




CONFIDENTIAL

MINUTES

Ordinary Meeting of Council

Held on **Thursday 16 October 2025 at 6:00pm**
Shire of Brookton Council Chambers
14 White Street, Brookton

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 16 / 11 / 25

Presiding Member:  Date: 20/11/25

Disclaimer

Please read the following important disclaimer before proceeding:

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

Living Values

Collaborate

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

I will

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

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

I will

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

Learn

Integrity

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

I will

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

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

I will

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

Resilient

TABLE OF CONTENTS

1.10.25	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	5
2.10.25	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	5
3.10.25	USE OF COMMON SEAL.....	6
4.10.25	DELEGATED AUTHORITY – ACTIONS PERFORMED.....	6
5.10.25	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	6
5.10.25.01	RELOCATION OF BROOKTON COMMUNITY RESOURCE CENTRE COST	6
6.10.25	PUBLIC QUESTION TIME.....	7
6.10.25.01	MEMORIAL PARK.....	7
6.10.25.02	LOOKOUT.....	8
6.10.25.03	PURCHASE OF INDUSTRIAL LAND	8
6.10.25.04	COMPLIANCE ISSUES.....	8
6.10.25.05	CARAVAN ON SEWELL STREET	8
6.10.25.06	WHITE STREET PROPERTIES	8
6.10.25.07	RATES EXEMPTION	9
6.10.25.08	TOWN SURROUNDS	9
6.10.25.09	BCI TOILETS.....	9
6.10.25.10	TOWN OVERGROWN.....	9
6.10.25.11	FLOODING NEAR FOOTPATHS.....	9
7.10.25	APPLICATIONS FOR LEAVE OF ABSENCE.....	10
8.10.25	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	10
9.10.25	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	10
9.10.25.01	ORDINARY MEETING OF COUNCIL – 18 SEPTEMBER 2025.....	10
9.10.25.02	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 OCTOBER 2025	10
10.10.25	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	10
10.10.25.01	SHIRE PRESIDENT KATRINA CRUTE CLOSING ADDRESS	10
10.10.25.02	ACKNOWLEDGEMENT OF SERVICE – PRESENTED BY DEPUTY PRESIDENT TAMARA DE LANGE	12
11.10.25	DISCLOSURE OF INTERESTS	13
12.10.25	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	14
12.10.25.01	REQUEST FOR 3 DOGS – LOT 128 (hn. 32) REYNOLDS STREET BROOKTON..	14
12.10.25.02	AMENDING VARIOUS LOCAL PLANNING POLICIES – SUBMITTED FOR FINAL ADOPTION	29
13.10.25	COMMUNITY SERVICES REPORTS.....	62
14.10.25	CORPORATE SERVICES REPORTS	62
14.10.25.01	LIST OF PAYMENTS – SEPTEMBER 2025.....	62
14.10.25.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2025.....	77
14.10.25.03	REVIEW OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE TERMS OF REFERENCE	107
15.10.25	GOVERNANCE REPORTS.....	114
15.10.25.01	APPOINTMENT OF FIRE CONTROL OFFICERS 2025/26	114
16.10.25	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	118
17.10.25	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	118

17.10.25.01	URGENT BUSINESS – BUDGET AMENDMENT	118
17.10.25.02	BUDGET AMENDMENT - ROTUNDA REFURBISHMENT - ROBINSON ROAD.	120
18.10.25	CONFIDENTIAL REPORTS.....	124
19.10.25	NEXT MEETING & CLOSURE.....	124

1.10.25 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Cr Crute declared the Ordinary Council Meeting open at 6:00pm.

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

Recording of proceedings

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

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

2.10.25 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil.

Leave of Absence

Nil.

Members of the Public

Mr Phillip Crute
Ms Hannah Crute
Mr Thomas Crute
Mr Terry Thorpe
Mr Guy Teede

3.10.25 USE OF COMMON SEAL

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

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

4.10.25 DELEGATED AUTHORITY – ACTIONS PERFORMED

The tables below detail 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
5-25/26	235 Gartrell Road	Farm Shed	10/09/2025
6-25/26	10840 Brookton Hwy	Unauthorised Works – Dwelling	24/09/2025
7-25/26	10840 Brookton Hwy	Unauthorised Works – Storage Buildings	24/09/2025

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
P2025/011	A83	673 Bartram Road	Farm Sheds	22/09/2025

5.10.25 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Regulation 11 of the Local Government (Administration) Regulations 1996 requires that a summary of each public question asked and the response given is included in Council Minutes. Questions Taken on Notice at one Council meeting will be researched and a written response provided to the questioner, assuming that Council has their contact information. These responses to questions taken on notice will be included in minutes of the following Meeting.

5.10.25.01 RELOCATION OF BROOKTON COMMUNITY RESOURCE CENTRE COST

At the September 2025 Ordinary Council Meeting Ms Sharon Williams asked Council to provide the costs and benefits of relocating the Brookton Community Resource Centre (CRC) from its current leased premises to the Brookton Memorial Hall.

At the September 2025 Ordinary Council Meeting, in response to Ms William's question, the Shire President, Cr Katrina Crute, noted that beyond financial considerations, the relocation offers a number of non-monetary benefits, including:

1. Activation of a currently underutilised community asset; and
 2. Increased space for the CRC to expand its community programs and services.
- Cr Crute took the aspect of Ms Williams question relating to funding on notice.

Based on the 2024/25 Brookton CRC financial review and current cost assumptions, the projected relative costs of relocating the Brookton CRC to the Brookton Memorial Hall to the Shire of Brookton is summarised below.

Current & Required Cost	Cost Includes	No Change to CRC \$	Move CRC to Hall \$	Comment
Employee Costs	Staff wages overheads	206,461	206,461	No Impact
Operating Expenses	Eg: lease, postage, IT, etc	86,259	74,859	Reduce by costs of lease
Community Events & Programs	Eg: Christmas party, etc	39,782	39,782	No Impact. May increase in time with larger area
Building Maintenance	Eg: Cleaning, insurance, repairs & maintenance	13,333	20,000	Increased area. More cleaning, maintenance, higher contents insurance
Grants - Events & Program	Grants & Sponsorship of events	-74,693	-74,693	No Impact. May increase in time with larger area
CRC Operating Grants	Untied CRC funding	-129,571	-129,571	No Impact
Required Capital Upgrade of Memorial Hall	Repairs & upgrades to foundations, floors, toilets, car park, kitchen & drainage	2,500,000	3,500,000	Construct/ Fit out of CRC office & library, etc will increase construction cost.
Capital Grant Funding	Tied to CRC Relocation to Memorial Hall	0.00	-1,750,000	Only possible to CRC move
TOTAL NET COST TO SHIRE OF BROOKTON		2,641,571	1,886,838	

Operating expenditure following relocation is expected to remain largely stable. The reduction in rental costs is forecast to offset increases in building-related expenses.

The major difference lies in capital funding where although the Memorial Hall upgrade requires a higher overall investment, substantial grant funding - available only if the CRC relocates - would reduce the net cost to Council by approximately \$755,000 compared with maintaining the status quo.

6.10.25 PUBLIC QUESTION TIME

6.10.25.01 MEMORIAL PARK

Mr Guy Teede noted that Memorial Park is looking better and asked if the Shire is planning to plant seed or some other actions to boost the park's turf growth.

Mr Kevin D'Alton, Acting Manager of Infrastructure and Works, explained the Shire has employed a contractor to complete a turf maintenance schedule for Memorial Park, which includes scarifying, replanting, fertilising and the use of wetting agents in the next fortnight.

6.10.25.02 LOOKOUT

Mr Guy Teede expressed concern regarding the amount of rubbish at the Brookton Lookout and the access road is in poor condition. Does the Shire of Brookton have plans to rectify this?

Mr Gary Sherry, Chief Executive Officer, explained that the Brookton Lookout is on private land and although the Shire of Brookton previously had a lease agreement with the land owner, however this has now expired. Mr Sherry noted an example where Shire staff followed up a report of littering on this site, but before the guilty party could return from Perth to cleanup, the landowner had removed the rubbish. Seeking a new lease agreement will be a task that the new Community Development Officer will undertake.

6.10.25.03 PURCHASE OF INDUSTRIAL LAND

Mr Guy Teede asked for an update on the purchasing of industrial land the Shire was pursuing.

Mr. Gary Sherry explained that the while the Shire of Brookton remains keen to have industrial land developed in Brookton, the particular parcel of land the Shire was interested in could not be purchased. Although several offers were submitted, the financial circumstances of the current owners ultimately took precedence over the submitted offers.

6.10.25.04 COMPLIANCE ISSUES

Mr Guy Teede noted that he believed that the Shire was failing in areas of building compliance with properties that do not comply with the Australian Building Code. Mr Teede noted a property in Falls Street being used as two houses and another property in White Street that does not have bathroom facilities.

Cr Katrina Crute, Shire President, took this question on notice to allow staff complete research and provide a definitive response to Mr Teede.

6.10.25.05 CARAVAN ON SEWELL STREET

Mr Guy Teede noted that he believed that the Shire was failing in areas of camping compliance noting that he believed that there are people living in a caravan on Sewell Street. Mr Teede asked who is responsible for inspecting these properties.

Mr Gary Sherry, Chief Executive Officer, explained that he was not aware of illegal camping on Sewell Street and the Shire staff were always happy to review complaints about such. Mr Sherry noted that there has been significant shift in the attitude of State Government to camping on properties and the laws governing camping were much more relaxed.

6.10.25.06 WHITE STREET PROPERTIES

Mr Guy Teede noted that he believed that the Shire was failing in areas monitoring the untidy properties and noted a property in White Street with sea containers that was particularly untidy.

Cr Crute, Shire President, explained, unless a property poses as a fire hazard, it is up to each individual how they keep their block.

6.10.25.07 RATES EXEMPTION

Mr Guy Teede noted the recent rates exemptions granted to a number of properties and asked if these exemptions still have to pay for other Shire services.

Mr Gary Sherry, Chief Executive Officer, advised that rates exemption properties were not exempt from paying for other Shire Services. All rateable properties accessing the Shire of Brookton's sewerage system paid the rateable charge while non-rateable properties paid an access charge included in Council's Fees and Charges. Any property receiving a rubbish collection service paid for that service.

6.10.25.08 TOWN SURROUNDS

Mr Guy Teede noted that the Brookton townsite was looking tired and required maintenance to weed and slash overgrown vegetation.

Cr Crute, Shire President, noted Mr Teede's comment.

6.10.25.09 BCI TOILETS

Mr Terry Thorpe asked if there was any money in the Shire of Brookton's Annual Budget for the Community Garden to build their own toilets. Mr Thorpe is a member of the Brookton Men's Shed and this group is becoming weary with having to clean up their Men's Shed toilets after use by the community garden's volunteers.

President Cr Crute asked Cr de Lange if the Community Garden were chasing grant funding. Cr Crute, Shire President, noted that the Brookton Community Inc./Brookton Community Garden were preparing funding applications for new toilets but that historically it had been agreed that the Men's Shed and Community Garden would share the toilet facilities in the Brookton Men's Shed.

6.10.25.10 TOWN OVERGROWN

Mr Terry Thorpe asked when will the Shire of Brookton tidy the Brookton. Mr Thorpe noted that there are areas around Brookton that are very overgrown.

Mr Gary Sherry, Chief Executive Officer, noted that this time of year was difficult for parks and gardens staff because of the large area that requires mowing and slashing. Staff were working diligently and hoped to have a much improved townsite in the very near future. This included the Shire owned properties beside Mr Thorpe.

Mr Gary Sherry, Chief Executive Officer, explained that the Shire of Brookton will again complete firebreak/property inspections after the 1st November deadline. Mr Sherry expects that a number of property owners are waiting to complete works until closer to this date. If the mowing/slashing is done too early, there is a chance that rain will result in regrowth, requiring the works to be competed again.

6.10.25.11 FLOODING NEAR FOOTPATHS

Mr Terry Thorpe asked if the Shire has plan to resolve drainage issues associated with the new footpaths in the south end of Brookton. Mr Thorpe has experienced water draining into his property.

Mr Gary Sherry advised that the Shire does have plans to improve drainage in areas other than near Mr Thorpe's property. Shire staff will follow up with Mr Thorpe on this matter.

7.10.25 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

8.10.25 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.10.25 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**9.10.25.01 ORDINARY MEETING OF COUNCIL – 18 SEPTEMBER 2025****OCM 10.25-01****COUNCIL RESOLUTION**

MOVED: Cr Bell SECONDED: Cr Copping

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 18th September 2025, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

9.10.25.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 7 OCTOBER 2025**OCM 10.25-02****COUNCIL RESOLUTION**

MOVED: Cr de Lange SECONDED: Cr McCabe

That the minutes of the Local Emergency Management Committee Meeting held in the Shire of Brookton Council Chambers, on 7th October 2025, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

10.10.25 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**10.10.25.01 SHIRE PRESIDENT KATRINA CRUTE CLOSING ADDRESS**

As I conclude my time as the 93rd Elected Member for the Shire of Brookton, I have spent a great deal of time reflecting on the past sixteen years, eight and a half of which I have had the honour of serving as Shire President.

Since the formation of the Brookton Road Board in 1903, there have been twenty-five people who have held the position of Shire President or Chairman. To be part of that history is something I am incredibly proud of. I am humbled to have served as the third longest in that

line, behind W. B. Eva and C. E. Williams, two names that carry great significance in Brookton's story.

In my address to Council on 26 April 2017, when I was first elected Shire President, I gave an undertaking to simply give it my best and to lead with integrity, honesty and heart. I know that I have done exactly that. It has not always been easy, but I have given everything I could to ensure Brookton remains a community of choice, a place where people can live, work and play.

Former Councillor Mrs Wendy Wilson sat in these chambers on that day to witness the election of Brookton's first female Shire President. I know I will certainly not be the last, and I am sure Mrs Wilson would be very proud of that.

This role has not been without its challenges. At times, the weight of responsibility has been heavy. No matter how often you remind yourself that most of the community does not share the loudest criticisms, it can still be difficult to see your way through. I remind our community that each and every one of us around this table is just like them. The only difference is that we have put our hands up to take a seat here to help guide Brookton's future for generations to come. We are not perfect, and we do not get it right every time, but we always make decisions based on the best information available at the time, with the interests of the majority in mind. This role, in this room for this community is a privilege, something we sometimes need to remind ourselves of.

I once met with two well-known members of our community who were unhappy with a particular decision. One of them reminded me that around six percent of any community will always be dissatisfied. So, I remind us all, whilst this number is small it is often the loudest and most disgruntled, it can be hard to ignore or give the appropriate weight but always remember that the silent majority have other views too.

I am proud that during my time we have continued to evolve as a Council, looking forward rather than back, embracing change while respecting our past, and focusing on how today's decisions shape tomorrow's Brookton.

To every member of the Shire of Brookton staff I have had the pleasure of working alongside, thank you. To former CEO Ian D'Arcy, current CEO Gary Sherry, and Executive Managers Deanne Sweeney and Kevin D'Alton, an especially big thank you. Your support during some of the most difficult times helped me stay the course.

To the 18 Elected Members I have served with over the past 16 years, thank you. One of the great privileges of Council is working alongside people you might never otherwise cross paths with. It has been a rewarding experience.

To my Deputy, Cr Tamara de Lange, and Councillors Harold Bell, Lachlan McCabe, Rod Wallis and Beryl Copping, I wish you all the very best as you navigate your way forward. A new Council will form next week, and with that comes an opportunity to do things your way. Tradition is important, but there is no harm in breaking the mould and creating your own pathway.

To the community of Brookton, thank you for allowing me the privilege of serving as your representative for sixteen years, we chose Brookton. We chose it to raise our family, build a business, volunteer and give back. Remember that our community is greater than the sum of its parts. Each of us has a role to play, and no one is more important than anyone else.

Finally, to my family, my parents Ross and Ellen, my husband Phillip, and my children Hannah and Thomas, I owe you everything. We have ridden this roller coaster together, and at no point have I ever felt alone. You have always had my back, picked me up, dusted me off, and reminded me that I was strong enough to keep going. I could not have done this without you.

Brookton has been a huge part of my life, and while my chapter as an Elected Member closes tonight, my love for this community will never fade. Thank you for the trust, the friendship and the opportunity to serve.

10.10.25.02 ACKNOWLEDGEMENT OF SERVICE – PRESENTED BY DEPUTY PRESIDENT TAMARA DE LANGE

This evening, we recognise and celebrate Shire President Cr Katrina Crute, who has dedicated 16 years of exceptional service to the Shire of Brookton. Her commitment makes her the third-longest serving Shire President since the formation of the Brookton Road Board in 1906 — a remarkable achievement built on integrity, vision, and heart.

Elected to Council in 2009, Katrina served as Deputy Shire President (2013–2017) before being elected Shire President in 2017. Throughout her tenure, she has led with courage, clarity, and compassion — guiding Brookton through both challenges and growth with unwavering purpose and care for her community.

Her leadership has helped shape modern Brookton. She was instrumental in delivering the Strategic Community Plan, overseeing the Kalkarni Aged Care transition, and driving the revitalisation of the Brookton Memorial Hall and Railway Station.

Beyond Brookton, Katrina’s influence extended across the region. One of Katrina’s most significant contributions has been in regional transport and infrastructure. As Chairperson of both the Wheatbelt South Regional Road Group and the Wheatbelt Secondary Freight Network (WSFN), she provided invaluable knowledge and leadership. Katrina was instrumental in the establishment of the WSFN and the successful delivery of the \$187.5 million jointly funded strategic freight route improvement program in 2020, benefiting local governments across the Wheatbelt.

Katrina’s calm, practical leadership was also vital during the COVID-19 pandemic. Katrina took an active and practical leadership role in guiding the Shire’s local emergency management response. She oversaw the appointment of a Community Emergency Services Manager (CESM) and led the development of new facilities for local bushfire brigades—initiatives that significantly strengthened the region’s emergency preparedness and response capabilities.

A lifelong learner, she completed the WALGA Diploma of Local Government and encouraged professional development across Council. Her service was recently recognised through the honour of WALGA Life Membership — a fitting tribute to her outstanding contribution.

So on behalf of Council, staff, and the entire Brookton community, we express our deepest gratitude for your wisdom, leadership, and heart, Katrina. Your contribution has left an

enduring mark on this Shire — one that will be felt long after tonight’s meeting closes. Your legacy will continue to guide and inspire Brookton for many years to come. You’ve given more than years — you’ve given a part of yourself to Brookton, and that is something this community will always remember. Thank you.

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

Item No.	Members	Type of Interest	Nature of Interest
17.10.25.02	Cr Wallis	Proximity	Business owner – adjacent property
17.10.25.02	Cr de Lange	Financial	I am an employee of the Bedford Arms Hotel

12.10.25 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.10.25.01 REQUEST FOR 3 DOGS – LOT 128 (HN. 32) REYNOLDS STREET BROOKTON**

File No:	A325
Date of Meeting:	16 October 2025
Location/Address:	32 Reynolds Street Brookton
Name of Applicant:	Ms Leah Dann
Name of Owner:	Shire of Brookton
Author/s:	Jennie Mason – Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The authors do not have an interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider an application received by Ms Leah Dann, 32 Reynolds Street Brookton to keep 3 dogs at the 32 Reynolds Street, Brookton.

Description of Proposal:

Ms Dann's application seeks approval for the keeping at 32 Reynolds Street of 3 dogs, 2 female Chihuahua's and a male American bulldog. Ms Dann's application is included at Attachment 12.10.25.01A.

The details of Ms Dann's dogs are:

Name	Male/ Female	Breed	Age Years	Registration	Microchip #
Tinkerbelle	Female	Chihuahua	3	LT00355	941000027399343
Cookie	Female	Chihuahua	2	2500082	953010100703248
Big Boy	Male	American Bulldog	4	2500083	956000013056853

Council's contract Ranger completed an inspection of Ms Dann's property on 1 October 2025. The Ranger did not identify any containment concerns. The Ranger's report is included at Attachment 12.10.25.01B.

Three comments not supporting the application were provided to the Shire though the consultation period. These are included in Attachment 12.10.25.01C and include a response from the Council's contract Ranger. The Shire has not received any complaints about Ms Dann's dogs before or since this application was received.

Background:

The Shire of Brookton's Dogs Local Law section 3.2 limits the number of dogs permitted to be kept within a town site to 2 dogs over the age of 3 months and the young of those dogs under that age.

Under Section 26 (3) of the Dog Act 1976 a local government may grant an exemption subject to any conditions it may choose to apply (but cannot authorise the keeping of more than 6 dogs that have reached the age of 3 months unless under a kennel licence.)

Consultation:

There has been consultation between Council's contract Ranger and neighbouring resident's properties. The Shire invited comments on this Application from neighbours for 14 days.

Statutory Environment:

Dog Act 1976

26. Limitation as to numbers

- (3) Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —
- (a) may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption; and
 - (b) cannot authorise the keeping in or at those premises of —
 - (i) more than 6 dogs that have reached 3 months of age; or
 - (ii) a dog under that age unless it is a pup of a dog whose keeping is authorised by the exemption; and
 - (c) may be revoked or varied at any time.

Shire of Brookton Dog Local Law 2001 (Consolidated)

3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been —
- (a) licensed under Part 4 as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) Other than in an area zoned 'Farmland' under the town planning scheme, the limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act, 2 dogs over the age of 3 months and the young of those dogs under that age.

Relevant Plans and Policy:

There are no plans or policies applicable to this matter.

Financial Implications:

Adoption of the Officer's Recommendation will increase dog registration income. This increase is insignificant against the cost of enforcement actions under the Dog Act.

Risk Assessment:

The risk in relation to this request and based on the investigation undertaken by the Shire's Contract Ranger is deemed 'Medium'.

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

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

Community & Strategic Objectives:

This matter relates to a statutory approval proposal under the Dog Act, 1976 and has no direct strategic or community objective.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council, pursuant to section 26(3) of the Dog Act 1976, grant permission for three dogs including:

No.	Name	Male/Female	Breed	Microchip #
LT00355	Tinkerbelle	Female	Chihuahua	941000027399343
2500082	Cookie	Female	Chihuahua	953010100703248
2500083	Big Boy	Male	AM Bulldog	956000013056853

to be kept at 32 Reynolds Street Brookton conditional upon:

1. the owner maintaining full registration (inclusive of microchipping) of all three dogs; and
2. the dogs being consistently restrained in an enclosed yard, as required by the legislation; and
3. this approval only extending to the specific dogs approved by Council and does not permit any new dogs.

(Simple majority vote required)

COUNCIL RESOLUTION**MOVED: Cr Bell****SECONDED: Cr de Lange**

That Council, pursuant to section 26(3) of the Dog Act 1976, grant permission for three dogs including:

No.	Name	Male/Female	Breed	Microchip #
LT00355	Tinkerbelle	Female	Chihuahua	941000027399343
2500082	Cookie	Female	Chihuahua	953010100703248
2500083	Big Boy	Male	AM Bulldog	956000013056853

to be kept at 32 Reynolds Street Brookton conditional upon:

- 1. the owner maintaining full registration (inclusive of microchipping) of all three dogs; and***
- 2. the dogs being consistently restrained in an enclosed yard, as required by the legislation; and***
- 3. this approval only extending to the specific dogs approved by Council and does not permit any new dogs.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Attachments

Attachment 12.10.25.01A – Application Form – Ms Leah Dann.

Attachment 12.10.25.01B – Ranger - House/Property Inspection Report & Photo's.

Attachment 12.10.25.01C – Comments from Neighbouring Properties.



APPLICATION TO KEEP MORE THAN 2 DOGS OVER THE AGE OF 3 MONTHS

Dog Act 1976

OWNER'S DETAILS

FULL NAME: Leah Dann ASSESSMENT NO: A325

RESIDENTIAL ADDRESS: 32 Reynolds Street Brookton

MOBILE: [REDACTED]

EMAIL: [REDACTED]

ADDRESS OF PREMISES AT WHICH DOGS ARE TO BE KEPT (if different from above):

DETAILS OF ADDITIONAL DOGS PROPOSED TO BE KEPT AT THE PREMISES

Dog	Breed (including mixed)	Gender M / F	Sterilised Y / N	Colour	Age As the date of this application	Microchip Number	Dog's Name
1	Chihuahua	F	Y	Light Brown	3yrs	941000027399343	Tinkerbelle
2	Chihuahua	F	N	Light Brown	2yrs	953010100703248	Cookie
3	American Bulldog	M	N	Brown	4yrs	956000013056853	Big Boy
4							
5							
6							

Notes

- 1 Under the Shire of Brookton Local Law 2001, 1 or 2 registered dogs over the age of 3 months, and any pups of that dog or those dogs under the age of 3 months, may be kept at any premises.
- 2 Pups under the age of 3 months that are the offspring of a dog covered by exemption may be kept until they reach the age of 3 months.
- 3 All adult dogs kept at the premises must be microchipped and registered with the Shire of Brookton.

DECLARATION

I declare that the premises listed above are suitable for the number of dogs proposed to be kept there, that an adequate fence is in place to confine the dogs to the property, and that I will make all reasonable endeavours to ensure that the dogs do not cause a nuisance.

SIGNATURE OWNER DATE: 10/07/2025

I Leah Dann

Make an application for a temporary exemption to be granted as provided in section 26 of the Dog Act 1976 (As amended) in order, to permit me to keep more than two dogs at the premises stated in my application.

I understand that the Shire of Brookton may be required to carry out an inspection of the nominated premises. I agree that the Shire of Brookton may at any time withdraw or amend the terms of any exemption which may at any time be granted with respect to section 26 of the Dog Act 1976.

I understand that for the purpose of the application the information on the numbers, breed, sex and location of the dogs covered in this application will be released to surrounding properties as part of the Shire of Brookton application process.

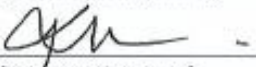
I understand the application is assessed by Council and after a resolution has been given by the Council at a Council Meeting, I will be informed in writing of the outcome of this application.

I understand that if I am aggrieved with the decision of the Council, I have the right of appeal to the State Appeals Tribunal in writing.

I declare that the information provided in my application by me is true and correct to the best of my knowledge.

Signed: 
(Applicants Signature)

Date: 10/07/2025

Signed: 
(Witness Signature)

Date: 10/07/2025

OFFICE USE ONLY

FEE PAYABLE: \$124.00 PAYMENT DATE: 10/7/2025 RECEIPT No: 49759

APPROVED YES / NO (COUNCIL DECISION ATTACHED) DATE: _____

CONDITIONS (IF APPLICABLE) _____

IF NOT APPROVED, PROVIDE REASON(S): _____

TITLE OF AUTHORISED PERSON MAKING THIS DECISION: _____

NAME OF AUTHORISED PERSON _____

SIGNATURE OF AUTHORISED PERSON: _____

APPLICANT ADVISED (DATE): _____



ABN 74 164 408 055
14 White Street PO Box 42 Brookton WA 6306
Telephone: (08) 9642 1106
Email: mail@brookton.wa.gov.au

TAX INVOICE/RECEIPT

Payer: LEAH DANN
32 REYNOLDS STREET
BROOKTON WA 6306

Receipt Number: 49759
Receipt Date : 10.07.25

Receipt Type	Detail	Amount
Miscellaneous	APPLICATION TO KEEP MORE THAN 2 DOGS - LEAH DANN 32 REYNOLDS STREET Account: 110520100	\$124.00
<p>Shire Of Brookton 14 White Street BROOKTON WA 6306</p> <p>CUSTOMER COPY</p> <p>Tyro Payments EFTPOS</p> <p>eftpos SAV ATD: 000000030410 Card: xxxxxxxxxx1734 (L) PSN: 01, ATC: 0003</p> <p>Purchase AUD \$136.50</p> <p>APPROVED 00</p> <p>Terminal ID: 1 Transaction Ref: 510039 10 Jul 2025 at 12:40 PM</p> <p>Retain copy for your records</p>		

* GST Exclusive Charge	\$124.00	Total	\$124.00
* GST	\$0.00	Tendered	\$124.00
		Change Given	\$0.00
Cash	Cheque	Other	Round Amount
\$ 0.00	\$ 0.00	\$ 124.00	\$0.00

MULTIPLE DOG PROPERTY INSPECTION

Section A:

ICS Number:	n/a
Due Date for Compliance:	
Date/ Time of Inspection:	Date: 01/10/2025 Time: 1210hrs
Allowed Access to Property:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, why?
Ranger Completing Inspection:	1) Keith Squibb

Section B: Owner Details

Registered Owner Name:	Leah Dann
Address of Inspection:	32 Reynolds Street Brookton
Telephone Number:	

Section C: Details of Dog/s

Dog Name:	Tinkerbelle
Breed / Colour:	Brown Chihuahua
Sex:	Female
Dog Registered:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Council Registered:	Brookton
Dog Sterilised:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Microchip #:	941000027399343
Council Tag #:	LT00355

Section C: Details of Dog/s

Dog Name:	Cookie
Breed / Colour:	Light Brown Chihuahua
Sex:	Male
Dog Registered:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Council Registered:	Brookton
Dog Sterilised:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Microchip #:	953010100703248
Council Tag #:	2500082


Section C: Details of Dog/s	
Dog Name:	Big Boy
Breed / Colour:	Brown AM Bulldog
Sex:	Male
Dog Registered:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Council Registered:	Brookton
Dog Sterilised:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Microchip #:	956000013056853
Council Tag #:	2500083

Section E: Fencing Inspection		
Gates		Notes
Self-Locking Gates:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Self-Closing Gates:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Secure/ Sturdy Gates:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Gate Heights:	RHS - 1.8m (Metres) LHS - nil (Metres)	
Gates – Passed/ Failed	Passed <input checked="" type="checkbox"/> Failed <input type="checkbox"/>	
Fences		
Rear height:	1.8m	
LHS Height:	1.8m	
RHS Height:	1.6m	
Front height:	1m	
Dog Adequately Confined:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Fences Passed/ Failed	Passed <input checked="" type="checkbox"/> Failed <input type="checkbox"/>	

Section F: House/ Yard Details	
Back Yard:	Large <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Small <input type="checkbox"/> Nil <input type="checkbox"/>
Dog Contained to Yard/ House:	Yard <input type="checkbox"/> House <input checked="" type="checkbox"/>
Unit/ Apartment:	Unit <input type="checkbox"/> Apartment <input type="checkbox"/>
Containment Problems:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Detail Problems:	

Section G: Ranger Actions		
Dog Registration Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Updated details with Microchip Company:	Yes <input type="checkbox"/> No <input type="checkbox"/>	N/A
Photograph of Dog:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Photographs of Fences/Gates:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Application Fee Paid (If applicable)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

Section H: Inspection Outcome/ Follow Up	
Inspection Passed/ Failed:	Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>
Follow up Inspection required:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Follow-up Inspection required for:	Fences <input type="checkbox"/> Gates <input type="checkbox"/> Collar <input type="checkbox"/> Muzzle <input type="checkbox"/> Signs <input type="checkbox"/> Refused Access <input type="checkbox"/> Other <input type="checkbox"/> (Detail Other) –
Date of Follow-up Inspection:	n/a

Section J: Inspecting Ranger Sign Off	
Attending Ranger:	Keith Squilbb
Signed:	
Ranger Recommendations:	<p>Whilst there are no gates across the driveway, the dog is a house dog. Since residing at this address approx. 3+ months, there have been no substantiated reports of any dogs wandering. The dog owner has demonstrated to be a responsible owner.</p> <p>My recommendation is to approve the application.</p>
Date:	01 October 2025





From: Nyssa Scheffler
To: Jennie Mason; Deanne Sweeney
Subject: FW: Your ref:REG050F Application for multiple dogs 32 Reynolds St Brookton
Date: Tuesday, 5 August 2025 10:55:38 AM
Attachments: rsz_cropped_logo_2_3bee74e0-f72b-4b64-ad76-9ee35fd52d77.png



Nyssa Scheffler
Administration Trainee
T: 08 9642 1106
E: nyssa.scheffler@brookton.wa.gov.au
www.brookton.wa.gov.au
89 Robinson Road, Brookton WA 6306
PO Box 42, Brookton WA 6306

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-----Original Message-----

From: Frank Morris [REDACTED]
Sent: Tuesday, 5 August 2025 10:38 AM
To: Administration Officer <mail@brookton.wa.gov.au>
Subject: Your ref:REG050F Application for multiple dogs 32 Reynolds St Brookton

[You don't often get email from frankmorris@iinet.net.au. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

From F.MORRIS OWNER OF46 REYNOLDS ST BROOKTON .

Regarding application for multiple dogs I think in light of recent public debate regarding dogs no precedent should be set by allowing more than 2 dogs to residential properties without at the very least all dogs being sterilised .

I note two of the three dogs are not sterilised . On that basis I don't think council should consider the application and a full refund given to applicants . Council could arguably be legally vulnerable .

Thanks,

Frank Morris .

Ranger Response

No substance to any claims + is more an editorial info piece.

Jennie Mason

From: Administration Officer
Sent: Monday, 11 August 2025 9:20 AM
To: Jennie Mason
Subject: FW: Dog Application
Attachments: 1000001991.jpg

From: Melinda Brown [REDACTED]
Sent: Saturday, 9 August 2025 3:21 PM
To: Administration Officer <mail@brookton.wa.gov.au>
Subject: Fw: Dog Application

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From: Melinda Brown
Sent: Saturday, August 9, 2025 3:15:40 PM
To: mail@brookton.wa.gov <mail@brookton.wa.gov>
Subject: Dog Application

To the Shire of Brookton,

We are responding to your letter dated 28th July regarding 32 Reynolds Street application for a 3rd dog residing at their property.

We do have a problem with them having a 3rd dog Especially if it is an American Bulldog as nearly every time we have been to our rental property 36 Reynolds Street the Chihuahua is out on the road, so if they can't keep a small dog contained how are they going to control a large dog, as upon research quote "their powerful build and potential for territorial aggression mean they require proper guidance and training and the lady who rents our property has a young child that has a disability and grandchildren that visit and would like know that the children can play safely in the yard, so my letter to you is more about their safety then about the amount of dogs they have.

Attached you will also find a letter from our renter Linda Loxton

Regards

Kevin Brown

Melinda Stacey

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Ranger Response

1. No reports of any chihuahua from 32 Reynolds was rec'd by a shire.
2. Alleged quote is not referenced therefore has no foundation
3. There has been no ^{formal} complaints lodged regarding any of the dogs listed on application.

To Whom It May Concern

I am writing this letter to address the application for a neighbouring home to acquire a 3rd dog.

As a tenant of the house at 36 Reynolds St, Brookton, I wished to state my concerns.

I noted the breed of the dog, but I am concerned about any breed of dog that may have a potential to be dangerous.

With this, I note the other 2 dogs have been seen numerous times out on the road; so I am wondering how they would intend to keep a larger dog within their boundaries.

I am extremely concerned for my disabled child, who is often running around in our yard. Many dogs instinctively know something is wrong with her - and unlike reports of dogs being instinctively protective to people with disabilities, I have found the exact opposite - I am finding many dogs become snarly, snappy and uneasy around her. So I am greatly concerned about a dog getting onto our property.

The breed is also an issue for me, as I have previously been involved in an attack with one of these dogs and a 4 year child (the child is fine now). I developed a fear due to this attack - and dogs do sense this. So this would be another issue if the dog came into my yard.

Thankyou for taking my points into your decision processing.

Ranger Response

LINDA LOXTON

Refer to notes from property owner.

12.10.25.02 AMENDING VARIOUS LOCAL PLANNING POLICIES – SUBMITTED FOR FINAL ADOPTION

File No:	PLA006
Date of Meeting:	16 October 2025
Location/Address:	Generally applies throughout the district
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider the public consultation outcomes and to seek Council's final adoption of various amended Local Planning Policies (LPPs).

Description of Proposal:

To ensure local planning policies remain contemporary and fit-for-purpose, there is a need to amend the current LPPs as required.

The recommended changes, outlined in Attachment 12.10.25.02A, propose new sections in green highlight and deleted sections in strikethrough. The amendments are overall not substantive but generally update references to LPS4 and other documents associated with the State Planning Framework, changes to legislation and minor administrative changes.

Background:

At the Ordinary Council Meeting 21 August 2025, the Council passed the following motion at Resolution OCM – 08.25-02:

That Council:

- Support the public release of the following draft amended Local Planning Policies, outlined in Attachment 12.08.25.01A, and require the amended draft policies to be publicly advertised in accordance with the requirements set out in Schedule 2, Clauses 6 & 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for 21 days:*
 - LPP 1 Relocated Second-hand Buildings*
 - LPP 2 Development Requirements for Rural Subdivision*
 - LPP 3 Sewerage Connection for Subdivision of Land*
 - LPP 4 Town Planning Fees Refund*
 - LPP 5 Residential development on Farming zoned lots/locations without frontage to dedicated and constructed public roads*
 - LPP 8 Signage*
 - LPP 9 Developer Contributions for road and footpath upgrading relating to subdivision of land*
 - LPP 10 Stocking Rates – Rural Enterprise, Rural Residential and Rural Smallholding Zone land*
- Reconsider the draft amended Local Planning Policies following the close of the public submission period and determine whether or not to adopt the policies with or without modification.*

Consultation:

The amended local planning policies (LPPs) were advertised for community and stakeholder comment. In accordance with the Council resolution, the Shire administration consulted extensively for 21 days. Specifically the Shire administration wrote to and invited comments from wide-ranging stakeholders and government agencies, placing public notices and details in the local paper, placing details on the Shire website, on the Shire's Facebook page and information being available at the Shire office. The publicly advertised draft amended policies are outlined in Attachment 12.10.25.02A.

The Shire received no submissions on the draft amended policies. It can only be assumed there is no objection to the proposed amendments.

Statutory Environment:

- Planning and Development Act 2005
- Schedule 2, Part 2, Division 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 provides the ability to prepare, amend or revoke a Local Planning Policy. Attachment 12.10.25.02B provides an extract from the Regulations. This extract includes that draft policies need to be advertised for at least 21 days. The Shire has met and exceeded the requirements in the Regulations.
- Various State Planning Policies
- Shire of Brookton Local Planning Scheme No. 4 (LPS4)

Relevant Plans and Policy:

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 budgeted costs in advertising the amended draft LPPs.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the reputational risk associated with adopting the LPPs is assessed as Insignificant. The likelihood of these consequences is assessed as Rare.

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

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

Community & Strategic Objectives:

The amended LPPs align with Council's *Strategic Community Plan 2022-2032* including 'There are new or current people living in BROOKTON who work elsewhere.'

The amended LPPs, if granted final adoption, will assist the decision-making of the local government, inform applicants/landowners of Council requirements and raise community and stakeholder awareness.

Comment

Noting no submissions were received, it is recommended that Council grant final adoption to the amended version of the policies set out in Attachment 12.10.25.02A. No changes are proposed to the draft version that was publicly advertised.

In the coming months Council will consider in the same process review of existing and creation of new LPPs relating to:

- LPP 6. Outbuildings;
- LPP 7. Tree Farms;
- LPP 11. Heritage Conservation;
- LPP 12. Tourism Land Uses and Visitor Accommodation;
- LPP 13. Stormwater Management;
- LPP 14. Sea Containers; and
- LPP 15. Exemption From The Need To Obtain Development Approval

OFFICER'S RECOMMENDATION

That Council:

1. pursuant to Schedule 2, Part 2 and Clause 4(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant final adoption to the amended Local Planning Policies 1, 2, 3, 4, 5, 8, 9 and 10 as set out in Attachment 12.10.25.02A; and
2. note the Shire administration will arrange to publish a copy of the notice relating to the final adopted policy on the Shire website and in a local newspaper.

(Simple majority Vote required)

COUNCIL RESOLUTION

MOVED: Cr Bell

SECONDED: Cr Wallis

That Council:

- 1. pursuant to Schedule 2, Part 2 and Clause 4(3) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant final adoption to the amended Local Planning Policies 1, 2, 3, 4, 5, 8, 9 and 10 as set out in Attachment 12.10.25.02A; and**
- 2. note the Shire administration will arrange to publish a copy of the notice relating to the final adopted policy on the Shire website and in a local newspaper.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Against: Nil

Attachments

Attachment 12.10.25.02A – Publicly advertised policies

Attachment 12.10.25.02B – Extract of *Planning and Development (Local Planning Schemes) Regulations 2015*

LPP 1. REPURPOSED AND SECOND HAND DWELLING

Objective

The primary objectives of this policy are to:

To ensure compliance with the relevant provisions of Council's Local Planning Scheme in a manner which is realistic, and which ensures that the **design of repurposed dwellings and relocation of second-hand dwellings buildings is** undertaken to an approved acceptable standard which pays regard to local amenity and aesthetics.

To provide clear standards as to what constitutes an acceptable type of **repurposed dwellings and relocated second-hand dwellings building** to be used for residential purposes.

To ensure the style, construction and design of **repurposed dwellings and second-hand dwellings are** in keeping with the character of the surrounding buildings and the locality in general.

Policy

1. Preliminary

Should any part of this Policy be inconsistent with the Local Planning Scheme, the Scheme provisions shall prevail.

Further, this policy does not bind the **Council local government** in any respect of any application for **Planning Development** Approval, however **the local government Council** should have due regard to the objectives and provisions of this Policy in determining an application for **development planning** approval.

2. Application

This policy applies to all proposals for **repurposed dwellings and for** the relocation of second-hand **dwellings buildings (including repurposed buildings)** on land situated within the Shire of Brookton.

This policy applies to ancillary dwellings, caretaker's dwellings and other forms of buildings proposing overnight accommodation that are in the form of a repurposed dwelling or in the form of a second-hand dwelling.

~~This policy does not apply to new prefabricated buildings or other new transportable buildings built and re-fitted within an industrial area that have not been previously installed on any other location.~~

This policy does not apply to new purpose built transportable dwellings, if not constructed of sea containers, dongas or similar (or repurposed dwellings).

This policy does not apply to new barn style dwellings which are defined as a 'single house'.

Related requirements are outlined in Council's Sea Container Policy.

3. Requirement for ~~Planning~~ Development Approval

3.1 Determination

Applications for ~~the relocation of~~ repurposed dwellings or second-hand dwellings buildings ~~on property~~ within the Shire of Brookton require ~~Council Planning~~ Development Approval prior to a Building Permit being issued and relocation taking place.

All applications for ~~the relocation of~~ repurposed dwellings or second-hand dwellings buildings will be assessed against this policy prior to a decision being made under the provisions of the Scheme.

Repurposed dwellings or second-hand dwellings will not be supported ~~on Residential zoned land within the Brookton townsite~~ unless the local government Council is completely satisfied the final design and presentation accords as a minimum to the existing housing standard and will not be detrimental to the visual amenity ~~and or residential property values~~ in the area.

In determining the application, the local government Council ~~(or CEO under delegated authority)~~ may approve the application with or without conditions. The local government Council may also refuse the application should the proposed development not accord with the objectives of this policy.

Development ~~Planning~~ approval is valid for a period of two (2) years from the date of approval, during which time a Building Permit must be issued, and development substantially progressed or the approval will lapse.

3.2 Information

All applications for development ~~planning~~ approval to relocate a second-hand dwelling building must be accompanied by the following prior to consideration:

- Signed and completed Application for Development ~~Planning~~ Approval Form;
- Photographs clearly showing the four elevations of the proposed dwelling building;
- Site plan showing the proposed location of the dwelling building and distances from property boundaries, other buildings and any natural features on the property;
- Floor plans, elevations, cross sections, and specifications;
- Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection ~~(where the building is a purpose-built transportable building, sufficient documentation proving this will suffice);~~
- Certification from a registered pest control company that the building is free from termites if of a timber frame construction;
- A statutory declaration that the building is free of hazardous material (including asbestos) ~~and~~
- A Bushfire Attack Level (BAL) assessment if the building is to be located within a designed Bushfire Prone Area as illustrated at <https://maps.slip.wa.gov.au/landgate/bushfireprone/> ~~on the Department of Fire and Emergency Services mapping website;~~

Applications for development approval for a repurposed dwelling are to be accompanied by a signed form, site plan, floor plan, elevations (including showing external enhancements) and as required a BAL assessment.

3.3 Need for a Building Permit

Notwithstanding that the local government Council may grant Development Planning Approval, a Building Permit is generally required to be sought and issued prior to relocation of the building commencing.

3.4 Advertising

The Local Planning Scheme requires advertising for repurposed dwellings in various zones.

An application for a relocated second-hand dwelling building within the Brookton townsite or in other areas as determined by the local government, may need to be advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015* where surrounding properties and/or residences may be affected by the relocation of the building taking place.

3.5 Building Inspection

A suitably qualified person (i.e. Structural Engineer or Building Surveyor) is required to inspect the second-hand dwelling building prior to its relocation in order to ascertain its suitability for relocation.

4. General Provisions

4.1 Amenity

Clause 49 of the Local Planning Scheme states:

'In zones where the local government has the discretion to approve the erection of a repurposed dwelling and/or second-hand dwelling on a lot, it will be subject to the dwelling being compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area.'

The local government's key planning issue with repurposed dwellings and second-hand dwellings is their external appearance. Depending on the property zoning and the site context (especially where it can be viewed from roads and public place), repurposed dwellings in particular may require external recladding, along with painting, adding verandahs or other measures to enhance amenity.

When giving consideration to an application for development planning approval, the local government Council may give consideration to:

- The building in its relocated position being rendered visually acceptable by the use of recladding, verandas, screening and/or landscaping;
- The design, scale and bulk of the proposed building being compatible with the type of buildings that exist in the locality in which it is to be located; and

- ~~With respect to the relocation of second-hand buildings within the Brookton townsite, Council may determine to not approve the relocation~~ development application should the building not be in-keeping to the residential amenity premised on scale, appearance, design, materials or general condition.

4.2 Repurposed Dwelling

A Development Application is required for a single house, extension to a single house or extension to other dwelling where the building, dwelling or structure consists of a skid mounted transportable unit (sea container), a donga or similar. Such a use is best described as a 'repurposed dwelling'.

The local government considers that a repurposed dwelling can be detrimental to the amenity an area unless the external appearance is suitably upgraded.

Repurposed dwellings will not generally be supported within the gazetted Brookton townsite and on land zoned Rural Residential, Rural Smallholdings and Rural Enterprise unless the local government considers the external appearance will not adversely detract from the area's character and amenity.

The local government generally does not support a repurposed dwelling unless, amongst other matters:

- The exterior of the repurposed dwelling is in a state of good repair; and
- Unless screened from nearby roads, other public places and adjoining properties the local government will require the repurposed dwelling to be re-clad or treated in such a way to make it visually more compatible with the amenity of the area, and the dwelling/habitable building to incorporate measures such as verandahs or other architectural/design features to improve the visible appearance of the structure.

4.3 Second-hand Dwelling

A Development Application is required for a second-hand dwelling.

The local government will consider second-hand dwellings provided they are comprised of high-quality design features as determined by the local government.

The local government will not approve the use of a second-hand dwelling or other building containing asbestos.

4.4 Conversion of Outbuildings to Dwellings

The local government considers that the conversion of an outbuilding to a dwelling can result in substandard housing being produced and this form of housing is potentially detrimental to the amenity of an area.

A Development Application is required for the conversion from an outbuilding to a dwelling.

The local government will, amongst matters, consider:

- Whether the proposed dwelling is visibly intrusive from public roads and public places including whether adequate screening (vegetation etc.) exists;

- The impact of the proposed development in relation to adjoining or nearby properties; and
- Whether the external appearance of the proposed dwelling is adequate or what mitigating design improvements are proposed.

4.5 Conditions

The local government Council may place a condition(s) on the grant of development planning approval if deemed appropriate to ensure the repurposed dwelling or relocated second-hand dwelling building meets the objectives of this policy and preserves the amenity of the locality. These conditions may include the following if deemed appropriate by the local government Council:

- The exterior of the building being painted in a manner that is consistent with the colours and styles of the surrounding buildings.
- The construction of verandas and/or alterations to the roof pitch and/or materials to ensure the relocated building is consistent with the design of surrounding buildings.
- Other conditions to ensure an individual building meets all relevant local government Council requirements and policies.

Should development approval for a repurposed dwelling be granted, the following conditions may apply:

- A specific time period to which development approval applies and the requirements for removal of structures which are intended to be temporary;
- External repainting and/or re-cladding of the building;
- The construction and/or replacement of verandahs;
- Modification of roof design if considered necessary to ensure the structure is consistent with surrounding dwellings; and
- Require landscaping to be established within a specified time and thereafter maintained.

Should development approval for a second-hand dwelling be granted, it may include the following conditions:

- Certification from a practicing structural engineer that the design and condition of the building is suitable for relocation and re-use;
- All asbestos is removed prior to relocation;
- Require landscaping and to be established within a specified time and thereafter maintained;
- Require the applicant or owner to provide a bond or unconditional bank guarantee to the local government as surety for the completion of the second-hand dwelling to a standard or presentation acceptable to the local government within a specified time

frame, usually within 6 months. A bond will only be returned upon the completion of the necessary works to the local government's satisfaction.

4.6 Minimum Dwelling Standard

~~If the relocated second hand building is to be used for residential purposes, the~~ The following minimum dwelling standard is required to be provided:

- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge/dining area;
- A kitchen; and
- A separate toilet, bathroom and laundry facility.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the *Building Code of Australia*.

Buildings that are not designed for predominant use as a dwelling and do not meet the above criteria will not be approved for use as a primary residence.

Mobile Park homes will only be considered if the above criteria for minimum dwelling standard is met and the mobile home is consistent with all other relevant requirements of this policy, particularly Section 4.4 ~~5.3~~ relating to amenity.

~~Second hand repurposed dwellings (ie dongas) will not be supported within the gazetted Brookton townsite.~~

4.7 Non-Residential Building Standard

Relocated buildings to be used for non-residential purposes will be assessed based upon their suitability for the proposed use, the zone in which they are to be located and against all other relevant provisions of this policy relating to asbestos, amenity and design. If considered necessary, the local government Council will prohibit the use of the building for residential purposes through a condition of approval.

If the relocated building is to be used as an outbuilding, the application will be assessed against the relevant provisions of Council's prevailing Outbuildings Policy.

4.8 Hazardous Materials

Second-hand dwellings and buildings must have all hazardous materials (ie. asbestos) materials removed prior to relocation taking place. The local government Council will require documentation demonstrating cement sheeting (walls and roof) is hazardous free where the age of the building indicates asbestos hazardous materials may have been utilised in construction.

Statutory Environment:

Planning and Development Act 1995

Planning and Development (Local Planning Schemes) Regulations 2015

~~Town~~ Local Planning Scheme No. 4

Building Act 2011

Resolution No:

Resolution Date:

LPP 2. DEVELOPMENT REQUIREMENTS FOR RURAL AND RURAL LIVING SUBDIVISION

Objective:

The purpose of this Policy is to outline Council's requirements for subdivision for rural/farming, ~~and~~ Rural- Residential ~~and~~ Rural Smallholding zoned land. The local government Council will from time to time require conditions be placed on a subdivision approval for certain works to be undertaken, particularly relating to road construction and the preparation of bushfire management plans. Other related matters include drainage, electricity supply and water supply.

Policy:

Road Construction

The following outlines the construction requirements for roads to either serve a subdivision of Rural/farming, ~~or~~ Rural-Residential ~~or~~ Rural Smallholding zoned land, or to construct an unmade road reserve in the Shire of Brookton.

Road Types

There are five types of rural, ~~and~~ rural residential ~~and~~ rural smallholding road types that are identified in the Shire. These are:

- Rural Residential Road/Rural Smallholding Road
- Major Rural Road
- Standard Rural Road
- Minor Rural Road Type A
- Minor Rural Road Type B

Rural Residential/Rural Smallholding Road applies to new roads (either on an existing road reserve or a road reserve created as part of a subdivision) that are to be constructed to serve a Rural Residential development (Lot sizes normally 12ha – 45ha) ~~or~~ Rural Smallholding development (lots sizes between 4-40 ha). Council will require the sealing of Rural Residential/Rural Smallholding Roads serving lots of 5ha or less in area as a reflection of the relatively high traffic volumes that are created by this form of subdivision.

A Major Rural Road is a road that carries large volumes of traffic or connects significant areas of the Shire to other rural areas or the town centre. Sealing of these roads may occur should traffic volumes or use by heavy vehicles warrant this. Existing examples of major rural roads in the Shire are Corberding Road, Brookton-Kweda Road and Copping Road between the Great Southern Highway and the BALCO plant.

A Standard Rural Road generally carries moderate volumes of traffic from major roads to farming areas. The majority of existing shire roads would be classified under this category.

A Minor Rural Road Type A is a road that has the potential to serve a maximum of 10 farming locations or lots (with lot sizes normally greater than 30-40ha) and is typically a no-through road.

A Minor Rural Road Type B is a road that has the potential to serve a maximum of 5 farming locations or lots (with lot sizes greater than 30-40ha) and is typically a no-through road.

Road Reserve Requirements

Where a new road reserve is proposed to serve a rural subdivision, a reserve width of 25 metres will normally be required, unless topography requires a greater width. In rural areas, lot truncations of 8m will be required for lots on road corners. The local government will require a reserve width of at least 20 metres for rural residential or rural smallholding subdivisions.

Road Construction Requirements

The following outlines the normal construction requirements for each road type. The local government Council reserves the right to determine the standard of road required for each subdivision application or application for construction of an existing road reserve.

Rural Residential/Rural Smallholding Roads:

- Road pavement to have a minimum 6.0m wide bitumen seal with 2.0m wide gravel shoulders.
- Seal to be two coat bitumen and aggregate.
- Road construction to be a minimum of 150mm compacted base-course and a minimum 150mm compacted sub-base.

Major Rural Roads

- Pavement width to be a minimum of 10.0m (7.0 roadway, 2 x 1.5m shoulders).
- Can be a gravel road unless otherwise required by the local government Council due to envisaged traffic volumes or the use of the road by heavy vehicles.
- Pavement to be a minimum of 150mm compacted gravel.

Standard Rural Roads

1. Pavement width to be a minimum of 8.0m (5.6m roadway, 2 x 1.2m shoulders).
2. Pavement to be a minimum of 150mm compacted gravel.

Minor Rural Roads Type A

3. Pavement width to be a minimum of 6.0m (4.0m roadway, 2 x 1.0m shoulders).
4. Pavement to be a minimum of 150mm compacted gravel.

Minor Rural Roads Type B

5. Pavement width to be a minimum of 6.0m (4.0m roadway, 2 x 1.0m shoulders).
6. Pavement material to be natural (in situ) where suitable.
7. Where gravel is required, pavement to be a minimum of 75mm compacted gravel.

All Roads

8. A cross fall of 4% either side of the centreline crown.
9. Through horizontal curves, one-way cross fall or super elevation shall be applied in accordance with Austroads publication 'Rural Guide to Road Design 1989'.
10. Crossovers to be constructed to each property entrance to a design that avoids property access roads draining onto the Shire road.
11. Crossovers to be located a minimum of 50m away from intersections and junctions and provide 300m clear sight distance in either direction.
12. Piped crossovers to be a minimum width of 9.6m for rural properties and 7.6m for urban properties and to include headwalls.
13. Roadside drains to be a minimum of 300mm – 500mm deep with batters having a minimum slope of 1 in 3.

Costs Associated with Road Construction

The construction of roads associated with a subdivision, either on new road reserves or those already existing but not constructed, will be at the cost of the subdivider. This requirement also relates to roads to be constructed for public road access to each new lot in a boundary realignment application (i.e. where no additional lots are created over that existing prior to the boundary realignment taking place).

The proponent may be required by ~~the local government Council~~ to engage a Consulting Engineer to plan, design and supervise the road construction at their cost. The design may include a comprehensive water drainage plan.

A 3% maintenance retention amount is to be lodged with ~~the local government Council~~ for a period of 12 months on roads subject to a subdivision application.

A 1.5% supervision loading is payable throughout the project on roads subject to a subdivision application.

Clearance of Subdivision Condition

Where the subdivider requests ~~the local government to Council~~ clear a condition of subdivision relating to road construction prior to the construction having taken place, ~~the local government Council~~ may accept a cash bond that is equivalent to the full estimated construction cost of the road(s). The subdivider will be required to enter into a written agreement with ~~the local government Council~~ for the operation of the bond.

The bond is to be paid to ~~the local government Council~~, held in trust and may be used by ~~the local government Council~~ to either:

- Design and construct the road(s) itself as a private work; or
- Pay a contractor engaged by the subdivider or the Shire to undertake the works to ~~the local government's Council's~~ specifications.

Should there be a residual amount remaining in trust at the completion of the construction, this is to be refunded to the subdivider. Should the trust amount not be sufficient to cover all costs associated with the design and construction of the road(s), the outstanding amount is to be provided by the subdivider.

Drainage

Open drains are permitted for new subdivisions. Stormwater is to be retained on site and not allowed to drain onto a Shire controlled road.

Water

~~Unless connected to the reticulated water system, any dwelling is to be provided with a rainwater tank that has a capacity of at least 120,000 with an additional capacity of 15,000 litres dedicated to firefighting purposes.~~

~~For new Rural Residential subdivision with lot size of 4ha or less in area, a reticulated potable water supply is required to be provided in accordance with Clause 5.3.2 of Statement of State Planning Policy No. 11 'Agricultural and Rural Land Use Planning'.~~

~~On lots greater than 4ha, an on-site potable water supply will suffice, in accordance with Clause 5.1.4 of the Shire of Brookton Town Planning Scheme No. 4.~~

Electrical Power

The Western Australian Planning Commission (WAPC), in consultation with Western Power or other service providers, sets the provision of power as a condition of subdivision. The WAPC ~~This authority~~ will decide whether the supply is to be underground, ~~or~~ above ground or off-grid.

Bushfire ~~Fire~~ Management Plans

The local government ~~Council~~ may require a Bushfire ~~Fire~~ Management Plan be prepared and implemented for all subdivision of rural land depending on the circumstances in each case. As a requirement the local government will ~~Shire~~ generally adhere to the provisions of State Planning Policy 3.7 Planning in Bushfire Prone Areas and associated guidelines ~~WAPC Policy DC3.7 'Fire Planning'~~. A notification is to be placed on the titles of each lot created informing each subsequent landowner of the existence of the Bushfire ~~Fire~~ Management Plan where applicable.

Statutory Environment:

Planning and Development Act 2005

Resolution No:

Resolution Date:

LPP 3. SEWERAGE CONNECTION FOR SUBDIVISION OF LAND

Objective:

The purpose of this policy is to provide direction when apply conditions to subdivision approval in the Brookton townsite in line with the ~~State~~ Government ~~Country~~ Sewerage Policy.

Policy:

The following sewerage connection conditions apply to all approved applications for subdivision on any lots within the Brookton townsite boundary where the newly created lots cannot accommodate an approved onsite ~~sewage effluent~~ disposal system.

Prior to ~~the local government Council~~ clearing the conditions imposed by the Western Australian Planning Commission the proponent of the subdivision must, at their cost –

- Provide an easement approved by ~~the local government Council~~ on the Certificate of Title of each lot, as part of the subdivision process, for the future extension of the sewer main. The area required for the easement to be specified by ~~the local government Council~~ in accordance with the requirements of the legislative provisions relating to sewerage scheme extensions.
- Lodge a memorial on the Certificate of Title of each of the newly created lots, notifying subsequent owners that connection to the sewer will only be available when ~~the local government Council~~ deems it necessary or economically feasible to extend the existing sewerage scheme main to the lot.
- Provide written acceptance that future extension of the existing sewerage scheme to the newly created lots is not guaranteed.

Statutory Environment:

~~Local~~ Town Planning Scheme No. 4

Resolution No:

Resolution Date:

LPP 4. TOWN PLANNING FEES REFUND

Objective:

To provide clear guidelines for the refund of ~~Town Planning~~ **Development** Application Fees.

Policy:

Refund Of Development Application Fees

Where ~~the local government Council~~ **the local government Council** has resolved to refuse to grant ~~Development Planning~~ **Development** Approval, any fees that have been paid to ~~the local government Council~~ **the local government Council** are not refundable. The applicant is to be made aware that the fee is for the determination of an application, not its approval.

Where a Development Application has been lodged and is subsequently withdrawn by an applicant or not been processed by the Shire within the statutory time frame, and a request for refund of the planning fees is made, the following refund guidelines will apply:

- a) Where the application has been assessed and determined: no refund.
- b) Where an application has been assessed but not determined: 50% refund.
- c) Where an application has not been assessed and determined: 100% refund.

Discretion is afforded to the CEO in interpreting a) to c) above.

Other Matters

~~The local government Council will have regard to the ~~Town Planning (Local Government Planning Fees) Regulations 2000~~~~ **the local government Council will have regard to the ~~Town Planning (Local Government Planning Fees) Regulations 2000~~ **Planning and Development Regulations 2009**** and subsequent amendments for matters not covered by this Policy.

Statutory Environment:

Planning and Development Regulations 2009

Local Government Act 1995

(Council adopted Schedule of Fees and Charges)

Resolution No:

Resolution Date:

LPP 5. RESIDENTIAL DEVELOPMENT ON RURAL ZONED LOTS/LOCATIONS WITHOUT FRONTAGE TO DEDICATED AND CONSTRUCTED PUBLIC ROADS

Objective:

This policy is to provide clarity around residential development on Rural farming zoned land or other lots/locations without frontage to dedicated and constructed public roads.

Policy:

To comply with Clause 40(2) of the Shire of Brookton's ~~Local Town~~ Planning Scheme No 4, which states the local government Council shall "require such other arrangements are made for permanent access as shall be to the satisfaction of the Council" the following are minimum acceptable access requirements:

1. Absence of a dedicated public road

Where there is no frontage to a dedicated public road reserve, the local government Council will support at the applicant's cost, a carriageway access easement being created, and registered and constructed on the neighbouring title(s) with the respective landowner's consent for the purpose of providing permanent access to the subject property, to the satisfaction of the Shire of Brookton. Where no such formal access arrangement exists, the local government Council will condition on a formal development planning approval this requirement to be met on a 'land locked' parcel of land.

2. Use of an unconstructed dedicated public road

Where there is a dedicated yet unconstructed road frontage the local government Council will support at the applicant's cost minimal construction for vehicle access to a 2 wheel drive all weather standard. Such access will need to be compliant with legislative requirements and standards, and be applied for, assessed, and approved by the local government Shire Administration prior to any construction.

Advice Notes:

Compliance with this policy is not required where direct road frontage is achieved through the creation of a battle-axe lot via subdivision and amalgamation.

Statutory Environment:

~~Local Town~~ Planning Scheme No. 4 ~~Cl. 40(2)~~

Resolution No:

Resolution Date:

LPP 8. SIGNAGE

Objectives:

The objectives of this Policy are to:

- ensure that existing and future signage is maintained at a level which produces a positive image of the Shire of Brookton;
- encourage advertising which complements the natural and urban environment whilst minimising any negative impacts;
- control the erection of signs so as to minimise the proliferation of signs and prevent visual pollution;
- ensure signs do not detract from the streetscape/landscape and the amenity of the area through controlling the sign's size, height, materials, colours and location;
- provide further interpretation of LPS4 in the assessment of applications for signs;
- set out guidelines that will assist in the regulation and control of signage;
- provide increased certainty for advertisers, landowners, the community and others and to assist in providing greater consistency in decision making by the local government; and
- facilitate the effective and timely processing of sign applications where in accordance with this Policy.

To enhance the amenity and character of all areas within the Shire of Brookton through the provision of acceptable standards of development for advertisements.

Policy:

Signage is considered to have a major impact on the amenity of the Shire, particularly in relation to roadside advertising. Except where specifically exempt under the *Shire of Brookton's Local Planning Scheme No. 4* (LPS4), all advertisements within the Shire require the prior approval of the local government Council. This policy is to provide guidance for the location and desired standards when applications for development planning approval are being considered.

1. This policy is for all signage that is visible from outside the property, complex or facility concerned, either from private land or from public places or streets.
2. Should the application be on or adjacent to a Main Road reserve, approval from Main Roads WA is also required.
3. Signs denoting property and/or owner name and/or property address do not require approval.
4. Exempted advertisements, as detailed in Schedule 3 of LPS 4 do not require Development Planning Approval.
5. Where an advertisement proposal requires approval a Development Application form shall be used.
6. All advertisements shall comply with the criteria contained in Table 1 of this policy.
7. Approval for the continuation of approved signage requires that a request shall be made to the Shire in writing, prior to development planning approval expiring.

8. Temporary candidate signage associated with a local, state or federal election is exempt from this policy and the provisions of the *Shire of Brookton Local Planning Scheme No. 4 (LPS4)*.

Location	Sign Purpose	Maximum Allowable Signage
All Locations	All Advertising	<ul style="list-style-type: none"> Signage must be complementary to its surroundings. Any signage which in the opinion of the local government Council is distracting to motorists will not be approved.
Within Main Roads Road Reserve	Local Government or Community Organisation	<ul style="list-style-type: none"> Maximum surface of 4.5m². Additional approval is required from MRWA. Should the organisation cease to operate, all relevant signage must be removed
	Commercial Advertising	<ul style="list-style-type: none"> Not supported
Adjacent to Main Roads Road Reserve	All Advertising	<ul style="list-style-type: none"> Maximum surface of 4.5m². All signage must comply with the setback requirements contained in Table 2 of LPS 4. Consideration must be given to the grouping of signage. Should the business cease to operate, all relevant signage must be removed by the applicant or landowner
Road Reserve (Non Main Road)	Private and commercial advertising	<ul style="list-style-type: none"> Signage must be specific to an event and time period. Ongoing approval shall not be granted
	Local Government or Community Organisation	<ul style="list-style-type: none"> Signage must be specific to an event and/or time period.
Residential Zone	Home Business – Signage does not require approval if compliant with policy	<ul style="list-style-type: none"> Flashing or illuminated signs shall not be approved. Maximum surface of 1m². Signage must relate to the business being conducted from the same property. Should the business cease to operate, all relevant signage must be removed by the applicant or landowner.
	Domestic Advertising (Garage Sale, etc.)	<ul style="list-style-type: none"> Maximum surface of 1m Advertising must relate to the property upon which the signage is placed. All signage approval shall be limited to a maximum of two months after which a new approval must be sought and granted.
Rural Residential Zone	All Advertising	<ul style="list-style-type: none"> Flashing or illuminated signs shall not be approved. Maximum surface of 4.5m². Advertising must relate to the property upon which the signage is placed.

Location	Sign Purpose	Maximum Allowable Signage
Rural Residential Zone	All Advertising	<ul style="list-style-type: none"> Flashing or illuminated signs shall not be approved. Maximum surface of 4.5m². Advertising must relate to the property upon which the signage is placed.
Rural Enterprise Zone and Rural Smallholding Zones		<ul style="list-style-type: none"> Flashing or illuminated signs shall not be approved. Maximum surface of 1m². Advertising must relate to the property upon which the signage is placed. Should the business cease to operate, all relevant signage must be removed by the applicant or landowner.
Rural Zone	All Advertising	<ul style="list-style-type: none"> Maximum surface of 4.5m². Consideration must be given to the grouping of signage
Commercial Zone	All Advertising	<ul style="list-style-type: none"> Maximum surface of free-standing signs to be 5m². Advertising must relate to the property upon which the signage is placed. Consideration must be given to the grouping of signage. All signage approval shall be limited to the business for which approval has been granted. For any change of business, a new approval must be sought and granted.
Light Industry and General Industrial Zones	All Advertising	<ul style="list-style-type: none"> Maximum individual surface of 6m². Maximum total area of signage 15m². Advertising must relate to the property upon which the signage is placed. Consideration must be given to the grouping of signage. All signage approval shall be limited to the business for which approval has been granted. For any change of business, a new approval must be sought and granted.

Location of signs and “third party” land

Generally, signs should be located on land or buildings on which is conducting a business or profession which the sign relates. The local government may, following appropriate justification from a proponent, consider signs on “third party” freehold properties. Generally, this will be:

- for a temporary period (typically 6 – 12 months) following which the signs are to be removed; and
- for a recently established local business or a local business (based in the Shire of Brookton) which will shortly commence operating; and
- limited to one sign for the business which is no greater than 4m² in area.

Should the business cease operating during the approval period, the local government may remove the sign.

The local government will not support applications for advertisements that, in the opinion of local government, detract from the aesthetic qualities of an area by virtue of inappropriate size, colour, illumination and location. Additional to this, the local government will consider the existing number of signs placed in an area and/or on the building to ensure visual cluttering does not occur.

Generally, the local government does not support signs located on a light pole or power pole unless associated with a community event. Additionally, for roads managed by Main Roads Western Australia, the agency does not allow a sign or advertising device to be attached to existing signs, structures and roadside items including a light/power pole.

The use of vehicles, trailers, and trucks for display or exhibiting of signage will not be permitted except for special events as approved by the local government.

The “onus of proof” rests with the advertiser to justify their Development Application and variations to this Policy.

Temporary Signs for Events and Traffic Management

There is no requirement to submit a Development Application for signs associated with traffic management for events. This is subject to signage and the event being undertaken in accordance with the *Traffic Management for Events Code of Practice* (or any updates).

There is no requirement to submit a Development Application for signs to publicise a forthcoming event subject to the following:

- temporary signs are not to be placed on the road reserve, unless it is a directional sign;
- the temporary sign must be removed after the forthcoming event has passed and must not be displayed for no longer than 8 weeks;
- if the local government considers the temporary signs are inappropriate or unsuitable they will be removed.

While noting the above, Main Roads Western Australia requires approval for any signage in, or in the vicinity of the road reserve of a declared highway or main road, unless they are exempt signs. A written application is required.

There is no requirement to submit a Development Application for signs associated with traffic management for works on roads. This is subject to signage and works being undertaken in accordance with the *Traffic Management for Works on Roads Code of Practice* (or any updates).

Assessing a Development Application

In assessing a Development Application for a sign, the local government will have regard to matters including the following:

- size, shape, materials, colours, finish, wording, general appearance and location of the sign;
- whether it is illuminated and the presence or rate of flashing lights;
- existing number of signs on the site;
- pedestrian, cyclist and motorist safety;
- the objectives of LPS4;
- provisions and requirements of LPS4;
- the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance;
- zoning of the lot;
- the amenity of adjacent areas which may be affected and the effect on the streetscape;
- whether the sign is proposed to be temporary or permanent;
- written comments from affected landowners and other stakeholders;
- adopted Town Centre Design Guidelines; and
- any other circumstance and factor affecting the application in the opinion of the local government.

Statutory Environment:

Local Planning Scheme No. 4 – Schedule 3 – Exempted Classes of Signage Advertisement

Resolution No:

Resolution Date:

LPP 9. DEVELOPER CONTRIBUTION FOR ROAD AND FOOTPATH UPGRADING RELATING TO SUBDIVISION OF LAND

Objective:

- To provide a basis for seeking financial contributions to the upgrading of the road and footpath network as a result of the subdivision process.
- To ensure consistency in the recommendations made to the Western Australian Planning Commission (WAPC) on subdivision applications.
- To provide clear and consistent advice to the community on the Shire's expectations for road and footpath upgrading.

Purpose:

This policy sets the basis for seeking contributions for the upgrading of the Shire road and footpath network as a result of the subdivision. The policy will allow a consistent approach to be applied to all subdivisions and associated land development.

Definitions:

'**Road**' shall have the definition applied to it under the *Road Traffic Act 1974*, which includes any highway, road or street open to, or used by, the public and includes every carriageway, footpath, reservation, median strip and traffic island thereon.

"**Footpath**" shall mean any land or thoroughfare used by pedestrians and/or cyclists and shall include pathways, dual use paths and any other walkway designed for this use.

Statutory powers:

This Policy relates to determinations made by the WAPC ~~Western Australian Planning Commission~~ under the *Planning and Development Act 2005*. This Act gives the Commission the power to require developer contributions as part of the subdivision of land.

The objectives of the policy are:

- To promote the efficient and effective provision of public infrastructure and facilities to meet the demands arising from new growth and development.
- To ensure that development contributions are necessary and relevant to the development to be permitted and are charged equitably among those benefiting from the infrastructure and facilities to be provided through the subdivision of land.
- To ensure consistency and transparency in the system for apportioning, collecting, and spending development contributions in line with conditions of subdivision approval.
- To ensure standard of social infrastructure and well-being of communities arising from or affected by new sub divisional development.

This Policy adopts and implements these principles for seeking developer contributions as part of the subdivision process.

Policy:

- All applications for subdivision made within the Shire of Brookton, where there is an identified nexus between the requirements for a road and/or footpath upgrade, will be subject to the provisions of this policy. This policy does not supersede or influence any other requirement for developer contributions as part of the subdivision approval

process toward other facilities or infrastructure, such as public open space, community facilities, etc.

- In making recommendations to the ~~WAPC Western Australian Planning Commission~~ on applications for residential, commercial or industrial subdivision where at least two additional lots will be created from the parent lot/s, the ~~local government Council~~ will consider seeking a financial contribution to be made towards the upgrading of the footpath network.
- In making recommendations to the ~~WAPC Western Australian Planning Commission~~ on applications for residential, commercial or industrial subdivision where there is more than five additional lots to be created from the parent lot/s, the ~~local government Council~~ will consider seeking a financial contribution to be made towards the upgrading of the road and footpath network.
- Contributions towards the upgrading of the road and footpath network will be based on the standards contained in Table No 1 of this policy. The standards will be reviewed as part of Council's periodic review of the Shire of Brookton's Policy Manual ~~and Fees and Charges~~. Thereby allowances can be made for changing community expectations.
- The road and footpath upgrading contribution will be a pro-rata calculation of 50% of the road/footpath as contained in Table No 1, based on the per kilometre / per metre frontage of the parent lot/s to the road. Where a secondary street exists, the ~~local government Council~~ reserves the right to seek a contribution for the secondary street in addition to the primary street frontage, however the ~~local government Council~~ will take into account traffic movements and existing rights of entry.
- If a subdivision required that the created lots be provided with constructed road access that does not currently exist, this policy shall not supersede any requirements for the developer to pay the full construction costs to provide this road access.
- Nothing in this policy shall prohibit ~~the local government Council~~ from seeking the construction of a footpath network within a subdivision at the developer's expense.
- In terms of the expenditure of the financial contributions made as part of the subdivision of land, the following principles shall apply:
 - The upgrading of the road network shall comply with the Shire's Works Program; and
 - The upgrading of any footpath network shall occur within three (3) years following the completion of all subdivisions affecting a particular area, or prior to this date as determined by ~~the local government Council~~.
- The ~~local government Council~~ may vary the requirements of this policy, where it is considered that full compliance with the policy is not practical, or such variation is warranted in the circumstances of the subdivision.
- This Policy does not apply to roads under the care and control of Main Roads WA.

Table no. 1

Zone	Standard			
	Minimum Road Width Pavement (metres)	Road Surface	Kerbing/ Drainage	Comment
Residential R5 and above	6	Prime and seal	Yes. No kerbing – open spoon drains	The sealing coat will be laid one year after the laying of the prime coat
Residential R2.5 and below	6	Prime and seal	No. Kerbing –	The sealing coat will be laid one year after the laying of the prime coat
Rural Enterprise	6	Prime and seal	Open spoon drains	The sealing coat will be laid one year after the laying of the prime coat
Commercial	As appropriate	Asphalt	Yes	
Industrial	7	Asphalt	Yes	Kerbing to be provided if appropriate
Light Industry and General Industry		Asphalt		Kerbing to be provided if appropriate
Rural Residential and Rural Smallholding	7	Prime and seal	Yes	Kerbing to be provided if appropriate
Rural	9.6	Gravel – Standard Roads 150mm thick Heavy Routes 300mm thick	No kerbing – open spoon drains	A sealed road standard may be required in specific circumstances.
Footpaths where identified in strategy or structure plan	1.6	Concrete - 75mm Road Base. Hot Mix 100mm road base		

All construction shall be to Austroads standards or in compliance with drawings submitted by an appropriately qualified engineer and approved by the **local government** ~~Shire~~.

Statutory Environment:

Planning and Development Act 2005

Resolution No:

Resolution Date:

LPP 10. STOCKING RATES – RURAL ENTERPRISE, RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONE LAND

Purpose:

The purpose of this policy is to provide a guide for the assessment and determination of applications for **Development Planning** Approval involving the keeping of livestock on properties zoned *Rural Enterprise, Rural Residential* and *Rural Smallholding*, within the Shire of Brookton.

It is not intended that this policy be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

Objectives:

The objectives of the policy are to ensure that the keeping of livestock:

- is undertaken in a sustainable manner.
- does not have a significant negative impact on the natural environment.
- does not impact detrimentally on the health and/or amenity of adjoining landowners.

Background:

As a result of their size, certain types of properties necessarily invite rural lifestyle and associated land uses inclusive of low-key stabling and training of horses, rearing and agistment of animals, etc. An assessment of these types of land uses in the subject area meets the definition of a 'rural pursuit/hobby farm' as per the *Shire of Brookton Local Planning Scheme No. 4*.

The Shire recognises that the majority of landowners manage their properties in a sustainable manner, however, the keeping of livestock on smaller properties requires a higher level of management than broad acre farming due to the higher density of animals and closer proximity of neighbouring landowners which results in a higher potential for both environmental and amenity impacts. The Shire recognises that unsustainable land management practices often lead to land degradation problems such as soil erosion, dust nuisance, odour, water pollution and damage to vegetation.

This *Stocking Rates Policy* endeavours to guide **the local government Council** when considering applications for **development planning** approval when livestock is going to be kept, as part of a *rural pursuit/hobby farm* land use on properties in the specific zones. It also enables **the local government Council** to appropriately condition **development planning** approvals for 'rural pursuit/hobby farm' land uses so as to protect the amenity of the locality.

Application of Policy:

The policy is only applicable to land zoned *Rural Enterprise, Rural Residential* and *Rural Smallholding* within the Shire of Brookton.

In terms of the *Shire of Brookton Local Planning Scheme No. 4*, a 'rural pursuit/hobby farm' land use is not permitted on any *Residential* zoned property.

Basis for Policy:

The Stocking Rates Guidelines of the Department of Agriculture and Food of Western Australia (*Stocking Rate Guidelines for Rural Small Holdings, 2000*) has been used as the basis for this policy. These guidelines provide a scientifically sound and practical means by which

the appropriate stocking rate for land within the subject area can be determined and provide guidelines for the assessment of applications for the stocking of land.

Stocking Rates

Definition of Stocking Rate:

For the purposes of this Policy, stocking rates are defined and shown as *Dry Sheep Equivalents* (DSE) which is the number of adult sheep (wether) that can be sustained on each hectare all year round.

Stocking rates are the number of stock, e.g. sheep, cattle, horses, emus or other type of animal that can consistently be kept on a piece of pastured land all year round with minor additional feed and without causing environmental degradation. Environmental degradation can include wind and water erosion, tree decline, increasing levels of nutrients in groundwater and waterways, the spread of weeds into adjoining bushland and soil structure decline.

Stocking rates are largely based on the amount of pasture that each particular type of animal will consume, but are also influenced by feeding patterns, animal weight, foot structure and activity.

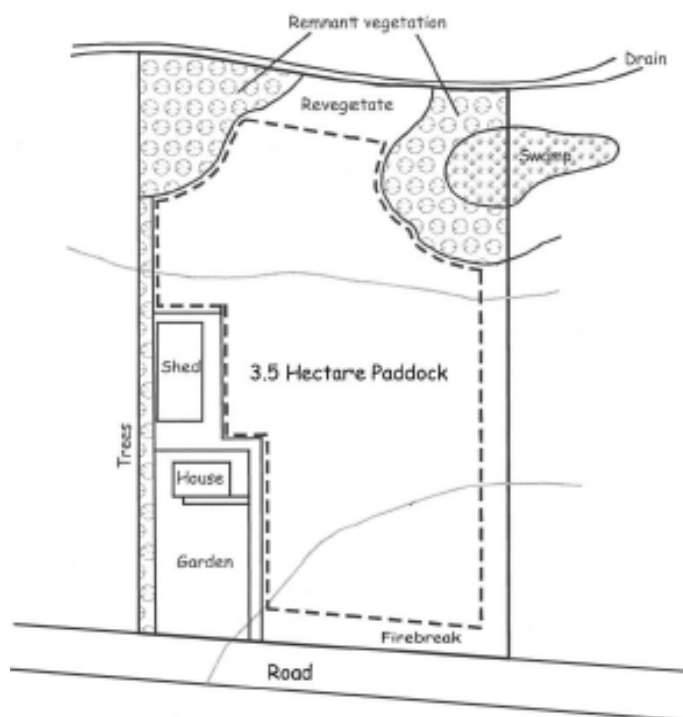
Base stocking rate & Animal Equivalents

The base stocking rate is the number of DSE that would apply to a property with the lowest level of pasture management in an average year. The recommended base stocking rate should:

1. Provide enough feed to maintain animals in good condition.
2. Avoid soil erosion by providing enough pasture cover to protect the soil throughout the year (at least 30% ground cover – hay, sawdust, etc.).
3. Be sustainable through average years.

In consultation with the Department of Agriculture and Food of Western Australia, a Base Stocking Rate for the Shire of Beverley (and by extension the Shire of Brookton), has been determined to be **5 DSE per hectare**. This Base Stocking Rate has been determined taking due cognisance of amongst others the annual average rainfall and length of the growing season.

Figure 1. Example Site Plan (*not to scale*)



Key Elements of example site plan – calculating the DSE for the above property:

- Parent Lot = 4.5 ha;
- Fencing the remnant vegetation, including a small swamp;
- Revegetating a 30 metre buffer to a seasonally flowing stream;
- Exclusion of house, shed, tracks and garden area (inclusive of fire break for shed and house);
- Leaves 3.5 ha of useable paddocks.

Calculated DSE:

5 DSE (Base Stocking Rate) x 3.5 ha (available paddock area) = **17.5 DSE**

Fencing

Appropriate fencing shall be made a Condition of **Development Planning** Approval for the keeping of livestock, with the following standards given as a guideline:

1. SHEEP AND SMALL STOCK: 5 - 7 strand/line ring-lock, or similar
 2. CATTLE: 7 strand/line with electric fence*
 3. HORSE: 7 strand/line ring-lock or similar with "sighter" strands or electric*
- *Non-lethal electric fencing systems shall be installed and operated as per the relevant Australian Standard (ASNZ 3014) and shall be installed so as to be on the inside of the subject property, and offset from the fence, with appropriately spaced warning signs, as shown in the samples in Figure 2.*

Figure 2

SAMPLE OFFSET ELECTRIC FENCE CONFIGURATION & WARNING SIGN



OFFSET EXAMPLE 1



OFFSET EXAMPLE 2



WARNING SIGN

Managing Wind Erosion Risk

Responsible grazing management is required, especially over summer, to maintain sufficient ground cover to reduce the risk of wind erosion. The ideal level of ground cover to minimize wind erosion is for about 50% of the soil surface to be covered by grass and pasture plant residues. At least 30% of the ground cover needs to be anchored to prevent soil being moved downwind during strong wind events. Grazing has to be managed so that it does not detach all of the pasture residues and the critical level of ground cover percentage is 30%. Once the amount of ground cover falls below 30% then wind erosion is likely to occur. Livestock should be removed from all paddocks once ground cover falls to 30%. In the case of horses, they should then be kept in a stable or small yard and hand fed to substitute for paddock feed. These paddocks should not be grazed again until new green pasture starts growing and ground cover is more than 30%.

Requirement for a Property Management Plan

The local government Council will only consider applications for Development Planning Approval for a *rural pursuit/hobby farm* land use in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

Where it is proposed to keep livestock in excess of the base stocking rate, the following measures should be incorporated into the property management plan (where applicable):

- Drainage management practices that prevent direct runoff to watercourses or dams;
- Yards or pens should be sheeted with compacted soil, sand or sawdust if located on clay soils and should be regularly cleaned;
- Adequately fenced vegetation belts capable of effectively separating environmental features such as watercourses, from areas of intensive stocking; - Manure should be regularly collected;
- Supplementary feeding as a means of reducing grazing pressure;
- Areas of remnant vegetation, wetlands and watercourses should be fenced to exclude livestock;
- Where stables or other structures are proposed to be constructed for the housing of livestock, they must be located and managed so as not to detrimentally impact on the amenity of neighbouring residences;

Further to the above, the following information is required in the Property Management Plan:

- A) Site plan of the property drawn to scale, indicating:

- Location of pasture areas, stables and yard areas/arenas;
- Fencing (including fencing of environmentally sensitive areas);
- Watercourses, wetlands, dams and areas prone to waterlogging;
- Existing vegetation;
- Manure Storage/composting area.

B) A written statement shall be provided that addresses the following (where applicable):

- The number and type of stock;
- Stabling practices;
- Collection, storage and disposal of manure, including fly management and odour control;
- Nutrient management plan;
- Pasture management techniques, including type and condition of pasture, rotation of pasture;
- Fertiliser application rates;
- Irrigation;
- Dust control;
- Weed control;
- Water availability and use;
- Soil type.

Conclusion

Where the keeping of animals results in challenges due to land degradation, nutrient enrichment/leaching, animal welfare or public nuisance, **the local government Council** may require further reduction in the number of stock kept on a particular property. When **Development Planning** Approval is granted, the period of **development planning** approval might be limited, at the Shire's discretion.

ANIMAL EQUIVALENTS FOR THE CALCULATION OF STOCKING RATES

Type of livestock	Weight (kg) and animal type	Dry Sheep Equivalent (DSE)
Sheep	50 kg Wether, ewe	1.0
	40-45 kg Lambing ewe (ewe and lamb)	1.5
	75 kg Rams	1.5
Cattle	425 kg Milking cow	10.0
	425 kg Dry cows, yearling, steer or heifer	8.0
	300 kg Yearling, heifer	6.0
	200 kg smaller cattle (Dexter, Lowline)	4.0
	750 kg Bull, cow with calf	15.0
	Cow with young calf	10.0
Horses	450 kg Light	10.0
	1000 kg Draught	20.0
	250 kg Pony	5.0
Goats	30-35 kg Dry Angora	0.7
	35-40 kg Cashmere goat	1.0
	50-60 kg Dry milk goat	1.5
	Milking goat	2.0
Deer	120 kg Red deer	2.2
	50 kg Fallow deer	1.0

Type of livestock	Weight (kg) and animal type	Dry Sheep Equivalent (DSE)
Other	55-120 kg Ostrich average (assumes half introduced feed)	1.4
	55 kg Emu average (assumes half introduced feed)	0.7
	150-210 kg Llama	3.0
	60-70 kg Alpaca	0.8

~~Note:~~ Where a particular livestock is not mentioned in the table, the local government Council will determine the DSE.

~~CALCULATION OF DSE FOR A PROPERTY~~

~~The following section describes how the DSE for a specific property can be calculated for the purposes of applying for Planning Approval for a 'Rural Pursuit' land use.~~

Statutory Environment:

Local Planning Scheme No. 4

Planning and Development (Local Planning Schemes) Regulations 2015

Resolution No:

Resolution Date:

Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 2 Deemed provisions for local planning schemes
Part 2 Local planning framework

Division 2 — Local planning policies

3. Local planning policies

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- (2) A local planning policy —
 - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
 - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

4. Procedure for making local planning policy

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
 - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of —
 - (i) the subject and nature of the proposed policy; and
 - (ii) the objectives of the proposed policy; and
 - (iii) how the proposed policy is made available to the public in accordance with clause 87; and
 - (iv) the manner and form in which submissions may be made; and
 - (v) the period for making submissions and the last day of that period;
 - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
 - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —
 - (a) review the proposed policy in the light of any submissions made; and
 - (b) resolve to —
 - (i) proceed with the policy without modification; or
 - (ii) proceed with the policy with modification; or
 - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if —
 - (a) the proposed policy amends or replaces a deemed to comply provision of the R Codes; and
 - (b) under the R Codes, the Commission's approval is required for the policy; and
 - (c) the Commission has not approved the policy.

- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.
 - (5) A policy has effect on publication of a notice under subclause (4).
 - (6) The local government must ensure that an up to date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.
 - (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).
- [Clause 4 amended: SL 2020/252 r. 46.]

5. Procedure for amending local planning policy

- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

6. Revocation of local planning policy

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
 - (i) is prepared in accordance with this Part; and
 - (ii) expressly revokes the local planning policy;or
- (b) by a notice of revocation —
 - (i) prepared by the local government; and
 - (ii) published by the local government in accordance with clause 87.

[Clause 6 amended: SL 2020/252 r. 47.]

13.10.25 COMMUNITY SERVICES REPORTS

Nil.

14.10.25 CORPORATE SERVICES REPORTS

14.10.25.01 LIST OF PAYMENTS – SEPTEMBER 2025

File No:	N/A
Date of Meeting:	16 October 2025
Location/Address:	14 White Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Jessika Ashworth – Finance Creditors & Records Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	18 September 2025

Summary of Report:

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

Description of Proposal:

The accounts paid in September 2025 under Delegation 1.1, Power to Make Payments, are included within Attachment 14.10.25.01A.

A detailed transaction listing of credit card expenditure paid in September 2025 is contained within Attachment 14.10.25.01B.

A detailed transaction listing of purchasing card expenditure paid in September 2025 is contained within Attachment 14.10.25.01C.

Background:

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

Consultation: Nil

Statutory Environment:

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

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*
- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
 - (a) *the payee's name; and*
 - (b) *the amount of the payment; and*
 - (c) *the date of the payment; and*
 - (d) *sufficient information to identify the transaction.*

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
 - (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*
 - (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
 - (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

13A. Payments by employees via purchasing cards

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

Local Government (Administration) Regulations 1996

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

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

Relevant Plans and Policy

Policy 2.15 Procurement.

Financial Implications

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

Risk Assessment

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

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

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

Community & Strategic Objectives

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

Comment

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

OFFICER'S RECOMMENDATION

That Council, receive:

1. the list of accounts, totalling \$736,964.47 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* in the month of September 2025, as contained within Attachment 14.09.25.01A;
2. the list of credit card transactions, totalling \$1,157.88, paid in September 2025, as contained within Attachment 14.09.25.01B; and
3. the list of purchasing card transactions, totalling \$1,963.01 paid in September 2025, as contained within Attachment 14.09.25.01C.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED: Cr de Lange SECONDED: Cr Bell

That Council, receive:

- 1. the list of accounts, totalling \$736,964.47 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 in the month of September 2025, as contained within Attachment 14.09.25.01A;***
- 2. the list of credit card transactions, totalling \$1,157.88, paid in September 2025, as contained within Attachment 14.09.25.01B; and***
- 3. the list of purchasing card transactions, totalling \$1,963.01 paid in September 2025, as contained within Attachment 14.09.25.01C.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Against: Nil

Attachments

Attachment 14.10.25.01A – List of accounts paid.

Attachment 14.10.25.01B – Credit card transactions.

Attachment 14.10.25.01C – Purchasing card transactions.

List of Payments Paid in September 2025

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17370	01/09/2025	CHARLENE HAYDEN	FACILITY BOND REFUND	\$500.00
EFT17371	01/09/2025	HOLLY BASSETT	GYM KEY BOND REFUND	\$70.00
EFT17372	01/09/2025	LYNDA JANNETTE WHILLIER	GYM KEY BOND REFUND	\$70.00
EFT17373	12/09/2025	3E ADVANTAGE PTY LTD	ADMIN MONTHLY PRINTING CHARGES AUGUST 25 B&W X 4000 & COLOUR X 6000	\$1,175.90
EFT17374	12/09/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	4500 HOUR SERVICE FOR GRADER PG9 AUGUST 25	\$4,500.97
EFT17375	12/09/2025	ALL DEGREES REFRIGERATION AND AIRCONDITIONING	REPLACEMENT OF AIR CONDITIONER AT 10MACAP AUGUST 25	\$11,770.00
EFT17376	12/09/2025	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY FEES A388, A2682 PALISADE FEES, A772 BAILIFF, TRAVEL & PSSO PROFESSIONAL FEES, A137 BAILIFF, PSSO FILING, TRAVEL & PSSO PROFESSIONAL FEE AUGUST 25	\$1,558.00
EFT17377	12/09/2025	ARROWES ROADING SAFETY PTY LTD	REPLACE PPT4 - 2 X SETS ESTOPS PORTABLE TRAFFIC SIGNAL SYSTEMS AUGUST 25 LIGHTV6	\$32,213.71
EFT17378	12/09/2025	ATKINS MECHANICAL SERVICE	SERVICE & REPAIR ON HEDGE TRIMMER PSP1 AUGUST 25	\$480.15
EFT17379	12/09/2025	BOB WADDELL & ASSOCIATES PTY LTD	CONTRACT FINANCIAL SERVICES WITH MONTHLY FINANCIAL STATEMENTS AUGUST 25	\$264.00
EFT17380	12/09/2025	BOOEASY AUSTRALIA PTY LTD	CARAVAN PARK ROOM MANAGER FEES AUGUST 25 CARAOP	\$242.00
EFT17381	12/09/2025	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC BUILDING RENT 01/09/25 TO 30/09/25	\$1,050.00
EFT17382	12/09/2025	BROOKTON TYREPOWER	REPLACE WORK TYRES X 4 FOR SKID STEER PTR5 SEPTEMBER 25	\$3,756.60
EFT17383	12/09/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$304.92
EFT17384	12/09/2025	CONTAINER TRADERS	40FT SEA CONTAINER FOR CHRISTMAS DECORATIONS STORAGE & FREIGHT COSTS AUGUST 25 SEACON	\$5,632.00
EFT17385	12/09/2025	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	3 MONTHLY SERVICING OF ATU SEPTIC SYSTEM AT CARAVAN PARK AUGUST 25 CARAOP	\$360.00
EFT17386	12/09/2025	DAVID WILLS AND ASSOCIATES	ENGINEERING SERVICES FOR WASTE WATER EVAPORATION DAM & PIPE 16/01/24 TO 29/07/25 SEWEOP	\$9,867.00
EFT17387	12/09/2025	DEANNE SWEENEY	REIMBURSEMENT FOR POOL MANAGERS LEAVING GIFT AS PER 1.14 REVIEW OF EMPLOYEE SERVICE, GRATUITY AND FAREWELL POLICY	\$40.00
EFT17388	12/09/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	TRIGJET SPRAYGUN 500MM & FREIGHT FOR PU33 TRAY SPRAY UNIT JULY 25	\$708.74

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17389	12/09/2025	FARMARAMA	WARHEAD HERBICIDE 10 LITRES FOR MADIOP, CARAOP, RWPKOP, ADMIOP, GLYPHOSATE 20 LITRES X 4 TOWNOP, FERTGROW COMPLETE 25KG X 20 OVALOP, MEMPOP, MADIOP, RWPKOP AUGUST 25	\$1,705.00
EFT17390	12/09/2025	FULTON HOGAN	60 X 15KG BAGS EZSTREET POTHOLE REPAIR OTHRRM AUGUST 25	\$3,913.80
EFT17391	12/09/2025	GERALDTON TRANSPORT	FREIGHT COSTS FOR 1 X PALLET OF POTHOLE REPAIR FROM FULTON HOGAN AUGUST 25	\$223.30
EFT17392	12/09/2025	GREENFIELD TECHNICAL SERVICES	SITE INSPECTOR FOR FLOOD DAMAGE ROADS AGRN1061 11/08/25 TO 24/08/25 STRROP	\$4,027.98
EFT17393	12/09/2025	GS HOBBS CONTRACTING	CONTRACT SITE SUPERVISOR FOR FLOOD DAMAGE ROAD REPAIRS 08/07/25 TO 11/08/25 STRROP	\$27,720.00
EFT17394	12/09/2025	HARRIYANDLE FAMILY TRUST	PROJECT MANAGEMENT ENVIRONMENTAL INVESTIGATION FOR DANGIN-MEARS RD APRIL 25, MAY 25, JUNE 25, JULY 25 & TRAVEL 30/07/25 WBSF3	\$2,563.00
EFT17395	12/09/2025	HEATHER BOTT	CARAVAN PARK REFUND POWERED BAY 15/08/25 TO 16/08/25	\$34.00
EFT17396	12/09/2025	HERSEY SAFETY PTY LTD	SAFETY EQUIPMENT FOR DEPOT INCLUDES GLOVES, SAFETY GLASS, EARMUFFS & RAGS AUGUST 25	\$805.13
EFT17397	12/09/2025	INTELIFE GROUP LTD	ROADSIDE VEGETATION MULCHING FOR DALE KOKEBY RD 26/08/25 TO 29/08/25 OTHMRRM	\$12,168.75
EFT17398	12/09/2025	KELYN TRAINING SERVICES	PREPARE TRAFFIC MANAGEMENT PLANS & RISK MANAGEMENT COURSE 15/09/25 TO 19/09/25 FOR TIC & ADVANCED WORKSITE TRAFFIC MANAGEMENT COURSE 15/09/25 TO 18/09/25 FOR AMIW	\$3,300.00
EFT17399	12/09/2025	LGIS INSURANCE	EMPLOYEE ASSISTANCE PROGRAM FOR 37 X SHIRE EMPLOYEES & 147 X BUSHFIRE VOLUNTEERS 01/07/25 TO 31/12/25	\$3,923.15
EFT17400	12/09/2025	NORTH METROPOLITAN TAFE	ADMINISTRATION TRAINEESHIP SEMESTER 2 COURSE FEES - CERT II PRINTING & GRAPHICS 25/26	\$715.00
EFT17401	12/09/2025	NOURISH BROOKTON	WORKS MONTHLY REFRESHMENT & MISC PURCHASES AUGUST 25 INCLUDES MILK, COFFEE, KEY CUT	\$343.46
EFT17402	12/09/2025	PINGELLY COMMUNITY RESOURCE CENTRE INC	GRANT WRITING & AI WORKSHOP 19/10/25 FOR BCRCC & CRC-AO	\$600.00
EFT17403	12/09/2025	PREPLAN PTY LTD	FIRE MITIGATION FIRE BREAK INSTALL SOUTH SIDE YEO ROAD TREATMENT 278857 AUGUST 25 FIREM25 RE-ENTER	\$58,228.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17404	12/09/2025	PROMPT SAFETY SOLUTIONS PINGARNING PTY LTD	GENERIC TRAFFIC MANAGEMENT PLANS & TRAFFIC GUIDANCE SCHEMES FOR GENERAL MAINTENANCE & EMERGENCY WORKS AUGUST 25 TO AUGUST 26 OTHMRRM	\$2,750.00
EFT17405	12/09/2025	QUAIRADING EARTHMOVING CO	GRAVEL PUSH UP WITH DOZER & MOBILISATION AUGUST 25 YORKRRG	\$22,165.00
EFT17406	12/09/2025	ROLEYSTONE VOLUNTEER FIRE BRIGADE	REFUSE HAZARD REDUCTION BURNING 06/04/25 TO 07/04/25 FIREM25	\$1,657.50
EFT17407	12/09/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17408	12/09/2025	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	JUNE 25 PROGRESS CLAIM EAST WORKS COMPLETE FOR BROOKTON FIRESHED EBSHEDCAP	\$77,098.13
EFT17409	12/09/2025	STUMPYS GATEWAY ROADHOUSE	WORKS FUEL PURCHASE AUGUST 25 UPL 23.79L @ \$1.89 PM9	\$44.96
EFT17410	12/09/2025	TEEDE'S AUTO ELECTRICS	REPAIR FAULTY REAR LIGHTS ON PIG TRAILER PPT2 AUGUST 25	\$533.25
EFT17411	12/09/2025	TJ & SJ NANKIVELL PTY LTD NARROGIN SMASH REPAIRS	INSURANCE EXCESS FOR EXCAVATOR DOOR WINDOW REPLACEMENT PE01 AUGUST 25	\$300.00
EFT17412	12/09/2025	TRISH BROADLEY	CARAVAN PARK REFUND 03/09/25 TO 05/09/25 POWDERBARK CHALET X 2 NIGHTS & POWERED SITE X 2 NIGHTS	\$358.00
EFT17413	12/09/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 12/08/25 - 3.5 HOURS ANIMAL CONTROL 20/08/25 - 3 HOURS ANIMAL CONTROL	\$765.05
EFT17414	12/09/2025	WA LOCAL GOVERNMENT ASSN	CENTRAL COUNTRY ZONE - ANNUAL SUBSCRIPTION 25/26	\$1,100.00
EFT17415	12/09/2025	WALLIS COMPUTER SOLUTIONS	FIX & REPAIR LAPTOP ISSUES FO LP51, LP52, LP54 & TRAVEL JULY 25	\$1,026.08
EFT17416	12/09/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE ARCHIVE BOXES X 214 MONTHLY FEE AUGUST 25	\$56.73
EFT17417	16/09/2025	CAROLYN MURRAY	POWERED CARAVAN BAY REFUND - 23/08/25 TO 24/08/25, CANCELLATION DATE 22/08/25	\$34.00
EFT17418	16/09/2025	HEATHER MIPPY	CARAVAN PARK REFUND - SHEOAK CHALET 04/05/25 TO 05/09/25	\$218.00
EFT17419	16/09/2025	JENNIFER PARKER	CARAVAN PARK REFUND - SALMONGUM CHALET 30/08/25 TO 31/08/25	\$151.00
EFT17420	16/09/2025	ROGER NORTHEY	REIMBURSEMENT FOR PRE-EMPLOYMENT MEDICAL, ACESM AUGUST 25	\$220.00
EFT17421	18/09/2025	AC ELECTRICS WA	REPLACE GLOBE IN CRC TOILETS BCR COP & U540WS AUGUST 25	\$87.10
EFT17422	18/09/2025	ATO	BAS RETURN AUGUST 25	\$12,633.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17423	18/09/2025	BEDFORD ARMS HOTEL	CATERING FOR COUNCIL MEETING 04/09/25 5 X ELECTED MEMBERS & 4 X STAFF MEMBERS	\$247.00
EFT17424	18/09/2025	BOB WADDELL & ASSOCIATES PTY LTD	FINANCIAL ASSISTANCE PROVIDED FOR FINANCIAL STATEMENTS, BAS PREPARATION & ISSUES WITH IT AUGUST 25	\$2,200.00
EFT17425	18/09/2025	FRONTLINE FIRE & RESCUE EQUIPMENT BLUESTEEL ENTERPRISES PTY LTD	ANNUAL SERVICE FOR EAST BROOKTON FIRE TENDER PF10 JULY 25	\$4,615.92
EFT17426	18/09/2025	LINKWEST INCORPORATED	LINKWEST CRC MEMBERSHIP & CRC SUPPORT SERVICES PACKAGE RENEWALS 01/07/25 TO 30/06/25	\$3,091.00
EFT17427	18/09/2025	MCINTOSH AND SON NARROGIN MCINTOSH AND SON NARROGIN	VEHICLE SERVICE FOR SKID STEER PTR5 AUGUST 25	\$2,671.31
EFT17428	18/09/2025	THE FACTORY AUST.PTY.LTD	50% PAYMENT OF CHRISTMAS TREE HIRE FEE SEPTEMBER 25 EV0003	\$2,750.00
EFT17429	18/09/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 26/08/25 - 4 HOURS COLLECT IMPOUNDED DOG, 27/08/25 - 3 HOURS ANIMAL CONTROL, 02/09/25 - 3.75 HOURS ANIMAL CONTROL	\$1,265.28
EFT17430	18/09/2025	WALLIS COMPUTER SOLUTIONS	SHIRE ADMIN MONTHLY FEE XENEX BUSINESS INTERNET WIRELESS CONNECTION SEPTEMBER 25	\$148.50
EFT17431	23/09/2025	HANNAH CRUTE	GYM KEY BOND REFUND	\$70.00
EFT17432	23/09/2025	WA COUNTRY HEALTH SERVICE	FACILITY HIRE BOND REFUND	\$250.00
EFT17433	23/09/2025	AUSTRALIA POST	MONTHLY POSTAGE CHARGES FOR SHIRE & CRC AUGUST 25	\$239.12
EFT17434	23/09/2025	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY PURCHASES MISSED FROM MAY 25, DESK DRAWS & PENS	\$213.35
EFT17435	23/09/2025	BOC GASES	WORKS MONTHLY RENTAL CHARGES FOR OXYGEN, ACETYLENE, ARGOSHIELD, OXYGEN MEDICAL 29/07/25 TO 28/08/25 DEPOOP	\$58.03
EFT17436	23/09/2025	BRYCE DOUGLAS POVEY	WORKS PURCHASE OF GRAVEL 15000 M3 AUGUST 25 YORKRRG, SODAR2R, RAMR2R, YOUNR2R	\$41,250.01
EFT17437	23/09/2025	BUILDING & ENERGY	BSL PAYMENT FOR AUGUST 25, 2 X LEVIES COLLECTED	\$834.72
EFT17438	23/09/2025	BUNNINGS TRADE	275W HEAT LAMP FOR U1MSUOP AUGUST 25	\$19.79
EFT17439	23/09/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$292.04
EFT17440	23/09/2025	COTERRA ENVIRONMENT	ENVIRONMENTAL CONSULTING SERVICES FOR DANGIN MEARS RD 26/07/25 TO 25/08/25 WBSF3	\$2,640.00
EFT17441	23/09/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	CARAVAN PARK PURCHASES JULY 25 PADLOCK 4 PK CARAOP	\$39.00
EFT17442	23/09/2025	DFES	2025/26 ESL QUARTER 1 CONTRIBUTION	\$25,778.22

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17443	23/09/2025	EDGE PLANNING & PROPERTY	CONTRACT PLANNING SERVICES AUGUST 25 INCLUDES ASSESSING, PROGRESSING DEVELOPMENT, SUBDIVISION & BOUNDARY REALIGNMENT APPLICATIONS, DRAFTING AGENDA ITEM, PROVIDING ADVICE TO THE SHIRE, PROPONENTS & COMMUNITY MEMBERS	\$2,001.03
EFT17444	23/09/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR AUGUST 25 1BO MCC - 51.80L @ \$1.92, 39.36L @ \$1.92, 53.92L @ \$1.92, 23.80L @ \$1.92 & CARD FEES X 4, 01BO CEO - 42.97L @ \$1.92, 59.17L @ \$1.92, 55.78L @ \$1.8990, 45.73L @ \$1.92 & CARD FEES X 4, 1IMC522 CESM - 74.11L @ \$1.9149, 49.62L @ \$1.9149, 59.26L @ \$1.9149, 60.42L @ \$1.9149, 55.77L @ \$1.9149, 16.28L @ \$1.899, 44.42L @ \$1.89, 31.60L @ \$1.9149, 62.90L @ \$1.7890, 76.01L @ \$1.7890, 65.03L @ \$1.9149, 66.92L @ \$1.7690 & CARD FEES X 9 & NEW CARD	\$1,963.01
EFT17445	23/09/2025	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	ADMIN MONTHLY CLEANING ORDER SEPTEMBER 25 WBOP, CARAOP, RRTLOP, WBOP	\$211.05
EFT17446	23/09/2025	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION 31/07/25 TO 28/08/25 451 HOUSEHOLDS X 4 WEEKS = 1804, RECYCLING COLLECTION 335 HOUSEHOLDS X 2 WEEKS = 670, REFUSE SITE 39 LABOUR HOURS X 4 WEEKENDS = 156, 3 MACHINE HOURS X 4 WEEKENDS = 12, 6 BINS OF WASTE, 1 TRAILER OF WASTE, 4 BINS OF CARDBOARD RUBBOP, TIPOP	\$19,024.50
EFT17447	23/09/2025	LANDGATE (DOLA)	RURAL UV'S CHARGEABLE SCHEDULE: 2025/03 01/03/25 TO 23/05/25	\$94.36
EFT17448	23/09/2025	OFFICEWORKS BUSINESS DIRECT	ADMIN STATIONERY & CLEANING ORDER SEPTEMBER 25 INCLUDES 2 X REPLACEMENT SCREENS FOR GO, DOCUMENT CASES, FOOTREST, VEHICLE LOGBOOK, DOCUMENT WALLET, NOTEBOOKS, STICKY NOTES, TORK MILD LIQUID SOAP RRTLOP	\$1,393.39
EFT17449	23/09/2025	SEEK LIMITED	CDO POSITION ONLINE ADVERTISEMENT AUGUST 25	\$346.50
EFT17450	23/09/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,521.43
EFT17451	23/09/2025	VISUAL INSPIRATIONS AUST PTY LTD	CHRISTMAS DECORATIONS & SCULPTURES X 10 SEPTEMBER 25	\$6,820.00
EFT17452	23/09/2025	WA LOCAL GOVERNMENT ASSN	WALGA ASSOCIATION, PROCUREMENT SERVICES, TAX SERVICES, LOCAL LAW SUBSCRIPTIONS & LG COMPLETE GUIDE FOR 25/25 FY	\$16,170.08

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17453	23/09/2025	WANDERING HVAC	REPAIRS TO SWITCHES & BREAKERS AT WB EVA PAVILION OVAL OVALOP	\$1,811.85
EFT17454	23/09/2025	WA LOCAL GOVERNMENT ASSN	WALGA LOCAL GOVERNMENT CONVENTION FULL DELEGATE TICKETS & WELCOME DRINKS FOR CEO, MCC & CR DE LANGE JULY 25	\$4,537.50
EFT17455	25/09/2025	ESTHER GIEDRAITIS	FACILITY HIRE BOND REFUND	\$250.00
EFT17456	25/09/2025	KRIS DEWSON HALL	FACILITY HIRE BOND REFUND	\$250.00
EFT17457	25/09/2025	TERANCE TOMKINSON	GYM KEY BOND REFUND	\$70.00
1485.1	01/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1485.1	01/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - BPOINT	\$2.00
1485.1	01/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1,383.97
1485.1	01/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.99
1485.1	01/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.19
1486.1	02/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.03
1486.1	02/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.75
1486.1	02/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$29.75
1487.1	03/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$60.71
1487.1	03/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.12
1488.1	04/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$49.08
1489.1	05/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$19.11
1490.1	08/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.93
1491.1	09/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.56
1491.1	10/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.50
1492.1	11/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$39.17
1493.1	15/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.05
1493.1	12/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.40
1493.1	12/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.93
1494.1	16/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$27.38
1495.1	17/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.65
1496.1	18/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$47.78
1497.1	19/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.30
1497.1	22/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.72
1497.1	23/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.61
1498.1	24/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.93
1499.1	29/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.06

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1499.1	26/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.57
1499.1	25/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.34
1500.1	30/09/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.11
1500.1	30/09/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - TYRO AUG 25	\$2,789.31
18524	23/09/2025	BROOKTON PINGELLY FINANCIAL SERVICES	PLATE REMAKE FOR 7BO - PAV8, 1BO - PAV7, 19BO - PU39, 01BO - PAV6, 33BO - PU42 SEPTEMBER 25	\$686.50
DD8745.2	02/09/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES FOR CARAOP, OVALOP, WBOP 09/07/25 TO 12/08/25	\$2,587.62
DD8746.1	02/09/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,691.85
DD8746.2	02/09/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8746.3	02/09/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$622.69
DD8746.4	02/09/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$397.54
DD8746.5	02/09/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8746.6	02/09/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8746.7	02/09/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,564.43
DD8746.8	02/09/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8746.9	02/09/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8746.10	02/09/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$701.39
DD8746.11	02/09/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
DD8750.1	04/09/2025	TELSTRA CORPORATION	MONTHLY WIRELESS M2M DATA PLAN 16/08/25 TO 15/09/25 150MB (RETIC CONTROLLER - OVAL) OVALOP & 5MB (SEWERAGE PUMP STATION ALARM) SEWEOP	\$43.99
DD8767.1	12/09/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 13/06/25 TO 13/08/25 FOR U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS	\$2,312.43
DD8769.1	15/09/2025	3E ADVANTAGE PTY LTD	MONTHLY PRINTING FEES AUGUST 25 FOR CRC, B&W X 10300 & COLOUR X 11671	\$2,118.95
DD8770.1	14/09/2025	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD FEES AUGUST 25	\$4.00
DD8770.2	14/09/2025	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD PURCHASES AUGUST 25 GAZETTE CEMETERY FEES CE401 DEPT OF THE PREMIER & CABINET, GIFT VOUCHER FOR EMPLOYEE 1.14 EMPLOYEE SERVICE, GRATUITY & FAREWELL, CREDIT CARD FEE	\$367.81

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8770.3	14/09/2025	SHIRE OF BROOKTON - MASTERCARD - CEO	CEO CREDIT CARD PURCHASES AUGUST 25, CANVA FOR TEAMS ANNUAL SUBSCRIPTION, STARLINK INTERNET MONTHLY CHARGES 05/08/25 TO 05/09/25 FOR WB EVA PAVILION & WBSHEDOP, STARLINK INTERNET MONTHLY CHARGES 06/08/25 TO 06/09/25 FOR CESM VEHICLE, SINCH MESSAGE MEDIA AUGUST 25 CHARGES & MONTHLY ACCESS FEE, SCREEN PROTECTOR FOR CEO MOBILE PHONE, CREDIT CARD FEES	\$786.07
DD8774.1	16/09/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,883.50
DD8774.2	16/09/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8774.3	16/09/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$623.80
DD8774.4	16/09/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$428.79
DD8774.5	16/09/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8774.6	16/09/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8774.7	16/09/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,582.44
DD8774.8	16/09/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8774.9	16/09/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8774.10	16/09/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$525.10
DD8774.11	16/09/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$315.28
DD8788.1	22/09/2025	NAYAX AU PTY LTD	MONTHLY SERVICE FEE & MERCHANT ACCOUNT FEE FOR VENDING MACHINE AUGUST 25	\$38.17
DD8788.2	22/09/2025	WATER CORPORATION OF WA	WATER USAGE CHARGES 13/06/25 TO 20/08/25 CARAOP & WBOP	\$265.66
DD8788.3	22/09/2025	TELSTRA CORPORATION	MOBILE PHONE CHARGES FOR SEPTEMBER 25, BMO, CEO, WC, MCC, AMIW, CARAVAN PARK CT, TIC, PARKS LEADING HAND, SWIMMING POOL	\$675.79
DD8791.1	24/09/2025	SYNERGY	STREETLIGHTS X 185 ELECTRICITY CHARGES 25.07.25 TO 24.08.25	\$3,073.70
DD8797.1	30/09/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$5,766.35
DD8797.2	30/09/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8797.3	30/09/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$622.91
DD8797.4	30/09/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$510.25
DD8797.5	30/09/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8797.6	30/09/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8797.7	30/09/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,583.01
DD8797.8	30/09/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8797.9	30/09/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8797.10	30/09/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$521.66
DD8797.11	30/09/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$359.80
PAYJRUN*1286	02/09/2025	SALARIES & WAGES	WEEK 10 - PPE 02/09/2025	\$71,027.92
PAYJRUN*1288	16/09/2025	SALARIES & WAGES	WEEK 12 - PPE 16/09/2025	\$70,401.54
PAYJRUN*1290	30/09/2025	SALARIES & WAGES	WEEK 14 - PPE 30/09/2025	\$70,189.13
			TOTAL	\$736,964.47

List of Credit Card Transactions Paid in September 2025

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8770.3	14/09/2025	CANVA FOR TEAMS ANNUAL SUBSCRIPTION 25/26	\$209.90
		STARLINK INTERNET CHARGES FOR WB EVA PAVILION 05/08/25 TO 05/09/25	\$110.40
		STARLINK INTERNET CHARGES FOR WEST BROOKTON FIRE SHED 05/08/25 TO 05/09/25 & CREDIT \$-21.60	\$84.00
		STARLINK INTERNET CHARGES FOR CESM VEHICLE 06/08/25 TO 06/09/25 & CREDIT \$-21.60	\$58.40
		SINCH MESSAGE MEDIA MONTHLY ACCESS FEE & OUTBOUND MESSAGES ABOVE 500 UNITS X 1916 SMS CARD FEE	\$274.37
		PHONE PLANET - APPLE IPHONE SCREEN PROTECTOR FOR CEO PHONE	\$45.00
		CANVA FOR TEAMS ANNUAL SUBSCRIPTION 25/26	\$209.90
		CREDIT CARD FEE	\$4.00
		TOTAL	\$786.07

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8770.2	14/09/2025	15000KM CAR SERVICE	\$303.81
		EVERLINK SOFTWARE, SIM & DATA 12 MONTH SUBSCRIPTION	\$60.00
		CREDIT CARD FEE	\$4.00
		TOTAL	\$367.81

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8770.1	14/09/2025	CREDIT CARD FEE	\$4.00
		TOTAL	\$4.00

SHIRE OF BROOKTON - FUEL CARD - CESM

EFT	DATE	DESCRIPTION	AMOUNT
EFT17444	23/09/25	01/08/25 74.11L @ \$1.9149	\$141.91
		05/08/25 49.62L @ \$1.9149	\$95.02
		07/08/25 59.26L @ \$1.9149	\$113.48
		08/08/25 60.42L @ \$1.9149	\$115.70
		12/08/25 55.77L @ \$1.9149	\$106.79
		22/08/25 16.28L @ \$1.8990	\$30.92
		19/08/25 44.42L @ \$1.8900	\$83.95
		20/08/25 31.60L @ \$1.9149	\$60.51
		20/08/25 62.90L @ \$1.7890	\$112.53
		22/08/25 76.01L @ \$1.7890	\$135.98
		27/08/25 65.03L @ \$1.9149	\$124.53
		29/08/25 66.92L @ \$1.7690	\$118.38
		CARD FEES X 9	\$3.42
		NEW FUEL CARD FOR CESM	\$2.75
		TOTAL	\$1,245.87

SHIRE OF BROOKTON - FUEL CARD - MCC

EFT	DATE	DESCRIPTION	AMOUNT
EFT17444	23/09/25	\$99.46	\$99.46
		06/08/25 39.36L @ \$1.92	\$75.57
		22/08/25 53.92L @ \$1.92	\$103.53
		29/08/25 23.80L @ \$1.92	\$45.70
		CARD FEES X 4	\$1.52
		TOTAL	\$ 325.78

SHIRE OF BROOKTON - FUEL CARD - CEO

EFT	DATE	DESCRIPTION	AMOUNT
EFT17444	23/09/2025	09/08/25 42.97L @ \$1.92	\$82.50
		21/08/25 59.17L @ \$1.92	\$113.61
		29/08/25 55.78L @ \$1.8990	\$105.93
		31/08/25 45.73L @ \$1.92	\$87.80
		CARD FEES X 4	\$1.52
		TOTAL	\$ 391.36

14.10.25.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2025

File No:	FIN007
Date of Meeting:	16 October 2025
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Bob Waddell - Bob Waddell and Associates Pty Ltd
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	18 September 2025

Summary of Item:

The Statement of Financial Activity for the Period Ended 30 September 2025 together with associated commentaries is present for Council's consideration.

Description of Proposal:

The Statement of Financial Activity for the Period Ended 30 September 2025 is included at Attachment 14.10.25.02A.

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.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy: Nil

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer and the Manager Corporate & Community. Responsible Officers are also required to review their particular line items for anomalies each month. In addition, under Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council is required to conduct a formal review of its annual budget by the last day of February each year.

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 14.10.25.02A.

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:

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

Comment:

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 September 2025, as presented in Attachment 14.10.25.02A.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED: Cr de Lange SECONDED: Cr Bell

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 September 2025, as presented in Attachment 14.10.25.02A.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Against: Nil

Attachment

Attachment 14.10.25.02A – Statement of Financial Activity for 30 September 2025.

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

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

TABLE OF CONTENTS

Summary Information - Graphs	2
Executive Summary	3
Statement of Financial Activity by Nature	4
Statement of Financial Activity by Program	6
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 1 Statement of Financial Activity Information (Alternative Presentation)	10
Note 2 Cash and Financial Assets	11
Note 3 Receivables	12
Note 4 Other Current Assets	13
Note 5 Payables	14
Note 6 Rate Revenue	15
Note 7 Disposal of Assets	16
Note 8 Capital Acquisitions	17
Note 9 Borrowings	20
Note 10 Lease Liabilities	21
Note 11 Reserve Accounts	22
Note 12 Other Current Liabilities	23
Note 13 Grants, subsidies and contributions	24
Note 14 Capital grants, subsidies and contributions	25
Note 15 Trust Fund	26
Note 16 Budget Amendments	27
Note 17 Explanation of Material Variances	28



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	\$1.58 M	\$1.58 M	\$1.66 M	\$0.08 M
Closing	\$0.00 M	\$2.85 M	\$3.91 M	\$1.06 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$15.91 M	% of total		\$0.17 M	% Outstanding		\$1.43 M	% Collected
Unrestricted Cash	\$3.29 M	20.7%	Trade Payables	\$0.00 M		Rates Receivable	\$1.07 M	71.3%
Restricted Cash	\$12.62 M	79.3%	0 to 30 Days		100.0%	Trade Receivable	\$0.36 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		9.5%
			Over 90 Days		0%	Over 90 Days		83.2%

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)
(\$0.49 M)	\$2.41 M	\$2.53 M	\$0.11 M

Refer to Statement of Financial Activity

Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
YTD Actual	\$3.27 M	% Variance	YTD Actual	\$0.44 M	% Variance	YTD Actual	\$0.38 M	% Variance
YTD Budget	\$3.26 M	0.2%	YTD Budget	\$0.39 M	11.8%	YTD Budget	\$0.33 M	14.4%

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)
(\$3.22 M)	(\$1.08 M)	(\$0.20 M)	\$0.88 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
YTD Actual	\$0.03 M	%	YTD Actual	\$0.29 M	% Spent	YTD Actual	\$0.05 M	% Received
Adopted Budget	\$0.16 M	(81.4%)	Adopted Budget	\$5.20 M	(94.5%)	Adopted Budget	\$1.80 M	(97.0%)

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)
\$2.12 M	(\$0.06 M)	(\$0.07 M)	(\$0.02 M)

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	\$0.05 M		Reserves balance	\$12.62 M		Principal repayments	\$0.00 M	
Interest expense	\$0.01 M		Interest earned	\$0.02 M	0.0%	Interest expense	\$0.00 M	
Principal due	\$0.88 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 30 SEPTEMBER 2025**

BY NATURE

	Ref Note	Adopted Budget (a)	Amended Budget	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		3,264,056	3,264,056	3,264,056	3,271,148	7,092	0.22%	
Grants, subsidies and contributions	13	1,183,646	1,183,646	389,962	435,905	45,943	11.78%	▲
Fees and charges		695,934	695,934	328,823	376,044	47,221	14.36%	▲
Interest revenue		309,326	309,326	5,496	42,330	36,834	670.20%	▲
Other revenue		459,197	459,197	111,454	39,729	(71,725)	(64.35%)	▼
Profit on disposal of assets	7	23,502	23,502	0	0	0	0.00%	
		5,935,661	5,935,661	4,099,791	4,165,156	65,365	1.59%	
Expenditure from operating activities								
Employee costs		(2,947,669)	(2,947,669)	(779,754)	(730,826)	48,928	6.27%	
Materials and contracts		(2,797,644)	(2,797,644)	(685,481)	(747,502)	(62,021)	(9.05%)	
Utility charges		(262,666)	(262,666)	(65,577)	(31,329)	34,248	52.22%	▲
Depreciation		(2,428,295)	(2,428,295)	(607,011)	0	607,011	100.00%	▲
Finance costs		(53,632)	(53,632)	(16,053)	(5,979)	10,074	62.75%	▲
Insurance expenses		(232,447)	(232,447)	(116,206)	(115,268)	938	0.81%	
Other expenditure		(103,278)	(103,278)	(25,809)	(9,084)	16,725	64.80%	▲
Loss on disposal of assets	7	(45,524)	(45,524)	(28,608)	(1,254)	27,354	95.62%	▲
		(8,871,155)	(8,871,155)	(2,324,499)	(1,641,242)	683,257	(29.39%)	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	635,619	1,254	(634,365)	(99.80%)	▼
Amount attributable to operating activities		(485,177)	(485,177)	2,410,911	2,525,168	114,257	4.74%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	1,796,744	1,796,744	449,176	53,660	(395,516)	(88.05%)	▼
Proceeds from disposal of assets	7	156,000	156,000	65,000	29,091	(35,909)	(55.24%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	0	0	0	0.00%	
		1,984,830	1,984,830	514,176	82,751	(431,425)	(83.91%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,561,562)	(1,594,140)	(285,285)	1,308,855	82.10%	▲
		(5,202,033)	(5,561,562)	(1,594,140)	(285,285)	1,308,855	(82.10%)	▲
Amount attributable to investing activities		(3,217,203)	(3,576,732)	(1,079,964)	(202,534)	877,430	(81.25%)	▲
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	11	3,383,589	3,420,129	0	0	0	0.00%	
		3,383,589	3,420,129	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	9	(222,321)	(222,321)	(55,221)	(54,526)	695	1.26%	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	0	0	0	0.00%	
Transfer to reserves	11	(1,035,169)	(1,035,169)	0	(17,157)	(17,157)	0.00%	▼
		(1,259,112)	(1,259,112)	(55,221)	(71,682)	(16,461)	29.81%	▼
Amount attributable to financing activities		2,124,477	2,161,017	(55,221)	(71,682)	(16,461)	29.81%	▼
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,577,903	1,577,903	1,577,903	1,660,758	82,855	5.25%	
Amount attributable to operating activities		(485,177)	(485,177)	2,410,911	2,525,168	114,257	4.74%	
Amount attributable to investing activities		(3,217,203)	(3,576,732)	(1,079,964)	(202,534)	877,430	(81.25%)	▲
Amount attributable to financing activities		2,124,477	2,161,017	(55,221)	(71,682)	(16,461)	29.81%	▼
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	(322,989)	2,853,629	3,911,710	1,058,081	(37.08%)	▲

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.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 SEPTEMBER 2025

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
HOUSING Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
COMMUNITY AMENITIES Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well being of the community. To establish and manage efficiently infrastructure and resources which will help the social well being of the community.	Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.
TRANSPORT Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES Tourism and promotion of Brookton, operation of Brookton Caravan Park, Brookton Community Resource Centre, building control and land care development of the Brookton district.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.
OTHER PROPERTY AND SERVICES Private works and indirect cost allocation pools for plant operation and public works.	Private works operations, public works operation, plant operation costs, gross salaries and wages.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2025

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		5,010	5,010	249	366	117	47.00%	▲	
General Purpose Funding - Rates	6	3,264,056	3,264,056	3,264,056	3,271,148	7,092	0.22%	▲	
General Purpose Funding - Other		779,663	779,663	(44,514)	6,685	51,199	(115.02%)	▲	
Law, Order and Public Safety		394,225	394,225	97,424	61,502	(35,922)	(36.87%)	▼	\$
Health		300	300	75	0	(75)	(100.00%)	▼	
Education and Welfare		57,338	57,338	14,331	16,456	2,125	14.83%	▲	
Housing		136,186	136,186	22,995	30,140	7,145	31.07%	▲	
Community Amenities		470,081	470,081	454,481	467,520	13,039	2.87%	▲	
Recreation and Culture		34,540	34,540	6,063	7,012	949	15.66%	▲	
Transport		338,025	338,025	174,341	150,365	(23,976)	(13.75%)	▼	\$
Economic Services		430,837	430,837	103,945	140,810	36,865	35.47%	▲	\$
Other Property and Services		25,400	25,400	6,345	13,153	6,808	107.29%	▲	
		5,935,661	5,935,661	4,099,791	4,165,156	65,365	1.59%	▲	
Expenditure from operating activities									
Governance		(735,385)	(735,385)	(233,411)	(143,763)	89,648	38.41%	▲	\$
General Purpose Funding		(485,778)	(485,778)	(119,928)	(106,639)	13,289	11.08%	▲	\$
Law, Order and Public Safety		(780,050)	(780,050)	(202,755)	(184,761)	17,994	8.87%	▲	
Health		(24,067)	(24,067)	(6,523)	(5,427)	1,096	16.80%	▲	
Education and Welfare		(135,611)	(135,611)	(35,097)	(15,105)	19,992	56.96%	▲	\$
Housing		(186,353)	(186,353)	(48,343)	(25,948)	22,395	46.33%	▲	\$
Community Amenities		(763,673)	(763,673)	(198,364)	(126,488)	71,876	36.23%	▲	\$
Recreation and Culture		(1,165,801)	(1,165,801)	(288,911)	(133,269)	155,642	53.87%	▲	\$
Transport		(3,593,672)	(3,593,672)	(911,058)	(777,522)	133,536	14.66%	▲	\$
Economic Services		(946,337)	(946,337)	(232,111)	(175,802)	56,309	24.26%	▲	\$
Other Property and Services		(54,428)	(54,428)	(47,998)	53,483	101,481	211.43%	▲	\$
		(8,871,155)	(8,871,155)	(2,324,499)	(1,641,242)	683,257	29.39%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	635,619	1,254	(634,365)	(99.80%)	▼	
Amount attributable to operating activities		(485,177)	(485,177)	2,410,911	2,525,168	114,257	4.74%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	1,796,744	1,796,744	449,176	53,660	(395,516)	(88.05%)	▼	\$
Proceeds from Disposal of Assets	7	156,000	156,000	65,000	29,091	(35,909)	(55.24%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	0	0	0			
		1,984,830	1,984,830	514,176	82,751	(431,425)	(83.91%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,561,562)	(1,594,140)	(285,285)	1,308,855	82.10%	▲	\$
		(5,202,033)	(5,561,562)	(1,594,140)	(285,285)	1,308,855	(82.10%)	▲	
Amount attributable to investing activities		(3,217,203)	(3,576,732)	(1,079,964)	(202,534)	877,430	(81.25%)	▲	
FINANCING ACTIVITIES									
Inflows from financing activities									
Transfer from Reserves	11	3,383,589	3,420,129	0	0	0			
		3,383,589	3,420,129	0	0	0			
Outflows from financing activities									
Repayment of borrowings	9	(222,321)	(222,321)	(55,221)	(54,526)	695	1.26%	▲	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	0	0	0			
Transfer to Reserves	11	(1,035,169)	(1,035,169)	0	(17,157)	(17,157)		▼	\$
		(1,259,112)	(1,259,112)	(55,221)	(71,682)	(16,461)	29.81%	▼	
Amount attributable to financing activities		2,124,477	2,161,017	(55,221)	(71,682)	(16,461)	29.81%	▼	
MOVEMENT IN SURPLUS OR DEFICIT									
Net current assets at start of financial year - surplus/(deficit)	1	1,577,903	1,577,903	1,577,903	1,660,758	82,855	5.25%	▲	
Amount attributable to operating activities		(485,177)	(485,177)	2,410,911	2,525,168	114,257	4.74%		
Amount attributable to investing activities		(3,217,203)	(3,576,732)	(1,079,964)	(202,534)	877,430	(81.25%)	▲	
Amount attributable to financing activities		2,124,477	2,161,017	(55,221)	(71,682)	(16,461)	29.81%	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	(322,989)	2,853,629	3,911,710	1,058,081	(37.08%)	▲	

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.

The material variance adopted by Council for the 2025/26 year is \$10,000 and 10%.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 September 2025

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(23,502)	(23,502)	0	0
Add: Loss on asset disposals	7	45,524	45,524	28,608	1,254
Add: Depreciation on assets		2,428,295	2,428,295	607,011	0
Total non-cash items excluded from operating activities		2,450,317	2,450,317	635,619	1,254

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

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

		Adopted Budget Opening 30 June 2025	Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 30 September 2025
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(12,600,298)	(12,600,298)	(12,600,298)	(12,617,455)
Less: - Financial assets at amortised cost - self supporting loans	4	(32,086)	(32,086)	(32,086)	(32,086)
Add: Borrowings	9	222,321	222,321	222,321	167,795
Add: Lease liabilities	10	1,622	1,622	1,622	1,622
Total adjustments to net current assets		(12,408,441)	(12,408,441)	(12,408,442)	(12,480,124)

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

Current assets					
Cash and cash equivalents	2	2,089,647	2,089,647	2,172,337	5,649,561
Financial assets at amortised cost	4	12,632,384	12,632,384	12,600,298	10,260,725
Rates receivables	3	152,766	152,766	152,766	1,001,396
Receivables	3	356,315	356,315	356,315	355,611
Other current assets	4	105,749	105,749	137,836	84,631
Less: Current liabilities					
Payables	5	(593,222)	(593,222)	(608,764)	(170,984)
Borrowings	9	(222,321)	(222,321)	(222,321)	(167,795)
Contract liabilities	12	(160,528)	(160,528)	(144,822)	(246,867)
Lease liabilities	10	(1,622)	(1,622)	(1,622)	(1,622)
Provisions	12	(372,824)	(372,824)	(372,824)	(372,824)
Less: Total adjustments to net current assets	1(b)	(12,408,441)	(12,408,441)	(12,408,442)	(12,480,124)
Closing funding surplus / (deficit)		1,577,903	1,577,903	1,660,758	3,911,710

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)

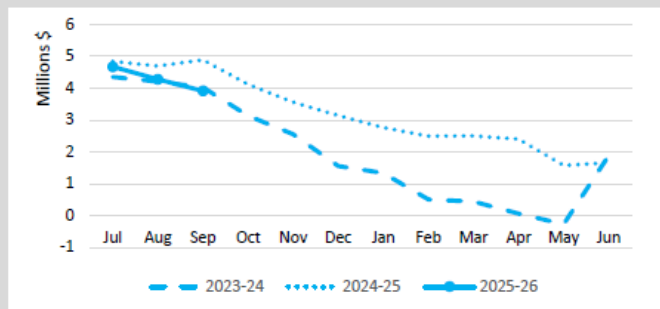
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 30/09/2024	Year to Date Actual 30/09/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,172,337	5,047,804	3,292,832
Cash Restricted - Reserves	2	12,600,298	11,880,665	12,617,455
Receivables - Rates	3	152,766	975,450	1,001,396
Receivables - Other	3	356,315	159,515	355,611
Other Financial Assets	4	32,086	29,967	32,086
Inventories	4	57,012	21,598	52,545
		15,419,552	18,115,000	17,351,925
Less: Current Liabilities				
Payables	5	(591,407)	(72,267)	(150,507)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(144,822)	(873,115)	(246,867)
Bonds & Deposits	5	(17,357)	(17,812)	(20,477)
Loan and Lease Liability	9	(223,942)	(159,221)	(169,416)
Provisions	12	(372,824)	(353,756)	(372,824)
		(1,350,352)	(1,476,172)	(960,091)
Less: Cash Reserves	11	(12,600,298)	(11,880,665)	(12,617,455)
Add Back: Loan and Lease Liability		223,942	159,221	169,416
Less : Loan Receivable - clubs/institutions		(32,086)	(29,967)	(32,086)
Net Current Funding Position		1,660,758	4,887,417	3,911,710

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)

\$3.91 M

Last Year YTD

Surplus(Deficit)

\$4.89 M

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash Floats	Cash and cash equivalents	550		550		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	441,932		441,932		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	872,428		872,428		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,958,412		1,958,412		WATC	3.55%	OCD
Bond Cash At Bank	Cash and cash equivalents	19,510		19,510		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		2,356,730	2,356,730		Bendigo	2.95%	20/12/2025
Reserves Cash At Bank	Financial assets at amortised cost		10,260,725	10,260,725		WATC	3.76%	22/12/2025
Total		3,292,832	12,617,455	15,910,286	0			
Comprising								
Cash and cash equivalents		3,292,832	2,356,730	5,649,561	0			
Financial assets at amortised cost		0	10,260,725	10,260,725	0			
		3,292,832	12,617,455	15,910,286	0			

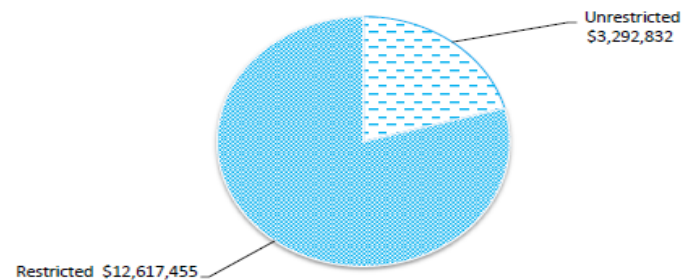
KEY INFORMATION

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.

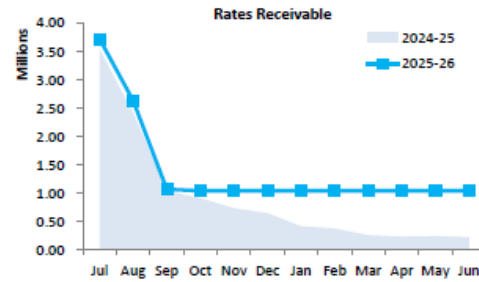
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 2025	30 Sep 2025
	\$	\$
Opening arrears previous years	167,905	221,097
Levied this year	3,375,487	3,502,138
Less - collections to date	(3,322,294)	(2,653,508)
Gross rates collectable	221,097	1,069,727
Net rates collectable	221,097	1,069,727
% Collected	93.8%	71.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(420)	18,504	1,115	22,680	208,052	249,930
Percentage	(0.2%)	7.4%	0.4%	9.1%	83.2%	
Balance per trial balance						
Sundry receivable						249,930
GST receivable						30,253
Other Receivables						20,067
Receivable - Employee Related Provisions - Current						55,361
Total receivables general outstanding						355,611

Amounts shown above include GST (where applicable)

KEY INFORMATION

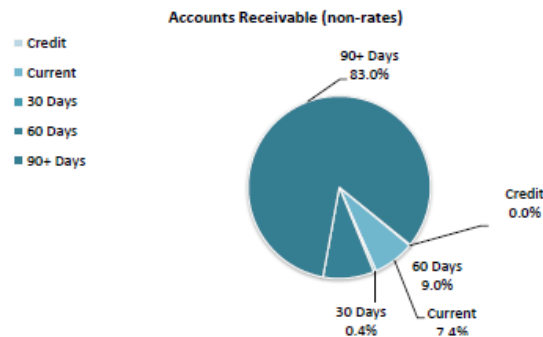
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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.



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

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 September 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	32,086	0	0	32,086
Inventory				
Fuel and materials (including gravel)	57,012	0	(4,467)	52,545
Accrued income/prepayments	48,737	0	(48,737)	0
Total other current assets	137,836	0	(53,204)	84,631

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

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

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	1,792	0	0	0	1,792
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						1,792
Other creditors						60,799
ATO liabilities						7,509
Payroll creditors						62,480
Bonds and deposits held						20,477
Prepaid (Excess) Rates						17,927
Total payables general outstanding						170,984

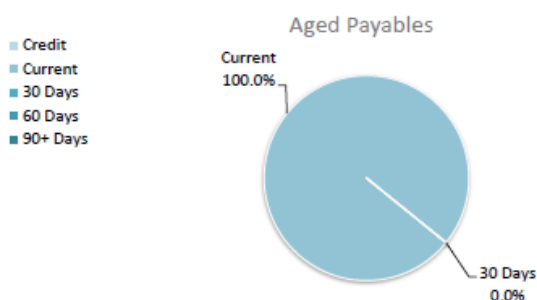
Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



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

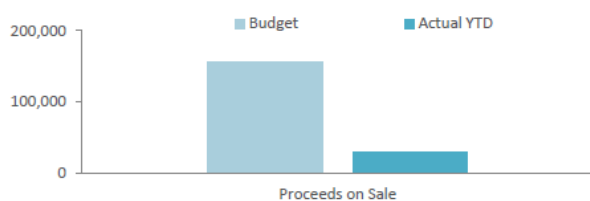
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.07217	257	4,991,820	360,260	0	0	360,260	360,260	995	75	361,329
Industrial	0.07217	5	106,990	7,721	0	0	7,721	7,721	0	0	7,721
Commercial	0.07217	19	867,425	63,739	0	0	62,602	65,729	0	0	65,729
GRV	0.07217	2	387,500	27,966	0	0	27,966	27,966	0	0	27,966
Unimproved value											
Unimproved	0.00535	201	404,271,000	2,162,850	0	0	2,162,850	2,162,850	0	0	2,162,850
Sub-Total		484	410,624,735	2,622,536	0	0	2,621,399	2,624,526	995	75	2,625,595
Residential	995	73	235,473	72,635	0	0	72,635	72,635	0	0	72,635
Industrial	995	2	10,920	1,990	0	0	1,990	1,990	0	0	1,990
Commercial	995	14	108,046	13,930	0	0	13,930	13,930	0	0	13,930
GRV	995	1	8,100	995	0	0	995	995	0	0	995
Unimproved	1,663	174	29,400,490	289,362	0	0	289,362	289,362			289,362
Sub-total		264	29,763,029	378,912	0	0	378,912	378,912	0	0	378,912
		748	440,387,764	3,001,448	0	0	3,000,311	3,003,438	995	75	3,004,507
Concession							(1,900)				0
Amount from general rates							2,998,411				3,004,507
Sewerage - GRV - Rate in Dollar	0.05411	163	369,085	196,911			196,911	198,790	731	0	199,521
Sewerage Rates Minimum	731	36	190,314	26,316			26,316	24,854	0	0	24,854
Ex-gratia rates (CBH)	Tonnage	2		42,418			42,418				42,266
Total general rates							3,264,056		0	0	3,271,148
Total		748					3,264,056				3,271,148

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 2025 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
PAV6	2021 Mazda Cx-8 Diesel Fwd - 01Bo	39,570	25,000	0	(14,570)	0	0	0	0
PAV317	2022 Mitsubishi Triton Mr4X47 4X4	28,113	25,000	0	(3,113)	30,344	29,091	0	(1,254)
	Transport								
PU38	2022 ISUZU D-MAX 4X2 SINGLE CAB - BMO	25,925	15,000		(10,925)	0	0	0	0
PR9	2012 BOMAG SMOOTH DRUM ROLLER - BO5416	37,292	50,000	12,708	0	0	0	0	0
PPT4	BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	7,792	1,000	0	(6,792)	0	0	0	0
PT5	PORTABLE MESSAGE BOARD TRAILER	10,062	5,000	0	(5,062)	0	0	0	0
PT6	PORATABLE MESSAGE BOARD TRAILER	10,062	5,000	0	(5,062)	0	0	0	0
PU33	MITSUBISHI MR4L20 GLX 4.2 SINGLE CAB UTILITY-BO039	15,000	15,000	0	0	0	0	0	0
PU37	2014 FOTON TUNLAND UTE	4,206	15,000	10,794	0	0	0	0	0
		178,022	156,000	23,502	(45,524)	30,344	29,091	0	(1,254)



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

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	2,684,583	3,044,112	859,015	22,218	(836,797)
Furniture and equipment	151,500	151,500	115,998	0	(115,998)
Plant and equipment	593,000	593,000	163,000	83,810	(79,190)
Infrastructure - roads	1,320,111	1,320,111	324,674	104,214	(220,460)
Infrastructure - footpaths	75,000	75,000	6,246	0	(6,246)
Infrastructure - parks and gardens	41,000	41,000	41,000	0	(41,000)
Infrastructure - sewerage	329,339	329,339	82,332	75,043	(7,289)
Infrastructure - water	7,500	7,500	1,875	0	(1,875)
Payments for Capital Acquisitions	5,202,033	5,561,562	1,594,140	285,285	(1,308,855)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,796,744	1,796,744	415,304	53,660	(361,644)
Other (disposals & C/Fwd)	156,000	156,000	65,000	29,091	(35,909)
Plant and Vehicle Reserve	593,000	593,000	0	0	0
Furniture & Equipment Reserve	178,710	178,710	0	0	0
Sewerage Scheme Reserve	199,680	199,680	0	0	0
Building and Facility Reserve	804,583	804,583	0	0	0
Infrastructure Reserve	97,616	97,616	0	0	0
Innovations & Development Reserve	1,546,540	1,546,540	0	0	0
Contribution - operations	(170,840)	188,689	1,113,836	202,534	(911,301)
Capital funding total	5,202,033	5,561,562	1,594,140	285,285	(1,308,855)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

Initial recognition and measurement for assets held at cost

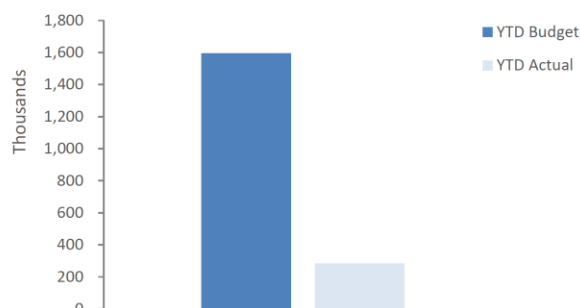
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions

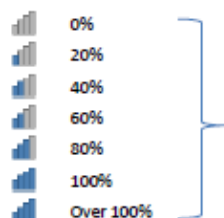


Capital expenditure total									
Level of completion indicators									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	0%	<div></div>	Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.						
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	20%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	40%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	60%								
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<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Over 100%								
Level of completion indicator, please see table at the end of this note for further detail.									
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
				\$	\$	\$	\$	\$	
Buildings									
E042510	SHADCAP	9230	SHADE SHETER - ADMINISTRATION OFFICE	(15,000)	(15,000)	(15,000)	0	(15,000)	
Total - Governance				(15,000)	(15,000)	(15,000)	0	(15,000)	
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(56,583)	(56,583)	(14,145)	(4,821)	(9,324)	
Total - Law, Order & Public Safety				(56,583)	(56,583)	(14,145)	(4,821)	(9,324)	
Housing									
E091511	SHCOSFC3	9230	HOSUING PROGRAM ADDITIONAL STAFF HOUSING	(500,000)	(500,000)	(250,000)	0	(250,000)	
E091515	10MACAP	9230	10 MARSH AVE	(12,000)	(12,000)	(3,000)	(11,770)	(14,770)	
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(45,000)	(11,250)	0	(11,250)	
Total - Housing				(557,000)	(557,000)	(264,250)	(11,770)	(276,020)	
Recreation And Culture									
E111512		9230	KWEDA HALL RENEWAL	(8,500)	(8,500)	(2,124)	0	(2,124)	
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(100,000)	(100,000)	0	0	0	
E112510	POOLCAP	9230	POOL - CAPITAL	(51,000)	(51,000)	0	0	0	
E112510	STBLOC	9230	STARTING BLOCKS - POOL	(20,000)	(20,000)	0	0	0	
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,700,000)	(2,059,529)	(514,881)	(430)	(514,451)	
E112510	POOLFP	9230	FOOTPATHS BROOKTON AQUATIC CENTRE	(20,000)	(20,000)	(4,998)	0	(4,998)	
E115510	MUSECAP	9230	MUSEUM - CAPITAL	(10,500)	(10,500)	(2,625)	(77)	(2,548)	
E113510	TENNCAP	9230	OLD TENNIS PAVILION - REFURBISHMENT	(50,000)	(50,000)	(12,498)	0	(12,498)	
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(20,000)	(20,000)	(4,998)	0	(4,998)	
Total - Recreation And Culture				(1,980,000)	(2,339,529)	(542,124)	(507)	(541,617)	
Economic Services									
E132510		9230	PURCHASE BUILDINGS	(20,000)	(20,000)	(4,998)	0	(4,998)	
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(50,000)	(50,000)	(12,498)	0	(12,498)	
E136510	SEACON	9230	SEA CONTAINER STORAGE	(6,000)	(6,000)	(6,000)	(5,120)	(880)	
Total - Economic Services				(76,000)	(76,000)	(23,496)	(5,120)	(18,376)	
Total - Buildings				(2,684,583)	(3,044,112)	(859,015)	(22,218)	(836,797)	
Plant & Equipment									
Governance									
E042531		9234	ADMIN PURCHASE CEO VEHICLE	(60,000)	(60,000)	(60,000)	0	(60,000)	
E042534		9234	ADMIN PURCHASE MIW VEHICLE	(55,000)	(55,000)	(55,000)	(54,525)	(475)	
E042533		9234	ADMIN PURCHASE BMO VEHICLE	(48,000)	(48,000)	(48,000)	0	48,000	
Total - Governance				(163,000)	(163,000)	(163,000)	(54,525)	(12,475)	
Other Property & Services									
E143530	EP005	9234	PURCHASE P&E - REPLACEMENT PR9 2012 BOMAG SMOOTH C	(230,000)	(230,000)	0	0	0	
E143530	LIGHTV6	9234	PURCHASE P&E - REPLACEMENT PPT4 BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	(30,000)	(30,000)	0	(29,285)	29,285	
E143530	LIGHTV7	9234	PURCHASE P&E - REPLACEMENT PT5 PORTABLE MESSAGE BOARD TRAILER	(40,000)	(40,000)	0	0	0	
E143530	LIGHTV8	9234	PURCHASE P&E - REPLACEMENT PT6 PORTABLE MESSAGE BOARD TRAILER	(40,000)	(40,000)	0	0	0	
E143530	LIGHTV9	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20 GLX 4.2 SINGLE CAB UTILITY-BO039	(45,000)	(45,000)	0	0	0	
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND UTE	(45,000)	(45,000)	0	0	0	
Total - Other Property & Services				(430,000)	(430,000)	0	(29,285)	29,285	
Total - Plant & Equipment				(593,000)	(593,000)	(163,000)	(83,810)	16,810	
Furniture & Equipment									
Governance									
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(31,500)	(31,500)	(31,500)	0	(31,500)	
E042520	SERVCAP	9232	ADMIN SERVER	(75,000)	(75,000)	(75,000)	0	(75,000)	
Total - Governance				(106,500)	(106,500)	(106,500)	0	(106,500)	
Recreation & Culture									
E115520	ARTCAP	9232	ARTWORK - PUBLIC AND VISUAL	(20,000)	(20,000)	(4,998)	0	(4,998)	
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	(18,000)	(18,000)	(4,500)	0	(4,500)	
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(7,000)	(7,000)	0	0	0	
Total - Recreation & Culture				(45,000)	(45,000)	(9,498)	0	(9,498)	
Total - Furniture & Equipment				(151,500)	(151,500)	(115,998)	0	(115,998)	
Infrastructure - Roads									
Transport									
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(709,036)	(709,036)	(177,258)	(40,638)	(136,620)	
E121560	RICHR2R	9250	RICHARDSON STREET - RESEAL (RTR)	(55,000)	(55,000)	(55,000)	0	(55,000)	
E121560	YOURLR2R	9250	YOURLALLING ROAD R2R	(85,097)	(85,097)	0	(27,433)	27,433	
E121560	YOUNR2R	9250	YOUNG ROAD R2R	(57,000)	(57,000)	0	(5,368)	5,368	
E121560	MCGSR2R	9250	MCGRATH STREET R2R	(12,000)	(12,000)	(12,000)	(638)	(11,362)	
E121560	RAMR2R	9250	RAMSAY ROAD R2R	(88,785)	(88,785)	0	(12,385)	12,385	
E121560	WHISR2R	9250	WHITE STREET	(55,000)	(55,000)	(55,000)	0	(55,000)	
E121565	SODAR2R	9250	SOUTH DALE ROAD R2R	(91,927)	(91,927)	0	(13,022)	13,022	
E121565	WBSF3	9250	DANGIN-MEARS ROAD WBSF ENVIRONMENTAL REPORTS	(38,000)	(38,000)	(9,498)	(4,730)	(4,768)	
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	(63,696)	(63,696)	(15,918)	0	(15,918)	
E121570	BRIDGE11	9250	BRIDGE 3150A ALDERSYDE NORTH ROAD	(39,017)	(39,017)	0	0	0	
E121570	BRIDGE12	9250	BRIDGE 4878A BROOKTON KWEDA ROAD	(25,553)	(25,553)	0	0	0	
Total - Transport				(1,320,111)	(1,320,111)	(324,674)	(104,214)	(220,460)	
Total - Infrastructure - Roads				(1,320,111)	(1,320,111)	(324,674)	(104,214)	(220,460)	
Infrastructure - Sewerage									
Community Amenities									
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(172,292)	(172,292)	(43,071)	(66,443)	23,372	
E107541	HVCAP05	9262	HAPPY VALLEY SMART TECH BORE TANK CONTROL SYSTEM	(7,500)	(7,500)	(1,875)	0	(1,875)	
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(157,047)	(157,047)	(39,261)	(8,600)	(30,661)	
Total - Community Amenities				(336,839)	(336,839)	(84,207)	(75,043)	(9,164)	
Total - Infrastructure - Sewerage				(336,839)	(336,839)	(84,207)	(75,043)	(9,164)	
Infrastructure - Footpaths									
Transport									

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total
Level of completion indicators



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted	Amended	YTD Budget	YTD Actual	Variance (Under)/Over
				Budget	Budget			
				\$	\$	\$	\$	\$
			FOOTPATH - CORBERDING ROAD - GAYNOR AND MCGRATH ST	(50,000)	(50,000)	0	0	0
E121575	CORBFP	9252	ST	(50,000)	(50,000)	0	0	0
E121575	ROBIAR	9252	ACCESSIBLE RAMP - ROBINSON ROAD	(5,000)	(5,000)	(1,248)	0	(1,248)
E121575	MEMFPF	9252	MEMORAL PARK FOOTPATH	(20,000)	(20,000)	(4,998)	0	(4,998)
Total - Transport				(75,000)	(75,000)	(6,246)	0	(6,246)
Total - Infrastructure - Footpaths				(75,000)	(75,000)	(6,246)	0	(6,246)
Infrastructure - Parks & Gardens								
Recreation And Culture								
E111550	WBSPCAP	9256	WB EVA SPORT PAVILION	(41,000)	(41,000)	(41,000)	0	(41,000)
Total - Recreation And Culture				(41,000)	(41,000)	(41,000)	0	(41,000)
Total - Infrastructure - Parks & Gardens				(41,000)	(41,000)	(41,000)	0	(41,000)
Grand Total				(5,202,033)	(5,561,562)	(1,594,140)	(285,285)	(1,212,855)

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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2025	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	12,124	0	0	0	(5,978)	(12,124)	(12,124)	6,146	0	0	(143)	(593)	(593)
Housing														
Staff Housing (33%)	80	20,005	0	0	0	(9,864)	(20,005)	(20,005)	10,141	(0)	(0)	(235)	(979)	(979)
Community amenities														
Sewerage (14%)	80	8,487	0	0	0	(4,185)	(8,487)	(8,487)	4,302	(0)	(0)	(100)	(415)	(415)
Effluent Loan	83	575,905	0	0	0	(24,636)	(49,825)	(49,825)	551,270	526,080	526,080	(6,457)	(29,148)	(29,148)
Recreation and culture														
Sport & Recreation	81	210,174		0	0	0	(79,789)	(79,789)	210,174	130,385	130,385	(265)	(14,947)	(14,947)
Other property and services														
Grader (33%)	80	20,005	0	0	0	(9,864)	(20,005)	(20,005)	10,141	(0)	(0)	(235)	(978)	(978)
		846,700	0	0	0	(54,526)	(190,235)	(190,235)	792,174	656,465	656,465	(7,435)	(47,060)	(47,060)
Self supporting loans														
General purpose funding														
Country Club	82	84,518		0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
		84,518	0	0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
Total		931,218	0	0	0	(54,526)	(222,321)	(222,321)	876,692.74	708,896	708,896	(5,979)	(53,072)	(53,072)
Current borrowings		222,321							167,795					
Non-current borrowings		708,898							708,898					
		931,218							876,693					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 2025	Borrowed During Year	Expended During Year	Unspent Balance 30 September 2025
		\$	\$	\$	\$
Effluent Loan	2/09/2024	148,862	0	(66,443)	82,419
		148,862	0	(66,443)	82,419

KEY INFORMATION

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

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

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

FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2025	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Re-Use Water Dam	LE-03	17,469	0	0	0	0	(1,622)	(1,622)	17,469	15,847	15,847	0	(560)	(560)
Total		17,469	0	0	0	0	(1,622)	(1,622)	17,469	15,847	15,847	0	(560)	(560)
Current lease liabilities		1,622							1,622					
Non-current lease liabilities		15,847							15,847					
		17,469							17,469					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-))	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	153,337	3,432	209	129,000	0	(178,710)	0	107,059	153,546
Leave Reserve	159,363	3,567	217	0	0	0	0	162,930	159,580
Sewerage Scheme Reserve	520,587	11,651	709	0	0	(199,680)	0	332,558	521,296
Plant and Vehicle Reserve	655,510	14,671	893	531,000	0	(593,000)	0	608,181	656,403
Madison Square Units Reserve	35,732	800	49	311	0	0	0	36,843	35,781
Brookton Community Resource Centre I	241,385	5,402	329	0	0	0	0	246,787	241,714
Building and Facility Reserve	5,857,969	131,104	7,976	78,347	0	(804,583)	0	5,262,837	5,865,945
Infrastructure Reserve	474,945	10,629	647	0	0	(97,616)	0	387,958	475,592
Waste Reserve	796,986	17,837	1,085	14,511	0	0	0	829,334	798,072
Aged Housing Reserve	462,222	10,345	629	0	0	0	0	472,567	462,851
Innovations & Development Reserve	3,242,262	72,562	4,415	0	0	(1,546,540)	0	1,768,284	3,246,676
	12,600,298	282,000	17,157	753,169	0	(3,420,129)	0	10,215,338	12,617,455

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Sep 2025
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		33,872	0	500	(33,872)	500
- Capital grant/contribution liabilities		110,951	0	189,076	(53,660)	246,367
Total other liabilities		144,822	0	189,576	(87,532)	246,867
Employee Related Provisions						
Annual leave		181,697	0	0	0	181,697
Long service leave		150,841	0	0	0	150,841
Provision for long service leave oncosts - Current		14,744	0	0	0	14,744
Provision for annual leave oncosts - Current		25,542	0	0	0	25,542
Total Employee Related Provisions		372,824	0	0	0	372,824
Total other current assets		517,646	0	189,576	(87,532)	619,690

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

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

**NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Sep 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	454,038	113,509	454,038	121,539
Grants Commission - Roads (WALGGC)	0	0	0	0	201,237	50,309	201,237	58,899
Law, order, public safety	0					0		
DFES Grant - Fire Mitigation Activity Fund 24/25	33,872	0	(33,872)	0	143,430	35,856	143,430	33,872
DFES Grant - ESL operating Grant	0	0	0	0	105,000	26,250	105,000	26,250
Transport	0							
MRWA Direct Grant Funding	0	0	0	0	130,413	130,413	130,413	130,413
Economic services	0			0				
Seniors Week Event	0	0	0	0	1,000	0	1,000	0
Other Community Events Revenue	0	0	0	0	100	24	100	1,000
Community Christmas Party Revenue	0	0	0	0	2,000	0	2,000	0
Nadc (National Australia Day Council)	0	0	0	0	10,000	0	10,000	0
Youth Week Event Revenue	0	0	0	0	2,000	0	2,000	0
Grant Revenue - Stay On Your Feet	0	0	0	0	5,000	1,248	5,000	0
Grant Revenue - Dpird Crc Development Grant	0	0	0	0	3,000	750	3,000	0
Grant Revenue - Fitness Initiatives	0	0	0	0	5,000	1,248	5,000	0
Grant Revenue - Carers Week Grant	0	500	0	500	0	0	0	0
CRC Operating Grant Revenue	0	0	0	0	119,428	29,857	119,428	62,114
Grant Funding The Lbw Trust Library Grant	0	0	0	0	2,000	498	2,000	1,818
	33,872	500	(33,872)	500	1,183,646	389,962	1,183,646	435,905

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

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 30 Sep 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
General purpose funding								
LRCI 4 - Woods Loop Road	0	0	0	0	110,349	27,587	110,349	0
LRCI 4 - Mattingly Road	0	0	0	0	37,000	9,250	37,000	0
Refurbishment/Construction BCI Old Tennis Court Building	0	0	0	0	50,000	12,498	50,000	0
WBDC - Railway Station Building Refurbishment	20,000	0	0	20,000	240,000	60,000	240,000	0
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	0	0	0	13,671	3,417	13,671	0
Law, order, public safety								
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	333,055	83,262	333,055	0
Dangin-Mears Road WBSFN Stage 2- Environmental Reports	0	0	0	0	35,454	8,863	35,454	0
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	0	0	0	59,715	14,928	59,715	0
Mcgrath Street - R2R Income	0	0	0	0	12,000	3,000	12,000	0
Youralling Road - R2R Income	0	0	0	0	85,097	21,274	85,097	0
Young Road - R2R Income	0	0	0	0	57,000	14,250	57,000	0
Ramsay Road - R2R Income	0	0	0	0	88,785	22,196	88,785	0
Richardson Street - R2R Income	0	30,927	0	30,927	55,000	13,750	55,000	0
White Street - R2R Income	0	0	0	0	55,000	13,750	55,000	0
Southdale Road - R2R Income	0	60,024	(13,022)	47,002	91,927	22,981	91,927	13,022
York Williams Road RRG	0	189,076	(40,638)	148,438	472,691	118,170	472,691	40,638
Davis Road - R2R Income	10,030	(10,030)	0	0	0	0	0	0
Mattingly Road - R2R Income	20,896	(20,896)	0	0	0	0	0	0
Mattingly Road Culvert - R2R Income	60,024	(60,024)	0	0	0	0	0	0
TOTALS	110,951	189,076.00	(53,660)	246,367	1,796,744	449,176	1,796,744	53,660

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

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

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

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 30 Sep 2025
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	0	0	1,730
Facility Hire Bonds	7,360	3,750	(2,250)	8,860
Gym Bonds	8,040	910	(630)	8,320
Other Bonds	0	1,080	(480)	600
Sub-Total	17,130	5,740	(3,360)	19,510
	17,130	5,740	(3,360)	19,510

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

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						
RWSTCAP	Railway Station Building Refurbishment	OCM 08.25-04	Capital Expenditure			(322,989)	(322,989)
RWSTCAP	Railway Station Building Refurbishment	OCM 09.25-03	Capital Expenditure			(36,540)	(359,529)
I033550	Transfer from Reserve - Railway Station Building Refurbishment	OCM 09.25-03	Capital Revenue		36,540		(322,989)
							(322,989)
				0	36,540	(359,529)	(322,989)

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

**NOTE 17
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Grants, subsidies and contributions	45,943	11.78%	▲	The FAG and the CRC operating grants have been received in advance of budget phasing. The MRWA Direct Grant has not been received but is budgeted to be received.		
Fees and charges	47,221	14.36%	▲	The main variance relates to budget profiling for the Refuse Rates Charges, Sewerage Charges and Caravan Park Income.		
Interest revenue	36,834	670.20%	▲	Actual interest revenue is currently greater than budgeted to be received.		
Other revenue	(71,725)	(64.35%)	▼		Flood damage funding and emergency management funding is currently behind budget phasing.	
Expenditure from operating activities						
Utility charges	34,248	52.22%	▲	The budget phasing of utility expenditure is currently ahead of actual expenditure.		
Depreciation	607,011	100.00%	▲	Depreciation is not run until after the 24/25 AFR is adopted		
Finance costs	10,074	62.75%	▲	The budget phasing of finance cost expenditure is currently ahead of actual expenditure.		
Other expenditure	16,725	64.80%	▲	The budget phasing of members remuneration is currently ahead of actual expenditure.		
Loss on disposal of assets	27,354	95.62%	▲	The budget phasing of the disposal of assets is currently ahead of actual expenditure.		
Non-cash amounts excluded from operating activities	(634,365)	(99.80%)	▼		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, as this is not run until after the 24/25 AFR is adopted	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(395,516)	(88.05%)	▼		Variance due to Accounting Standard AASB15 and AASB1058 recognition of revenue	
Proceeds from disposal of assets	(35,909)	(55.24%)	▼		The budget phasing of the disposal of assets is currently ahead of actual expenditure.	
Payments for inventories, property, plant and equipment and infrastructure	1,308,855	82.10%	▲	The variance relates to a number of capital projects which have not commenced in FY25/26 (Refer to Note 8 for details)		
Financing activities						
Transfer to reserves	(17,157)	0.00%	▼		The budget phasing of transfers to reserves is currently ahead of actual transfers.	

14.10.25.03 REVIEW OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE TERMS OF REFERENCE

File No:	FIN007
Date of Meeting:	16 October 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney - Manager Corporate & Community
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is requested to consider the adoption of amendments to the Audit, Risk and Improvement Committee Terms of Reference to align with recent legislative changes to the Local Government Act 1995.

Description of Proposal:

Recent amendments to the Local Government Act 1995, introduced through the Local Government Amendment Bill 2024, require local government to update relevant documents and rename their Audit and Risk Committee as the Audit, Risk and Improvement Committee (ARIC).

Key changes arising from the legislation include:

- The formal renaming of the committee to the ARIC; and
- The requirement for both the Presiding Member and Deputy Presiding Member to be independent members (i.e., not elected members or staff).

Draft Terms of Reference for the ARIC reflecting all legislative amendments are provided in Attachment 14.10.25.03A.

While the new name reflects an expanded focus on continuous improvement, the Shire's existing Audit and Risk Committee already performed all functions required under the new provisions. The functions of the ARIC are not significantly changed in the Terms of Reference.

The Draft Terms of Reference for the ARIC include the advertising for persons to be appointed to the Committee as Presiding Member and Deputy Presiding Member. These positions can only be filled by independent members.

While in the past Council had sought independent members of the audit committee from within the Brookton community, given the leadership role, there is an expectation that the independent members with the required skills are likely to come from outside the community.

Appointments to these positions will be made through a public Expression of Interest (EOI) process, with applicants evaluated by the CEO and recommended to Council for appointment by absolute majority, based on experience and qualifications. WALGA has also maintaining a list of qualified persons who would likely meet the requirements of a local government to be appointed to an ARIC.

Council has had Mr Eric Pech as an independent member of the Audit and Risk Committee for the past six years and Mr Neil Walker as an independent member for one year. While both have long experience in local government and a good general understanding of business, both were appointed as community rather than professional members of the Committee. It is unlikely that Mr Pech or Mr Walker will be recommended for appointment to the Audit, Risk and Improvement Committee and it is appropriate for Council to formally recognise their contribution.

Background:

The primary objective of Council's ARIC is to provide independent assurance to Council by monitoring, reviewing, and advising on:

- Governance and compliance processes;
- Risk management and internal control frameworks;
- Financial accountability and external audit obligations; and
- Overall organisational performance.

The inclusion of the term "Improvement" in the committee's title highlights its role in supporting better governance, performance, and service delivery across the organisation.

To strengthen this role, it is proposed that the Audit, Risk and Improvement Committee also receive and review non-audit reports—such as those from the Office of the Auditor General and LGIS—that are currently considered internally. This approach will enhance transparency and ensure valuable insights are shared at a governance level.

Consultation:

Internal consultation has occurred with the Chief Executive Officer.

Statutory Environment:

Local Government Act 1995

Local Government (Administration) Regulations 1996

Relevant Plans and Policy:

The recommendation is relevant to 1.11 Council Committees – Terms of Reference.

Financial Implications:

The ARIC will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

Risk Assessment:

The risk in relation to the amended policy is assessed as "Medium". It is a statutory requirement to have an Audit, Risk and Improvement Committee. The Terms of Reference are to be reviewed and recommended to Council.

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

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

Community & Strategic Objectives:

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

Comment

Nil.

OFFICER'S RECOMMENDATION

That Council

1. adopts the Audit, Risk and Improvement Committee Terms of Reference, as presented in Attachment 14.10.25.03A;
2. authorises the Chief Executive Officer to advertise an Expression of Interest (EOI) for the appointment of an Independent Presiding Member and Deputy Presiding Member to the Audit, Risk and Improvement Committee; and
3. formally acknowledges and thanks Mr Eric Pech and Mr Neil Walker for their outstanding contributions to the Audit and Risk Committee for 6 years and 1 year respectively, serving in their capacity as external community members. Their dedication, depth of local government knowledge, and financial expertise have been invaluable to the committee's work and to the broader community.

(Simple Majority vote required)

COUNCIL RESOLUTION

MOVED: Cr Bell

SECONDED: Cr Wallis

That Council:

- 1. adopts the Audit, Risk and Improvement Committee Terms of Reference, as presented in Attachment 14.10.25.03A;**
- 2. authorises the Chief Executive Officer to advertise an Expression of Interest (EOI) for the appointment of an Independent Presiding Member and Deputy Presiding Member to the Audit, Risk and Improvement Committee; and**
- 3. formally acknowledges and thanks Mr Eric Pech and Mr Neil Walker for their outstanding contributions to the Audit and Risk Committee for 6 years and 1 year respectively, serving in their capacity as external community members. Their dedication, depth of local government knowledge, and financial expertise have been invaluable to the committee's work and to the broader community.**

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Against: Nil

Attachments

Attachment 14.10.25.03A – Audit, Risk and Improvement Committee Terms of Reference - October 2025.



AUDIT, RISK AND IMPROVEMENT COMMITTEE TERMS OF REFERENCE

1. Purpose

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise the Council in relation to internal and external audit, compliance, risk management and improvement matters as well as the Shire of Brookton financial statements.

2. Objectives

The ARIC is a Committee of Council established under s7.1A and s5.8 of the *Local Government Act 1995*, with the following responsibilities:

- a. The integrity of the Shire's annual financial statements;
- b. Compliance with legal and statutory audit requirements, including the Department of Local Government annual Compliance Audit Return;
- c. External audit;
- d. The Shire's internal audit program, including Service Reviews and improvement opportunities; and
- e. The Shire's risk management framework.

3. ARIC Members

3.1 Membership of the ARIC will include

- a. all Councillors
- b. two External Members.

3.2 In accordance with 7.1A(2) of the *Local Government Act 1995* all members of the ARIC will be appointed by an absolute majority decision of the Council.

3.3 Shire of Brookton employees, whilst not permitted to be members of the ARIC, will be required to attend meetings of the ARIC to provide advice, guidance and responses to the Committee.

3.4 External presenters may be invited to attend the meetings, based on topical matters.

4. External Members

4.1 External Members will not have a direct association with the Shire of Brookton as a business entity, either as an Elected Member, an officer or as a closely associated person

of an Elected Member or Officer.

- 4.2 The appointment of an External members shall be made by the Council, by way of a public advertisement and be for a term of two years.
- 4.3 A review of applications for the positions of External Members will be completed by the CEO for recommendation to Council.
- 4.4 Appointments of External Members will be approved through absolute majority of Council based on experience and qualifications in any or all of the following:
 - a. Financial Management/reporting;
 - b. Risk Management;
 - c. Information and Systems Technology;
 - d. Audit Committee practices;
 - e. Internal audit; and
 - f. Experience in or knowledge of regional local government.
- 3.5 The external member shall be paid in accordance with s.5.100 of the Local Government Act and as determined by the Salary and Allowance Tribunal.
- 4.5 Council will appoint one of the ARIC External Members as Presiding Member. The Presiding Member will:
 - ensure an efficient and effective meeting process in accordance with the relevant Meeting Procedures Local Law;
 - foster a positive culture within the meeting that provides an opportunity for all attendees to participate, and promotes openness and honesty,
 - encourage appropriate questioning;
 - ensure the clarity of the roles of Elected Members and Officers; and
 - ensure clarity of the recommendations to the Council.
- 4.6 Council will appoint the remaining External Member as the Deputy Presiding Member who, in addition to their role as ARIC External Member, will also act as Presiding Member if the Presiding Member is unwilling or unable to act in the role.

5. Meetings

- 5.1 ARIC Meetings will be held at least quarterly and a schedule will be set annually in advance.
- 5.2 Additional meetings may be convened at the request of the Presiding Member and CEO to deal with topical or urgent matters.
- 5.3 Where there are no items for discussion at a particular ARIC meeting, the meeting may be cancelled at the direction of the Presiding Member and the CEO.
- 5.4 ARIC meetings will be convened by the CEO, as required by the Meeting Schedule above.
- 5.5 The ARIC deliberations will be resolved by simple majority vote with each Committee

member being entitled to one vote. The Presiding Member of the Committee will have a casting vote in addition to his/her deliberative vote in the case of an equality of votes for and against a motion.

5.6 A quorum for the ARIC is at least 50% of the members.

5.7 The ARIC's recommendations must be considered and adopted by the Council before implementation.

6. Delegated Authority

There is no delegated authority (under s5.16 of the *Local Government Act*) associated with ARIC.

7. Remuneration of External Members

7.1 Remuneration of ARIC External members will be in accordance with section 5.100 of the Local Government Act.

7.2 The extent to which external members can be reimbursed shall be as determined by the Salaries and Allowances Tribunal.

8. Administration

Shire officers, under the general direction of the CEO, will:

- a. be responsible for coordinating ARIC meetings;
- b. prepare and circulate a Meeting agenda to all Committee members and required officers;
- c. record minutes of the ARIC meeting, including any actions to be taken, under the guidelines of the Shire of Brookton's Record Keeping Plan;
- d. take and record an audio record of any ARIC Meeting under the guidelines of the Shire of Brookton's Record Keeping Plan;
- e. make ARIC Minutes available to all ARIC Members and required officers and publish on the Shire of Brookton's website; and
- f. Present any ARIC Recommendations to Council meetings for determination.

9. Code of Conduct

Elected Members and external ARIC Members are bound by the Shire of Brookton's Code of Conduct for Elected Members, Committee Members and Candidates.

Shire Officers are bound by the Shire of Brookton's Code of Conduct Employees.

15.10.25 GOVERNANCE REPORTS**15.10.25.01 APPOINTMENT OF FIRE CONTROL OFFICERS 2025/26**

File No:	EME 002
Date of Meeting:	16 October 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sandie Spencer – Executive Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	16 April 2025

Summary of Report:

Council is to consider appointment of additional Fire Control Officers (FCOs).

Description of Proposal:

Council has agreed in an MOU with the Shires of Corrigin and Pingelly and DFES to appoint any employee appointed as a CESM as a Fire Control Officer. The Shire of Brookton has appointed Mr Roger Northey as an acting CESM in the continued absence of the substantive employee Mr Jason Carrall. Mr Northey is likely to continue in this position into the 2025/26 Fire Season and requires to be formally appointed by Council as an FCO.

The Shire of Brookton has now completed DFES approved FCO training courses in 2025 and Ms Jenny Mason and Mr Gary Sherry are now able to provide evidence of the completion of the course. Ms Mason is currently responsible for compliance activities associated with Fire matters. Ms Sandie Spencer and Mr Gary Sherry will provide support and back up in this role.

Mr Len Simmons, a long time Shire of Brookton FCO, is now able to provide evidence of the completion of the FCO course. Mr Travis Eva, the Shire of Brookton Chief Bush FCO, has requested Mr Simmons as an FCO in light of the few FCOs in the western area of the Shire.

Background:

The Shire of Brookton considers annually the appointment of Fire Control Officers (FCO) recommended by the Shire of Brookton's Bush Fire Advisory Committee (BFAC). In April 2025 Council made the following appointments as Fire Control Officers.

Position	Appointment
Chief Bush Fire Control Officer	Travis Eva
Deputy Chief Bush Fire Control Officer	Tim Evans, Brad Bassett
FCO's – Central Brigade	Anton de Lange, Troy Bassett, Brad Bassett, Murray Hall
FCO's – East Brigade	Bevan Walters, Michael Eva, Darrell Turner, Jarrod Turner, Travis Eva,
FCO's – West Brigade	Tim Evans, Mark Whittington.
FCO – Shire of Brookton	Jason Carrall

Consultation:

The Officer's Recommendation reflects the minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 25th March 2025.

Statutory Environment:

Bush Fires Act 1954

18. Restricted burning times may be declared by FES Commissioner
- (6) Subject to this Act a person shall not set fire to the bush on land within a zone of the State during the restricted burning times for that zone of the State unless —
- (a) he has obtained a permit in writing to burn the bush from a bush fire control officer of the local government in whose district the land upon which the bush proposed to be burnt is situated, or from the chief executive officer of the local government if a bush fire control officer is not available; and
 - (b) the conditions prescribed for the purposes of this section are complied with in relation to the burning of the bush.
38. Local government may appoint Bush Fire Control Officer
- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
- (a) carrying out normal brigade activities;
 - [(b), (c) deleted]
 - (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
 - (e) procuring the due observance by all persons of the provisions of Part III.

Relevant Plans and Policy:

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

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

Financial Implications:

There are no financial implications in regard to this matter.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the compliance risk associated with Shire staff completing fire compliance duties without appropriate qualifications could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process is assessed Major. The likelihood of these consequences is assessed as Almost Certain.

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:

The appointment of staff as FCOs will allow staff to undertake enforcement activities for the Fire Break Notice and other regulatory requirements adopted by Council at the request of the BFAC. The alternative to this action being completed by staff is to have the appointed volunteer FCOs undertake the enforcement activities in our small community against their neighbours and fellow volunteer fire fighters.

OFFICER'S RECOMMENDATION

That Council appoint:

1. Mr Roger Northey as a Fire Control Officer for the Shire of Brookton;
2. Mr Len Simmons as a Fire Control Officer of the West Brookton Bush Fire Brigade; and
3. Ms Jennie Mason, Mrs Sandie Spencer and Mr Gary Sherry as Fire Control Officers for the Shire of Brookton with the restriction that they are NOT authorised to permit a person to burn the bush under Section 18(6) of the Bush Fires Act 1954.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED: Cr McCabe SECONDED: Cr de Lange

That Council appoint:

- 1. Mr Roger Northey as a Fire Control Officer for the Shire of Brookton;***
- 2. Mr Len Simmons as a Fire Control Officer of the West Brookton Bush Fire Brigade; and***
- 3. Ms Jennie Mason, Mrs Sandie Spencer and Mr Gary Sherry as Fire Control Officers for the Shire of Brookton with the restriction that they are NOT authorised to permit a person to burn the bush under Section 18(6) of the Bush Fires Act 1954.***

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

16.10.25 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.10.25 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.10.25.01 URGENT BUSINESS – BUDGET AMENDMENT**

File No:	COM002
Date of Meeting:	16 October 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider reviewing budget amendment to allocate funds to complete restoration of the Matthews Rotunda.

Description of Proposal: Nil

Background:

Staff are attempting to complete and distribute the Council Agenda by Friday prior to a Council Meeting. The quotations for the proposed purchases were not received by this deadline.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

The Shire no longer has a policy relating to Standing Orders and Meeting Protocol. State government are about to impose regulations to govern Council Meeting procedures. The practice required by the previous Council Policy requiring a decision of Council to consider late matters is a healthy practice and should be continued.

Financial Implications: Nil

Risk Assessment:

Should the Council not support this item, there is insignificant reputational risk arising from not considering the urgent business. The likelihood of these consequences is Possible.

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 a budget amendment to allow restoration works on the Matthews Rotunda, Robinson Road, Brookton.

OCM 10.25-09

COUNCIL RESOLUTION

MOVED: Cr Bell

SECONDED: Cr McCabe

That Council consider the urgent business relating a budget amendment to allow restoration works on the Matthews Rotunda, Robinson Road, Brookton.

CARRIED BY SIMPLE MAJORITY VOTE 6/0

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

Cr Wallis declared a Proximity Interest in 17.10.25.02 that he is the business owner of the Bedford Arms Hotel and left the meeting at 6:47pm.

Cr de Lange declared a Financial Interest in 17.10.25.02 that she is an employee of the Bedford Arms Hotel and left the meeting at 6:47pm.

17.10.25.02 BUDGET AMENDMENT - ROTUNDA REFURBISHMENT - ROBINSON ROAD

File No:	FIN006
Date of Meeting:	16 October 2025
Location/Address:	Robinson Road
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D'Alton– Acting Manager Infrastructure and Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Absolute Majority
Previous Report:	OCM 06.09.25.13

Summary of Item:

Council to consider approval for a 2025/26 budget amendment to reallocate identified savings towards the out of budget expenditure for the refurbishment of the Robinson Road Rotunda.

Description of Proposal:

The Matthews Rotunda painting and restoration was not included in the 2025/26 Budget. To allow the Matthews Rotunda to be refurbished this year,

Should Council believe that the restoration of the Matthews Rotunda located on Robinson Road is a higher priority to the community, the Officer's Recommendation allows Council to reallocate the following budgeted resources:

- \$8,500 from account KWHCAP/500 Kweda Hall Renewal. This works was to include painting of the heritage Kweda Hall. This works will be delayed to a future occasion; and
- \$7,000 from depot maintenance DEPOOP/301 arising from reduced staff wages expenditure. This expenditure reduction relates to a one off financial windfall to Council relating to insurance claims.

The savings identified are requested to be redirected to ensure the necessary funding for the restoration of public significant infrastructure, which was not included in the original budget.

Background:

The Matthews Rotunda was donated to the Brookton community by John and Daphne Matthews in June 1996 and holds cultural legacy to the Brookton Community. The Matthews Rotunda sits beside the fountain in Robinson Road that was constructed for the centenary of Brookton.

The Matthews Rotunda is currently in a fair condition but requires repainting and refurbishing to ensure that the rotunda will be preserved into the future. This painting is anticipated to last five years before reapplication is required.

Officers have sought quotations to complete the repainting and refurbishment of the rotunda. In addition a quotation to replace the Matthews Rotunda in a like for like fashion was also sought. The style of the Matthews Rotunda is no longer sold in kit form and a replacement would need to be constructed onsite.

Included at Confidential Attachment 17.10.25.02A is a quote from professional painter to complete the painting and refurbishment for \$15,500 (GST Exclusive). The quotation includes costs of:

- pressure cleaning the structure;
- replacing rusty nails and bolts and damaged woodwork;
- putty holes and cap cracks;
- sanding of woodwork;
- one coat of oil primer;
- two coats of weather shield gloss paint; and
- paint roof to suit.

Included at Confidential Attachment 17.10.25.02B is a quote from building company specialising in this type of rotunda to construct a new rotunda in the same style and materials for \$28,990.91 (GST Exclusive - \$31,890 GST Inclusive). The quotation includes costs of:

- Gazebo manufacture, delivery and installation;
- two coats of wood staining;
- handrailing in the Hamptons style;
- Corner brackets;
- upgraded posts; and
- building permit and compliance.

Consultation:

The Matthews Rotunda has been included in public questions at previous Council Meetings.

Statutory Environment:

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

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

Relevant Plans and Policy: Nil

Financial Implications:

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

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

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

OFFICER'S RECOMMENDATION

That Council:

1. makes a new allocation of \$15,500 (GST Exclusive) to account E113510/500 to allow painting and refurbishment of the Matthews Rotunda in Pioneer Park, Robinson Road Brookton in 2025/26; and
2. reduces budgeted capital expenditure allocations of:
 - a. \$8,500 (GST Exclusive) in account KWHCAP/500 for the Kweda Hall Renewals; and
 - b. \$7,000 (GST Exclusive) from account DEPOOP/300 for depot maintenance.

(Absolute majority vote required)

COUNCIL RESOLUTION

MOVED: Cr Copping SECONDED: Cr McCabe

That Council:

- 1. makes a new allocation of \$15,500 (GST Exclusive) to account E113510/500 to allow painting and refurbishment of the Matthews Rotunda in Pioneer Park, Robinson Road Brookton in 2025/26; and**
- 2. reduces budgeted capital expenditure allocations of:**
 - a. \$8,500 (GST Exclusive) in account KWHCAP/500 for the Kweda Hall Renewals; and**
 - b. \$7,000 (GST Exclusive) from account DEPOOP/300 for depot maintenance.**

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

For: Cr Crute, Cr Bell, Cr Copping, Cr McCabe

Against: Nil

Cr Wallis and Cr de Lange returned to the meeting at 6:52pm.

Attachment

Confidential Attachment 17.10.25.02A – Quote 1 painting and refurbishment.

Confidential Attachment 17.10.25.02B – Quote 2 building company.

18.10.25	CONFIDENTIAL REPORTS
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Nil.

19.10.25	NEXT MEETING & CLOSURE
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A Special Meeting of Council will be held on Tuesday 21st October 2025, commencing at 5:15pm.

The next Ordinary Meeting of the Council will be held on Thursday 20th November 2025 commencing at 6:00pm.

There being no further business, President Cr Crute, declared the meeting closed at 6:52pm.