mtnce & Asset Purch:	2338.00
Total of Community Chest Funds requested in cash*			
Community Chest funds	1000.00	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.	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.
<b>TOTAL INCOME</b>	<b>9881.00</b>	<b>TOTAL EXPENDITURE</b>	<b>9881.00</b>

**YOUR INCOME MUST EQUAL YOUR EXPENDITURE**

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

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

HAS THE ACQUITTAL PROCESS BEEN COMPLETED?  YES  NO

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

Click or tap here to enter text.

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

Click or tap here to enter text.

**9. FUNDING CONDITIONS:**

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

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

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

PRINT NAME: Marilyn Gail Macnab

POSITION: Treasurer

SIGNATURE: *MG Macnab*

DATE: 09 November 2023





ABN 74 164 408 055  
 14 White Street or PO Box 62  
 BROOKTON WA 6306  
 Email: [mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)  
 Website: [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au)  
 OPENING HOURS: 8.00am-4.15pm Monday to Friday  
 RATES QUERIES (08) 9642 1106

**COPY**

**Notice of Valuation and Rate**  
 Notice is hereby given that the council of the Shire of Brookton has ordered and directed that the under mentioned land of which you are the Owner (or Occupier) is valued and rated as herein specified. Local Government Act 1995, & Health Act 1911

**INSTALMENT NOTICE**

1 JULY 2023 TO 30 JUNE 2024

If the name or address shown is incorrect, please advise Council in writing.  
 COUNTRY WOMEN'S ASSOCIATION  
 PO BOX 62  
 BROOKTON WA 6306

CHIEF EXECUTIVE OFFICER	GARY SHERRY
ASSESSMENT NUMBER	A309
DUE DATE:	09/11/2023
DATE ISSUED	12/10/2023
VALUATION	\$3,500.00 - GRV

DETAILS OF RATED PROPERTY	115 ROBINSON ROAD BROOKTON
LOTS/LOCATIONS OR OTHER INFORMATION	2 OF BROOKTON 115 ROBINSON ROAD BROOKTON
	2

Original Account	\$2,598.00
Instalment Charges	\$66.92
Interest incurred calculated to 21/07/2023	
Sub total	\$2,664.92
Less deferred rates	
Less payments received up to 12/10/2023	\$666.32
<b>BALANCE PAYABLE</b>	<b>\$1,998.60</b>
Overdue	\$0.00
<b>THIS INSTALMENT</b>	<b>\$666.20</b>
<b>TOTAL:</b>	<b>\$666.20</b>

**IMPORTANT INFORMATION**

**CONSEQUENCES OF DEFAULT IN PAYMENT OF INSTALMENTS**

Overdue instalment may be recovered, as well as the cost of proceedings, if any, for that recovery in court of competent jurisdiction.

**ALTERNATIVE ARRANGEMENTS**

Ratepayers experiencing difficulty in paying rates and charges should contact councils rates section to discuss alternative arrangements.

ASSESSMENT NUMBER	A309	Deposit Slip/Office Copy	
OWNERS	COUNTRY WOMEN'S ASSOCIATION PO BOX 62	AMOUNT DUE:	\$666.20
PROPERTY ADDRESS	115 ROBINSON ROAD BROOKTON	TO BE RECEIVED BY:	09/11/2023

**PAYMENT METHODS**

NOTE: Payments not received by the due date will incur daily penalty interest

**BILLER CODE:** 000259  
**REF#:** 1000003098  
**INTERNET:** [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au)  
**PHONE:** 1300 276 468

**BY DIRECT DEPOSIT**  
 Payment can be made directly into the following bank account online.  
**BSB:** 633-000  
**Account:** 117805648  
**Reference:** A309

**IN PERSON OR CREDIT CARD OVER THE PHONE**  
 Shire of BROOKTON - 14 White Street, BROOKTON  
 PH: 9642 1106

**MAIL:**  
 Cheques to be crossed "Not Negotiable" and made out to Shire of BROOKTON. Send to Shire of BROOKTON PO Box 62, BROOKTON WA 6306

### 17.11.23.03 PLANNING DELEGATION REGISTER AMENDMENT

<b>File No:</b>	GOV028C
<b>Date of Meeting:</b>	17 November 2023
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Report:

The Council is to consider a review of the Council delegation *1.37 Specific Provisions Under Local Planning Scheme No. 4* to improve timeliness of simple planning decisions.

#### Description of Proposal:

A revised delegation 1.37 Specific Provisions Under Local Planning Scheme No. 4 (LPS4) is included at attachment 17.11.23.03A, with new additions included in red and deletions struck out.

There are no significant changes other proposed with amendments relating to a more efficient use of on-delegation.

As part of a recent delay in dealing with a simple planning matter, staff have considered the Council delegation. The recommended amendments include:

1. Add the ability for staff to decide all Development Applications a “I” use under the Shire of Brookton’s Local Planning Scheme No. 4 - Zoning Table.

The “I” use is an addition included in the LPS4 that was not part of the TPS3. “I” use means that the use is permitted if it is consequent on, or naturally attaching, or relating to the predominant use of the land and it complies with all relevant development standards and requirements of this Scheme as it relates to the use of the land. Eg Caretakers dwelling or Office in Industry zone.

2. Add the ability of staff to determine and approve Development Applications classified as an “A” use under the LPS4 Zoning Table where no substantive objections from stakeholders.

“A” uses are the more contentious uses that are require Council to only provide development approval after giving notice of the application in accordance with clause 64. Clause 64 notice includes specific notice requirements, including notice to neighbours, a notice on the property, notice in the paper and notice on the Shire website. While some applications will be contentious and would be considered by Council under this delegation, other applications will meet with the broad approval of the community and no comment will be received on the application. For these simple applications, a delegated approval by staff is appropriate.

3. Remove the reference to the year of the Residential Design Codes (RCodes). With incorporation the delegation will not need amendment in the event the RCodes are updated.
4. Remove the specific authority to approve a single dwelling which is a “P” use which is included elsewhere in the delegation.
5. Add the authority to determine and approve Development Applications that contain variations to Local Planning Policies subject to:
  - a. advertising of the Development Application as determined by the CEO; and
  - b. no substantive objections from stakeholders .

Council’s Local Planning Policies deal with Outbuildings, Relocated Second-Hand Buildings, Development Requirements for Rural Subdivision, Tree Cropping and Signage.

As an example the Outbuildings policy limits the area of outbuildings to 75m<sup>2</sup>. At the November 2023 Meeting, Council will deal with an application for a 77m<sup>2</sup> outbuilding, with no substantive comment, where the the Officer’s Report was finalised 1 day after the October 2023 Meeting. With this amendment, staff would have approved the application and allowed the submission of a building licence in October 2023.

**Background:**

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to employees and at least once every financial year. Council last reviewed this entire register on Wednesday 16<sup>th</sup> June 2022.

Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is able to delegate to Council employees. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

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

**Consultation:**

As the proposed amendments to the current Delegation Register are considered minor, there has been no public advertising of this matter.

**Statutory Environment:**

Local Government Act 1995

5.17 Limits on delegation of powers and duties to certain committees

- 1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —
    - i. any power or duty that requires a decision of an absolute majority of the council; and

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

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

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

\* Absolute majority required.

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

#### 5.43. Limits on delegations to CEO

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

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

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

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

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

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.

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

**Relevant Plans and Policy:**

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

**Financial Implications:**

There are no direct financial implications arising from this report.

**Risk Assessment:**

Risk exists for Council that:

- Annoying delays in granting planning approval are almost certain to occur that are contrary to Council’s strategic purpose of promoting development and will damage Council’s public reputation;
- It is unlikely that staff will approve a development contrary to a Council position, but the consequences of this are likely to be *Moderate* or *Major* depending on the nature or circumstances of the consequence.

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

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

**Community & Strategic Objectives:**

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

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended delegation 1.37 Specific Provisions Under Local Planning Scheme No. 4 included at Attachment 17.11.23.03A.***

*(Absolute majority vote required)*

**Attachments**

Attachment 17.11.23.03A - Amended Delegation 1.37 Specific Provisions Under Local Planning Scheme No. 4

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

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> <ul style="list-style-type: none"> <li>✓ S.5.42 Delegation of some powers or duties to the CEO</li> <li>✓ S.5.43 Limitations on delegations to the CEO</li> </ul> <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> <ul style="list-style-type: none"> <li>✓ Schedule 2 cl.82 Delegations by Local Government</li> </ul>		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>The authority to:</p> <ul style="list-style-type: none"> <li>✓ Issue Council response to Western Australian Planning Commission for subdivision/amalgamation applications and clear conditions relating to subdivision and amalgamations.</li> <li>✓ Sign outward correspondence relating to local planning matters.</li> <li>✓ Sign strata titles in accordance with the <i>Strata Titles Act WA, 2020</i>.</li> <li>✓ Determine and approve Development Applications classified as “A” use in the Zoning Table subject to no substantive objections from stakeholders.</li> <li>✓ Determine and approve all Development Applications classified as a “P”, and “D” and “I” use under the Shire of Brookton’s Local Planning Scheme No. 4 - Zoning Table.</li> <li>✓ Determine and approve Grouped Dwelling Development Applications that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4.</li> <li><del>✓ Determine and approve Single Dwelling Development Applications that comply with Local Planning Scheme No. 4, on Commercial, Residential, Rural Residential, Rural Small Holdings, Rural Enterprise and Rural zoned land.</del></li> <li>✓ Determine and approve Development Applications in Avon River South Flood Plain areas that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4.</li> <li>✓ Determine and approve Outbuilding Development Applications that comply with the Residential Design Codes (2021), the Shire of Brookton’s Outbuilding Policy and Local Planning Scheme No. 4.</li> <li>✓ Determine and approve Development Applications that contain minor variations to Local Planning Scheme No. 4, <del>or</del> the Residential Design Codes (2021) or Local Planning Policy variations to local planning policies to be subject to advertising as determined by Chief Executive Officer and subject to no substantive objections from stakeholders.</li> <li>✓ Issue certificates of compliance for the Residential Design Codes (2021);.</li> <li>✓ Respond to development applications relating to public housing from the Department of Housing and be the principal Shire contact point for the Department of Housing.</li> <li>✓ Determine and respond to subdivision referrals from the Western Australian Planning Commission, <del>which relate to the alignment of roads or do not exceed creation of five (5) new additional lots.</del> Where consistent with the planning framework.</li> <li>✓ Approve signage applications in accordance with Local Planning Scheme, No. 4.</li> <li>✓ Determine and approve Home Based Occupation Business Permits.</li> </ul>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 15 June 2023	<b>Minute:</b> OCM 06.23-15
<b>Sub-delegator:</b>	Chief Executive Officer		

<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.83 Delegations by Local Government		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Compliance References:</b>	✓ <i>Local Government Act 1995 s5.44</i> ✓ <i>Planning and Development Act 2005</i> ✓ <del>Town</del> <i>Local Planning Scheme No. 4</i> ✓ <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> ✓ <i>Residential Design Codes 2015</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		



**18.11.23.01 PROPOSED RESIDENTIAL TENANCY - UNIT 2/28 WILLIAMS STREET BROOKTON**

<b>File No:</b>	ADM 0015
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	Unit 2/28 Williams St – Community Housing
<b>Name of Applicant:</b>	1. Mr Brian Rush 2. Ms Melissa Dorizzi (Bennell)
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider applications received for tenancy of Unit 2/28 Williams Street, Brookton (Madison Square).

**OFFICER RECOMMENDATION**

*That Council, in relation to the letting of Unit 2/28 William Street Brookton, accepts the application from Mr. Brian Rush to occupy Unit No.4 at 28 Williams Street Brookton, subject to the:*

- 1. Execution of a 12 month Residential Tenancy Agreement at the rental set by Council for this unit.*
- 2. A condition assessment report being completed and accepted prior to occupancy occurring.*
- 3. Payment of the required bond monies of 4 weeks rent to be held with the Department of Mines, Industry Regulation and Safety; and*
- 4. Payment of 2 weeks rent in advance being paid to the Shire of Brookton.*
- 5. The payment of rent be automatically deducted from Mr. Rush's bank account directly to the Shire of Brookton.*

*(A simple majority vote required)*

**Attachments**

Attachment 18.11.23.01A - Applicant documentation.

Attachment 18.11.23.01B - Applicant documentation.

**18.11.23.02 PROPOSED RESIDENTIAL TENANCY - UNIT 4/LOT 420 WHITE STREET BROOKTON**

<b>File No:</b>	ADM 0015
<b>Date of Meeting:</b>	16 November 2023
<b>Location/Address:</b>	Unit 4/Lot 420 White Street Brookton – Senior Citizen Housing
<b>Name of Applicant:</b>	Mr. Gary Garlett
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	As above
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

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**Summary of Item:**

This item relates to the availability of Unit 2/Lot 420 White Street, Brookton and receipt of an ‘application to rent’ for determination by Council.

**OFFICER RECOMMENDATION**

***That Council in relation to the letting of Unit 2/Lot 420 White Street Brookton approves the application for rental of this Independent Living Unit to Mr Gary Garlett subject to the:***

- 1. Execution of a periodical Residential Tenancy Agreement at the rental set by Council for this unit;***
- 2. A condition assessment report being completed and accepted prior to occupancy occurring;***
- 3. Payment of the required bond monies of 4 weeks rent to be held with the Department of Mines, Industry Regulation and Safety;***
- 4. Payment of 2 weeks rent in advance being paid to the Shire of Brookton; and***
- 5. The payment of rent being electronically deducted from the tenant’s bank account to the Shire of Brookton in accordance with the provisions of the Residential Tenancy Agreement.***

*(Simple majority vote required)*

**Attachment**

**Attachment 18.11.23.02A - Applicant documentation.**

**19.11.23      NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on Thursday 14<sup>th</sup> December 2023 commencing at 6.00 pm.