



## ORDINARY MEETING OF COUNCIL

### AGENDA

**17 OCTOBER 2024**



## NOTICE OF MEETING

**17 October 2024**

**14 White Street  
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 17<sup>th</sup> October 2024 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

**Gary Sherry**

**CHIEF EXECUTIVE OFFICER**

11 October 2024

### DISCLAIMER

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

# *Living Values*

## **Collaborate**

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

I will

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

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

I will

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

## **Learn**

## **Integrity**

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

I will

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

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

I will

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

## **Resilient**

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

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

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

### Elected Members (Voting)

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

### Staff (Non-Voting)

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

### Apologies

Nil at this time

### Leave of Absence

Nil at this time

### Members of the Public

Nil at this time

**3.10.24 USE OF COMMON SEAL – SEPTEMBER**

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

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

**4.10.24 DELEGATED AUTHORITY – ACTIONS PERFORMED**

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

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
1-24/25	567 Bartram Road Brookton	Farm Shed	17/07/2024
3-24/25	Lot 54 – 17Lefroy Street Brookton	Unauthorised Build – Office, Carport & Patio	14/08/2024
4-24/25	Lot 7429 – 1283 Brookton-Kweda Road Brookton	Dwelling, Veranda, Alfresco & Carport	22/08/2024
5-24/25	100 Brookton Highway Brookton	Patio & 3 x Carport	29/08/2024
6-24/25	Lot 44 – 43 Railway Terrace Aldersyde	Single Story Fire Station, Office, Appliance Bays and Water Tank	11/09/2024
7-24/25	Lot 195 – 68 Williams Street	Dwelling	18/09/2024
9-24/25	23 McGrath Street Brookton	Roof Conversion Asbestos to Colourbond	02/10/2024

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A435	P2024/010	115 Jose Street	Dwelling	15/08/2024
A547	P2024/012	121 Brookton Highway	2 x Sheds	20/09/2024
A213	P2024/013	3183 Pingelly-Aldersyde Road	Farm Shed	31/07/2024
A751	P2024/014	89 Robinson Road	Advertised Signage	28/08/2024
A2588	P2025/015	1855 Corberding Road	2KW Wind Generator	01/10/2024

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

Nil.

**6.10.24 PUBLIC QUESTION TIME**

Nil at this time.

**7.10.24 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.10.24 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

**9.10.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.10.24.01 ORDINARY MEETING OF COUNCIL – 19 SEPTEMBER 2024**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 19<sup>th</sup> September 2024, be confirmed as a true and correct record of the proceedings.*

**9.10.24.02 AUDIT AND RISK COMMITTEE – 19 SEPTEMBER 2024**

*That the minutes of the Audit and Risk Committee Meeting held in the Shire of Brookton Council Chambers, on 19<sup>th</sup> September 2024, be received by Council.*

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

Nil at this time.

**11.10.24 DISCLOSURE OF INTERESTS**

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

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**12.10.24.01 ALTERNATE GRANT ALLOCATION – LOCAL ROADS & COMMUNITY INFRASTRUCTURE – SMALL GRANTS PROGRAM 2021**

<b>File No:</b>	REL012
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	Robinson Road, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Following the decision of Council at their September 2024 Ordinary Meeting to not accept any tenders to complete the refurbishment of the Brookton Railway Station, Council is to consider reallocating Local Roads & Community Infrastructure (LRCI) and Small Grants Program 2021 (SGP) grant funding to alternative projects to allow acquittal of the funds by June 2025.

**Description of Proposal:**

Staff have reviewed potential projects that could meet the LRCI and SGP funding criteria and can potentially be completed by 30 June 2025.

These projects need to:

1. not require considerable staff input. In particular the Shire of Brookton's works staff already have an extensive road program that does not permit them to complete substantial additional works. Similar other administration and community staff have similar constraints. Any new projects will require considerable contractor input;
2. not require extensive planning, approval or community consultation. The projects need to be simple and ready to commence because there is not time to resolve difficulties or complications prior to the funding acquittal in June 2025.

The projects, in staff assessed priority order include:

No	Name	\$	Staff Comment
1	Footpath - Williams Street - between Tiller and Noack Streets.	32,400	High profile site on the entry into Brookton. Will improve amenity of entry. Currently no footpath to allow pedestrian access to Vines Medical Clinic.

No	Name	\$	Staff Comment
2	Upgrade Brookton Oval Lights	106,400	Project would upgrade lights on existing poles with LED lights. Existing floodlight globes are no longer manufactured. If another globe fails there is no easy replacement. Project will substantially improve light quality but not to playing standard. Shire receives complaints about light standard from participating clubs.
3	Park Furniture Memorial Park/WB Eva	10,000	Project would provide accessible park furniture in Memorial Park. Existing furniture would be relocated to WB Eva facility. Seat on walking path to WB Eva to provide rest area for walkers. Accessible furniture and rest seat identified in Access and Inclusion Plan.
4	Footpath - Williams Street - Between Noack and King Street's	32,400	High profile site on the entry into Brookton. Will improve amenity of entry. Will link to footpath to Vines Medical and Town Centre.
5	Footpath - Memorial Park Corberding, Brookton Highway	40,000	High profile site. Will improve amenity of entry to Brookton. Provides formal pedestrian access way from north west side of Brookton to Stumpy's and town centre.
6	Footpath - Falls Street - From Noack to King St's	32,400	Provides formal pedestrian access to a street with 12 residences.
7	Footpath - King Street - North Side of Street between Williams and White Streets	20,700	Links to existing paths connecting to Town centre and Vines Medical.
8	Footpath - Noack Street - North side Williams to White St's	20,700	Links to existing paths connecting to Town centre and Vines Medical.
9	Footpath - AIP - Start Matthew Street - From Withall to Gaynor St's	27,000	Accessible furniture and rest seat identified in Access and Inclusion Plan Services on resident with considerable mobility issues.
10	Footpath - West Entry to Brookton Highway - White Street to WB Eva entry	97,200	Replace existing asphalt path. Path is reaching end of useful life. Very high profile site. Will improve amenity of entry to Brookton. This section of path has many services under/through path and a number of crossovers.

### Background:

In September 2024 Council considered tenders for the completion of Stages 1 and 2 of the refurbishment of the Brookton Railway Station. With Council not accepting any tender for

the refurbishment, Council must now consider an alternative course of action for the Brookton Railway Station and seek to reallocate grant funding that was allocated to the Brookton Railway Station project.

Council's 2024/25 Budget has included grant funding of \$255,450 through the LRCI and \$40,000 through the SGP.

The LRCI and SGP funding agreements require the funds to be allocated:

1. A community project that directly provides a positive outcome to the community. The demolition of the railway Station does not fit the funding criteria; and
2. Must be spent and acquitted by 30 June 2025.

Approval from the funding agencies for any repurposed use will be required. This approval is likely to be obtained, but not guaranteed.

**Consultation:**

Several of the identified projects were included in the Council's recently adopted Access and Inclusions Plan 2024-2029. Community consultation was a significant component of this plan.

**Statutory Environment:**

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
  - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
  - (b) is authorised in advance by resolution\*; or
  - (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

For Council to reallocate the grant funding to an alternative purpose, no alternative purpose was included in Council's 2024/25 Budget. To expend these funds, Council must approve by Absolute Majority.

**Relevant Plans and Policy:**

Several of the identified projects have been included in Council's recently adopted Access and Inclusions Plan 2024-2029.

Completion of any alternative projects must be done so within the guidelines of Council's Procurement Policy.

**Financial Implications:**

Completion of the suggested expenditure will involve grant funds. Failure to complete the expenditure by 30 June 2024 may result in the funds being returned to government.

**Risk Assessment:**

The Financial Risk of failing to complete expenditure grant funds by 30 June 2024 and the requirement of the funds being returned to government is assessed in the Shire of Brookton's Risk Framework as a Major consequence. The likelihood of this occurring 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:

The identified alternative projects have positive community outcomes for Brookton.

### Comment:

Nil

### OFFICER'S RECOMMENDATION

#### *That Council:*

1. *seek to reallocate \$255,450 of Local Roads and Community Infrastructure funding from the Brookton Railways Station Refurbishment to the following projects:*
  - a. *Footpath - Williams Street - between Tiller and Noack Streets. \$32,400*
  - b. *Upgrade Brookton Oval Lights \$106,400*
  - c. *Park Furniture Memorial Park/WB Eva \$10,000*
  - d. *Footpath - Williams Street - Between Noack and King Street's \$32,400*
  - e. *Footpath - Falls Street - From Noack to King St's \$32,400*
  - f. *Footpath - King Street - North Side of Street between Williams and White Streets \$20,700*
  - g. *Footpath - Noack Street - North side Williams to White St's \$20,700*
2. *seek to reallocate \$40,000 of Small Grant Project 2021 funding from the Brookton Railways Station Refurbishment to the following projects:*
  - a. *Footpath - Memorial Park Corberding, Brookton Highway \$40,000*

*and*
3. *approve expenditure of the \$255,450 of Local Roads and Community Infrastructure and \$40,000 of Small Grant Project 2021 on the identified projects.*

*(Absolute majority vote required)*

## 12.10.24.02 BROOKTON RAILWAY STATION – FUTURE ACTION

<b>File No:</b>	FIN008H
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	Robinson Road, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Report:

Following the Council decision at their September 2024 Ordinary Meeting to not accept any tenders to complete the refurbishment of the Brookton Railway Station, Council is to consider future actions relating to the station.

### Description of Proposal:

In September 2024 Council considered tenders for the completion of Stages 1 and 2 for the refurbishment of the Brookton Railway Station, ranging from \$1.432Million to \$1.980Million. Council decided to not accept any tender. In making this decision Council did not resolve the Officer's Recommendation because Council did not believe that the proposed works were value for money for the community.

With Council not accepting any tender for the refurbishment, Council must now consider an alternative course of action for the Brookton Railway Station and that section of the Brookton town centre.

The Railway Station is in poor condition and access has been restricted since 2019. With Council not proceeding the refurbishment of the exiting building, it now needs to be demolished. The demolition of the building was a component of the other courses of action considered through to 2022. Because the site is so close to the railway line, this demolition will need to be completed in conjunction with the requirements of ARC Infrastructure and Public Transport Authority.

In completing a demolition, the Shire would ensure that appropriate records such as photographs and the like of the station building were kept. Any items of significant historic or practical value could be kept.

Following demolition of the building the Shire can make good the platform to allow public access. The Shire will likely need to erect a fence on the edge of the platform to separate the public access areas from the railway line.

The Railway Station site sits prominently in the Brookton Town Centre. Development of the site to maximise the community benefit would be a priority. Following the demolition, short term actions could make the site accessible to the public, but an extensive consultation and design process will be required to ensure the best use of this space.

Council has only allocated funding in their 2024/25 budget to complete the refurbishment of the Brookton Railway Station. This allocation was to GL E115510 for \$1,838,150. To complete

any alternative action, Council can reallocate some of this funding from GL E115510 to other financial cost centres.

**Background:**

Shire of Brookton has been addressing the poor condition of the Brookton Railway Station for the since 2019.

In 2021 the Council engaged the services of an architect consultant to develop concept design options for the Brookton Railway Station. Following community consultation and submissions on the four options provided, in January 2022 Council endorsed option 1B, the refurbishment of the existing station building.

Council approved a staged approach to the refurbishment of the Brookton Railway Station which included the following:

- Stage 1- Stabilise the building, replace the roof tiles and effect repairs to the exterior of the building;
- Stage 2- Refurbish the platform area and platform fencing to limit access to the rail corridor from the platform;
- Stage 3- Access ramp to the platform area to comply with Australian Standards; and
- Stage 4- Interior of building and landscaping.

In September 2024 Council considered tenders for the completion of Stages 1 and 2 ranging from \$1.432Million to \$1.980Million. Council decided to not accept any tender.

**Consultation:**

Council has conducted wider ranging community consultation since 2019 when the Station's poor condition became fully apparent.

**Statutory Environment:**

There are no specific statutory implications for the Shire in dealing with the redevelopment of the Brookton Railway Station site.

**Relevant Plans and Policy:**

There are no specific plans or policies for the Shire in dealing with the redevelopment of the Brookton Railway Station site.

**Financial Implications:**

Council allocated \$1,838,150 in their 2024/25 Budget to complete Stages 1 and 2 of the Brookton Railway Station Redevelopment. The majority of this funding can, with Council approval, be utilised to complete demolition works in 2024/25 and commencement of a future alternative project.

Council's 2024/25 Budget had allocated 2 grants to this refurbishment of the Brookton Railway Station. The \$255,000 Local Roads & Community Infrastructure grant and the State Government funding of \$40,000 will need to be repurposed to other projects and be fully expended by 30 June 2025. Approval from the funding agencies for any repurposed use will be required. Obtaining this approval may dictate Council's the use of the funds in the short time frame.

**Risk Assessment:**

The future of the Brookton Railway Station has considerable risk associated with any works.

Reputational risk continues to be attached with concerns arising from demolition in sections of the community. Financial risk is attached to the currently unknown cost of demolition and or construction of an alternative project. Compliance risk is present in dealing with a project so near to an active railway line. Service delivery risk is present because of the current unknown time frames of an alternative project.

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 restoration or demolition of the Brookton Railway Station is a high profile community project.

Comment: Nil

#### OFFICER'S RECOMMENDATION

*That Council commence a redevelopment of the Brookton Railway Station site in a stage manner including:*

- 1. Stage 1** *demolition of existing Brookton Railway Station building;*
- 2. Stage 2** *make good the Brookton Railway Station platform to allow public access to the platform. This action is likely to require fencing the platform nearest the active railway line;*
- 3. Stage 3** *Commence a public consultation process to redesign the public space in Robinson Road; and*
- 4. Stage 4** *complete construction in the public space in Robinson Road.*

(Simple majority vote required)

**12.10.24.03 REQUEST FOR COLLECTION OF NATIVE FLORA – MS SHEREE WALTERS**

<b>File No:</b>	REG055C
<b>Date of Meeting:</b>	7 <sup>th</sup> October 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Ms Sheree Walters
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The Author and Authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider an application from Ms Sheree Walters to collect native plant seed from reserve land vested in the Shire of Brookton for a period 12 months.

**Description of Proposal:**

Ms Walters request is similar to other requests received by Council from a range of groups seeking commercial seed/specimen collection on Shire of Brookton controlled land.

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

**Background:**

Council has received a request from Ms Sheree Walters to pick seed on Crown Land within the Shire of Brookton.

Ms Walters' request includes:

I work in the environmental field in Perth but am regularly in Brookton as I own property within the town and have family in the area.

When I am in the area, I would like to collect native seed and already have a Regulation 63 private land supplier's licence to collect from private property (with landowner permission) but would also like to apply for a licence to collect native seed from crown land.

I see from previous council minutes that other seed collectors have been granted permission to collect from land managed by the Shire of Brookton and I was wondering if I could also please apply for permission to collect native seed on Shire managed land.

Attached is the DBCA form to obtain landowner/manager permission to access land, which (if permission is granted by the Shire of Brookton) I would attach to my application for a Regulation 60 Flora taking (commercial purposes) Crown land licence.

**Consultation:** Nil

**Statutory Environment:**

Local Government Act (1995)

Biodiversity Conservation Act 2016

**Relevant Plans and Policy:**

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

**Financial Implications:** Nil.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment**

In the past Council has approved permission to collect seed to entities such as Greening Australia and Department of Biodiversity, Conservation and Attractions, or others working on their behalf.

## **OFFICER'S RECOMMENDATION**

***That Council grant Sheree Walters permission to access land controlled by the Shire of Brookton for the purpose of native seed collection subject to the following:***

- 1. Approval is for a twelve month period, concluding on 1<sup>st</sup> November 2025;***
- 2. This approval is for collection only by Sheree Walters;***
- 3. All persons collecting native seed are licensed according to the Biodiversity Conservation Act 2016 and Biodiversity Conservation Regulations 2018 and will comply the conditions of this license;***
- 4. sighting by Council of proof of current public liability insurance of at least \$2 Million;***
- 5. appropriate measures will be followed at all times to prevent the spread of plant disease and weed, to avoid the disturbance of fauna habitat and to avoid any disturbance that may lead to soil degradation;***
- 6. all people engaged in seed collection are to wear high visibility safety clothing;***
- 7. a report detailing the Shire of Brookton reserves accessed and seed collected be provided upon request of the Shire of Brookton; and***
- 8. registration on the Shire of Brookton's SMS Fire Warning system.***

*(Simple majority Vote required)*

**12.10.24.04 REQUEST FOR 3 DOGS – LOT 265 (HN. 48) CUMMING STREET, BROOKTON**

<b>File No:</b>	A417
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	48 Cumming Street Brookton
<b>Name of Applicant:</b>	Mr Graeme Elliott
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not have an interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider an application received by Mr. Graeme Elliott of 48 Cumming Street Brookton to keep 3 dogs at the premises.

**Description of Proposal:**

Mr Elliott's application seeks approval for the keeping at 48 Cumming Street of three dogs, one Kelpie and two Dachshunds. Mr Elliott's application is included at Attachment 12.10.24.04A.

The details of Mr Elliott's dogs are:

<b>Name</b>	<b>Male/ Female</b>	<b>Breed</b>	<b>Age Years</b>	<b>Registration</b>	<b>Microchip #</b>
Koorda	Female	Aust Kelpie	7	2600041	953010006881978
Snickers	Female	Dachshund	7 months	2400025	991003002744498
Snaggers	Male	Dachshund	7 Months	2400026	953010006881873

Council's contract Ranger completed an inspection of Mr Elliott's property on 29<sup>th</sup> September 2024. The Ranger commented that given the breed and type of dogs housed at this property, there was no identified containment concerns. The Ranger's report is included at Attachment 12.10.24.04B.

**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 no consultation between Council's contract Ranger and neighbouring resident's properties. With the relatively large size of the applicant's property, the larger than normal distance, the small size of the dogs and that the dogs are inside dogs, there is unlikely to be issues arising. The Shire has not had any complaints about Mr Elliott's dogs.

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

**Community & Strategic Objectives:**

This 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 #
2600041	Koorda	Female	Kelpie	953010006881978
2400025	Snickers	Female	Dachshund	991003002744498
2400026	Snaggers	Male	Dachshund	953010006881873

*to be kept at 48 Cumming Street Brookton conditional upon:*

- 1. the owner maintaining full registration (inclusive of microchipping and vaccination) 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)

**Attachments**

Attachment 12.10.24.04A – Application Form – Mr Graeme Elliott

Attachment 12.10.24.04B – Ranger House/Property Inspection Report



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

Dog Act 1976

**OWNER'S DETAILS**

FULL NAME: GRAEME ROBERT ELLIOTT  
 RESIDENTIAL ADDRESS: 48 CUMMING ST BROOKTON WA 6306  
 MOBILE: 0455541109 EMAIL: gelliott176@gmail.com  
 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 At the date of this application	Microchip Number	Dog's Name
1	DACHSHUND MINI	M	N	TAN	6MTH	953010006881673	SNAGGERS
2	Dachshund	F	N	Black & Tan	6mth	991003002744498	Snickers
3							
4							

**Notes**

- 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.
- 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.
- 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 G Elliott DATE: 17.09.24.

**OFFICE USE ONLY**

FEE PAYABLE: \$124 PAYMENT DATE: 18/9/24 RECEIPT No: 48606  
 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): \_\_\_\_\_

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MULTIPLE DOG PROPERTY INSPECTION	
<b>Section A:</b>	
<b>Due Date for Compliance:</b>	2 October 2024
<b>Date/ Time of Inspection:</b>	Date: 25/09/24 Time: 2.30pm
<b>Allowed Access to Property:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If no, why?
<b>Rangers Completing Inspection:</b>	Keith Squibb – WA Contract Ranger Services

Section B: Owner Details	
<b>Registered Owner Name:</b>	Graeme Elliot & Charlene Hayden
<b>Address of Inspection:</b>	48 Cummings Street Brookton
<b>Telephone Number:</b>	0428 808 528

Section C: Details of Dog/s	
<b>Dog Name:</b>	Koorda
<b>Breed / Colour:</b>	Australian Kelpie / Red
<b>Sex:</b>	Female
<b>Dog Registered:</b>	Yes <input checked="" type="checkbox"/> 31/10/2026 No <input type="checkbox"/>
<b>Council Registered:</b>	Shire of Brookton
<b>Dog Sterilised:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Microchip #:</b>	953010006881978
<b>Council Tag #:</b>	2600041

Section C: Details of Dog/s	
<b>Dog Name:</b>	Snickers
<b>Breed / Colour:</b>	Dachshund Mini / Black & Tan
<b>Sex:</b>	Female
<b>Dog Registered:</b>	Yes <input checked="" type="checkbox"/> 31/10/2024 No <input type="checkbox"/>
<b>Council Registered:</b>	Shire of Brookton
<b>Dog Sterilised:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Microchip #:</b>	991003002744498
<b>Council Tag #:</b>	2400025

Section C: Details of Dog/s	
Dog Name:	Snaggers
Breed / Colour:	Dachshund Mini / Tan
Sex:	Male
Dog Registered:	Yes <input checked="" type="checkbox"/> 31/10/2024 No <input type="checkbox"/>
Council Registered:	Shire of Brookton
Dog Sterilised:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Microchip #:	953010006881873
Council Tag #:	2400026

Section E: Fencing Inspection		
Gates		Notes
Self-Locking Gates:	Yes <input checked="" type="checkbox"/> No <input 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 - 1.2 (Metres) LHS - 1.2 (Metres)	
Gates – Passed/ Failed	Passed <input checked="" type="checkbox"/> Failed <input type="checkbox"/>	
Fences		
Rear height:	1500mm	
LHS Height:	1200mm	
RHS Height:	1200mm	
Front height:	n/a	
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 checked="" type="checkbox"/> House <input 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		
		Attached
Dog Registration Confirmed:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

<b>Updated details with Microchip Company:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Photograph of Dog:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Photographs of Fences/Gates:</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<b>Application Fee Paid (If applicable)</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Paid to the Shire</i> Receipt No - 46606

#### Section H: Inspection Outcome/ Follow Up

<b>Inspection Passed/ Failed:</b>	Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/>
<b>Follow up Inspection required:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Follow-up Inspection required for:</b>	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) –
<b>Date of Follow-up Inspection:</b>	N/A

#### Section J: Inspecting Ranger Sign Off

<b>Attending Ranger 1:</b>	<i>Keith Squibb</i>
<b>Signed:</b>	
<b>Ranger Recommendations:</b>	The house lot, which is large, sits on an even large entire parcel of land. Given the breed and type of dogs housed at this property, I have no containment concerns.
<b>Date:</b>	<b>25 September 2024</b>

**12.10.24.05 REALLOCATION OF FUNDS FROM COUNCIL'S EXISTING BUDGET**

<b>File No:</b>	HOU030
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kevin D'Alton – Acting Manager Infrastructure & Works
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider reallocation of funds within Council's 2024/25 Budget for the completion of emergency works at the Happy Valley bore field ore to purchase a new pump to replace the failed existing pump.

**Proposal:**

Council has not allocated funds for capital works at the Happy Valley bore field. Council expects to expend up to \$17,000 in purchasing and installing a new pump. These funds are to be allocated as capital expenditure at Job HVCAPO3 Happy Valley Bore Pump.

To balance Council's budget, the Officer's Recommendation proposes that the cost of the capital expenditure for the new pump be reallocated from the approved maintenance expenditure as operating expenditure at Job OTHMRRM Other Road Maintenance. Budgeted expenditure for roadside weed and sucker spraying has not occurred and funds can be reallocated.

**Background:**

Staff became aware of an issue with the Happy Valley bore field pump on Wednesday 2 October 2024. Initial electrical works failed to resolve the problem and staff were unable to retrieve the pump from the bore. Following a subsequent inspection of the pump in Perth, it was found that the pump was approximately 30 years old and had failed at the end of the normal life span of the pump

The Happy Valley bore field provides water for reticulation of water to the Shire of Brookton to complete reticulation of town parks, recreation ground, Brookton caravan park and portions of the Brookton District High School.

The replacement of the pump is a capital purchase and Council had not allocated any funds for this purpose. Staff were unable to proceed without authority of Council or the Shire President in an emergency.

Delay in conducting repairs or replacement of the pump would have resulted in damage to the turf and gardens of these reticulated areas.

Shire President Cr Crute formally authorised capital expenditure of up to \$17,000 (GST Exclusive) of municipal funds for the purpose of purchasing and installing a new pump at the Shire of Brookton's Happy Valley bore field under the authority of *Section 6.8 Expenditure from municipal fund not included in annual budget* of the Local Government Act (1996)

**Consultation:** Nil

**Statutory Environment:**

*Local Government Act 1996*

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

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) is authorised in advance by resolution\*; or*
  - (c) is authorised in advance by the mayor or president in an emergency.*

**Relevant Plans and Policy:**

Council's accounting policy has set the threshold for capital purchases of plant and equipment at \$5,000. Expenditure greater than this amount is required to be capitalised onto Council's asset register.

**Financial Implications:**

Council has allocated \$5,000 (GST Exclusive) in their 2024/25 Budget for maintenance activities at the Happy Valley water scheme.

**Risk Assessment:**

The potential consequences in consideration of a budget amendment transferring an allocation of operating expenditure from Schedule 12 Transport to capital expenditure in Schedule 10 Community Amenities are insignificant with a likelihood of unlikely.

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

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

**Community & Strategic Objectives:**

The upgrading or improvement of Councils water infrastructure aligns with the Shire of Brookton's Corporate Business Plan.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council approve the reallocation of up to \$17,000 (GST Exclusive) from operating expenditure Job OTHMRRM Other Road Maintenance to capital expenditure at Job HVCAP03 Happy Valley Bore Pump.***

(Simple majority vote required)

**13.10.24 COMMUNITY SERVICES REPORTS**

Nil at this time.

**14.10.24 CORPORATE SERVICES REPORTS****14.10.24.01 REQUEST FOR FEE WAIVER – 1 YEAR ADULT GYM MEMBERSHIP FEE FOR GYM OPEN DAY**

<b>File No:</b>	PRO030
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The Author and Authorising Officer do not have an interest in this item.
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider waiving the 1 year adult gym membership fee as a prize for the free prize draw during the Shire of Brookton's Gym Open Day.

**Description of Proposal:**

The upcoming Gym Open Day is designed to highlight and showcase our facility. It provides a unique chance for the community to tour the gym, see the equipment and get a feel for the space.

This event will highlight the benefits of participating in physical activity and being part of a community, which can enhance mental health, lower stress levels, and reduce anxiety. It also aims to make the gym more welcoming to those who might feel hesitant or uncertain about joining. Additionally, the event will raise awareness about the importance of physical fitness and the resources available in the community.

The provision of a prize of free membership of the Gym will promote the Gym Open Day and attract additional interest.

**Background:**

The Brookton All Hours Gym, established within the WB Eva Pavilion since its completion in 2014, has steadily grown, maintaining consistent memberships with regular upgrades to equipment to enhance the experience for its members.

**Consultation:**

Consultation has occurred between the Chief Executive Officer and Manager Corporate and Community.

**Statutory Environment:**

*Local Government Act 1995*

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

*(1) Subject to subsection (2) and any other written law, a local government may –*

- (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money, or
- (b) waive or grant concessions in relation to any amount of money, or
- (c) write off any amount of money, which is owed to the local government.

\*Absolute majority required

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

#### Relevant Plans and Policy:

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

#### Financial Implications:

Under the Council's 2024/2025 Schedule of Fees and Charges, the following applies:

<b>Particulars</b>	<b>Rate</b>	<b>GST</b>	<b>Charge</b>
Adult Membership - 1 Year	\$236.36	\$23.64	\$260.00

The key bond of \$70 is payable prior to activation of the gym membership.

#### Risk Assessment:

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

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

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

#### Community & Strategic Objectives:

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

#### Comment:

The Gym Open Day is a valuable initiative that offers numerous benefits to our community. By promoting physical fitness and providing a welcoming environment, this event encourages

community members to engage in healthy activities. It also serves as an excellent opportunity to showcase our gym facilities, educate attendees on the importance of regular exercise, and highlight the numerous benefits of being part of a supportive community.

**OFFICER'S RECOMMENDATION**

***That Council approve the waiving of a 1 year adult gym membership for the Brookton Gym Open Day prize draw on Saturday 02 November 2024.***

*(Absolute majority vote required)*

<b>14.10.24.02 REVIEW OF POLICY 2.53 DISPOSAL OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT</b>
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<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The Author and Authorising Officer do not have an interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider endorsement of the annual review of Policy Disposal of Information and Communication Technology (ICT) Equipment.

**Description of Proposal:**

Council is to conduct an annual review of Policy 2.53 Disposal of Information and Communication Technology (ICT) Equipment to ensure ongoing alignment with Western Australian regulations and the specific needs of the Shire of Brookton. Upon reviewing the policy, it has been determined that no changes are required at this time.

A copy of policy 2.53 Disposal of Information and Communication Technology (ICT) Equipment is detailed in Attachment 14.10.24.02A

**Background:**

The Financial Management System Review conducted by AMD in April 2023 identified that Council did not have a documented Information communication Technology (ICT) policy for the disposal of ICT equipment. A policy was adopted in October 2023 with an annual review due October 2024.

The policy outlines the procedures for disposing of Information Technology (IT) assets. It ensures the secure destruction of sensitive data, preventing data breaches and safeguarding our confidential information. Additionally, it reflects our commitment to responsible corporate practices by promoting environmentally friendly disposal methods and ensuring compliance with environmental regulations.

**Consultation:** Nil.

**Statutory Environment:**

*Local Government Act 1995*

**Relevant Plans and Policy:**

Council “2.53 Disposal of Information and Communication Technology (ICT) Equipment” is relevant to this report.

**Financial Implications:**

There are no known financial implications to the 2024/25 budget applicable to this policy.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment:**

Endorsing this review is a proactive step towards ensuring our ICT asset disposal processes remain effective, secure, and environmentally responsible.

**OFFICER’S RECOMMENDATION**

*That Council adopts the annual review of Policy 2.53 Disposal of Information and Communication Technology (ICT) Equipment, as included at Attachment 14.10.24.02A.*

*(Simple majority vote required)*

**Attachment**

Attachment 14.10.24.02A – 2.53 Disposal of Information and Communication Technology (ICT) Equipment

### 2.53 DISPOSAL OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT

<b>Directorate:</b>	Corporate			
<b>Statutory Environment:</b>	<i>Environmental Act 1986</i> <i>Local Government Act, 1995</i>			
<b>Council Adoption:</b>	<b>Date:</b>	October 2023	<b>Resolution #:</b>	OCM 10.23-09
<b>Last Amended:</b>	<b>Date:</b>		<b>Resolution #:</b>	
<b>Review Date:</b>	June 2024			

#### Objective:

This policy outlines the procedures and guidelines for the Shire of Brookton in the disposal of Information and Communication Technology (ICT) equipment, ensuring protection of sensitive data, environmental sustainability, and compliance with Western Australian regulations and standards.

#### Definitions:

ICT Equipment - Electronic devices used within the Shire of Brookton for processing, storing, or transmitting information.

End-of-Life - When ICT equipment is deemed obsolete or no longer functional.

Sanitization - Removing data from storage devices to prevent retrieval or reconstruction.

#### Policy Statement:

All ICT equipment within the Shire of Brookton will be disposed of in a manner ensuring:

- a) Protection of sensitive and confidential information.
- b) Environmental responsibility.
- c) Compliance with Western Australian regulatory standards and best practices.

#### Roles and Responsibilities:

Brookton ICT Team: Responsible for identifying and overseeing the disposal of End-of-life equipment.

Manager Corporate & Community (MCC): Ensures that data sanitization procedures are compliant with Western Australian regulations and coordinates disposal logistics.

#### Procedures:

- a) Identification of End-of-Life ICT Equipment.
  - Regular audits to spot equipment that's obsolete or non-functional.
  - Maintain a dynamic inventory of assets nearing end-of-life.
- b) Data Sanitization
  - Adhere to Western Australian standards for data wiping.
  - Physically destroy un-wipeable drives and devices.
  - Keep meticulous logs of sanitization
- c) Recycling and Disposal
  - Partner with Western Australia-approved e-waste recyclers.

- Ensure disposal techniques adhere to local environmental standards.
  - Retain disposal records, inclusive of disposal certificates when relevant.
- d) Physical Transportation
- Ensure secure methods for transportation of ICT equipment to disposal facilities.
  - Properly package equipment to prevent damage or potential data leaks
- e) Documentation and Audit
- Record all disposed equipment details: serial numbers, disposal methods, date, and personnel.
  - Annually audit the disposal process, ensuring alignment with this policy and Western Australian regulations.

**Vendor Management:**

Prior to outsourcing, the Shire of Brookton should vet vendors for compliance with Western Australian data protection and environmental rules.

Vendor agreements must clarify roles, responsibilities, and expectations concerning data sanitization.

**Policy Review:**

This policy is subject to an annual review to ensure ongoing alignment with Western Australian regulations and the specific needs of the Shire of Brookton.

**Breaches:**

Breaches, including unauthorized disposal or subpar sanitization, will be subject to the appropriate corrective measures and may have legal implications.

**Conclusion:**

The Shire of Brookton commits to a responsible ICT disposal process, ensuring the safety of its data, compliance with Western Australian standards, and environmental sustainability.

**Approval and Implementation:**

This policy has been approved by the Shire of Brookton Council. The Brookton ICT Team is entrusted with its implementation and the necessary training for staff.

#### 14.10.24.03 LIST OF PAYMENTS – SEPTEMBER 2024

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	14 White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Skye Fisher – Finance Creditors & Records Officer
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 September 2024

#### Summary of Report:

Council is to receive the list of payments for the month of September 2024, as required under the *Local Government (Financial Management) Regulations 1996*.

#### Description of Proposal:

Council is to receive:

1. accounts paid under Delegation 1.1, Power to Make Payments, included at Attachment 14.10.24.03A.
2. a detailed transaction listing of credit card expenditure paid for the period ended 30 September 2024 included at Attachment 14.10.24.03B.
3. a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 30 September 2024 included at Attachment 14.10.24.03C.

#### Background:

*Local Government (Financial Management) Regulations 1996 Clause 13 (1)* requires payments made through Council's bank accounts be received by Council.

**Consultation:** Nil

#### Statutory Environment:

*Local Government (Financial Management) Regulations 1996*

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

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

*Local Government (Administration) Regulations 1996*

13. Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))
- (1) The CEO must publish on the local government's official website —
- (a) the unconfirmed minutes of each council and committee meeting that is open to members of the public;

**Relevant Plans and Policy:**

Council's procurement policies apply to all expenditure.

**Financial Implications:** Nil

**Risk Assessment:**

The risk in relation to this matter is assessed as 'Medium' on the basis that if Council does not accept the payments. The risk identified would be failure to fulfil statutory regulations or compliance requirements.

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

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

### Community & Strategic Objectives

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

### Comment

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 provide to Council, where such delegation is made.

### OFFICER'S RECOMMENDATION

*That Council receive:*

- 1. the list of accounts, totalling \$711,281.03 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of September 2024, as contained within Attachment 14.09.24.03A;*
- 2. the list of credit card transactions, totalling \$2,994.92 paid in September 2024, as contained within Attachment 14.10.24.03B; and*
- 3. the list of fuel card transactions, totalling \$537.23 paid in September 2024, as contained within Attachment 14.10.24.03C.*

*(Simple majority vote required)*

### Attachments

Attachment 14.10.24.03A - List of Payments for September 2024.

Attachment 14.10.24.03B - Credit Card Transactions for September 2024.

Attachment 14.10.24.03C - Fuel Card Transactions September 2024.

## List of Payments for September 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16011	04/09/2024	BOC GASES	GAS CYLINDER RENTAL 1 X OXYGEN G SIZE, DISSOLVED ACETYLENE E SIZE & ARGOSHIELD E2 SIZE. MEDICAL OXYGEN X 3. DEPOT. FROM 29/7/24 TO 28/8/24.	\$56.25
EFT16012	04/09/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	INSTANT DRUG SCREEN X 2 EMPLOYEES	\$100.00
EFT16013	04/09/2024	BROOKTON 24/7 TOWING	REPAIRS TO PT14 TIP BODY. LOGBOOK SERVICE PU36. RECOVERY OF BURNT VEHICLE, YORK- WILLIAMS ROAD. AUGUST 24	\$7,155.26
EFT16014	04/09/2024	BROOKTON ONWARD TOWN TEAM	CATERING FOR BETTER BIKERS EVENT. CRC.	\$800.00
EFT16015	04/09/2024	BROOKTON PLUMBING	REPAIR LEAK IN ENSUITE SINK & SERVICE GAS STOVE TOP. 25 WHITTINGTON STREET. AUGUST 24	\$198.00
EFT16016	04/09/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	OFFICE RENT FOR CRC BUILDING. 1/9/24 TO 30/9/24.	\$1,050.00
EFT16017	04/09/2024	BROOKTON TYRE SERVICE	PUNCTURE REPAIR PG9. AUGUST 24	\$415.25
EFT16018	04/09/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS	PROGRESS PAYMENT FOR UV RELINING PIPE/UPGRADE. WORKS COMPLETED ON 23/8/24.	\$8,465.57
EFT16019	04/09/2024	DENISE VOGEL	BOND REFUND - GYM KEY JULY 24	\$70.00
EFT16020	04/09/2024	DFES	FIRST QUARTER ESL CONTRIBUTION 24/25 FY	\$22,550.17
EFT16021	04/09/2024	DOUGLAS MACAULAY	REIMBURSEMENT - ACS WORKSHOP ON 10/10/24 & LIFEGUARD LICENCE RENEWAL 24/25.	\$315.00
EFT16022	04/09/2024	EDGE PLANNING & PROPERTY	PROFESSIONAL SERVICES, ASSESSING, PROGRESSING AND PROVIDING ADVICE ON VARIOUS PLANNING MATTERS. JULY 24	\$3,548.87
EFT16023	04/09/2024	GERALDTON TRANSPORT	TRANSPORT CHARGES. WBSF2 & YORKRRG. AUGUST 24.	\$179.08

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16024	04/09/2024	H RUSHTON & CO	CARTAGE CHARGES. BUCKINGHAM ROAD TO KWEDA ROAD. OTHMRRM. AUGUST 24	\$617.10
EFT16025	04/09/2024	INTEGRATED ICT	INTERNET, PHONE & EQUIPMENT CHARGES, ADMIN & CRC. FROM 25/7/24 TO 24/8/24.	\$794.24
EFT16026	04/09/2024	KYLIE PATRICIA FREEMAN	REIMBURSEMENT FOR ACCOMMODATION, FOOD AND PARKING. DPIRD CONFERENCE 24/07/24 TO 25/7/2024.	\$498.37
EFT16027	04/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING 2 X EMPLOYEES. FINANCE FOR NON-FINANCIAL PEOPLE. 2/9/24	\$980.00
EFT16028	04/09/2024	OFFICEWORKS BUSINESS DIRECT	PURCHASE OF STATIONERY SUPPLIES FOR ADMIN & PHOTO PRINT OF KING CHARLES FOR CHAMBERS. AUGUST 24	\$173.36
EFT16029	04/09/2024	PROMPT SAFETY SOLUTIONS PINGARNING PTY LTD	ANNUAL TRAFFIC MANAGEMENT PLAN & GUIDANCE SYSTEMS. OTHMRRM. AUGUST 24 TO 25.	\$2,750.00
EFT16030	04/09/2024	RSEA PTY LTD	PURCHASE OF PPE FOR OUTSIDE STAFF AS PER POLICY 2.47 WORKS DEPARTMENT UNIFORM. AUGUST 24	\$992.86
EFT16031	04/09/2024	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES. DEPOT. JUNE AND AUGUST 24	\$139.66
EFT16032	04/09/2024	VOLUNTEERING WA	REPAYMENT OF UNUSED GRANT FUNDS AS PER GRANT AGREEMENT. NATIONAL VOLUNTEER WEEK 2024.	\$104.01
EFT16033	04/09/2024	WA CONTRACT RANGER SERVICES	PROFESSIONAL RANGER SERVICES 3.5 HOURS ON 15/8/24 & 4 HOURS ON 22/8/24.	\$866.25
EFT16034	04/09/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE FEES FOR 214 CARTONS. RECORDS MANAGEMENT. 26/7/24 TO 25/8/24.	\$55.18
EFT16035	05/09/2024	ANDROIT INFORMATION MANAGEMENT	PROFESSIONAL SERVICES RECORDS MANAGEMENT PROGRAM. 30/8/24 to 1/9/24 x 9 HOURS.	\$1,089.00
EFT16036	05/09/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT16037	05/09/2024	LGRCEU	PAYROLL DEDUCTIONS	\$88.00
EFT16038	05/09/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$850.00
EFT16039	10/09/2024	IAN KAY	BOND REFUND - GYM KEY	\$70.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16040	10/09/2024	RICHARD JOHN WILKINSON	BOND REFUND - WB EVA PAVILION	\$250.00
EFT16041	13/09/2024	3E ADVANTAGE PTY LTD	PRINT SERVICES FOR CRC & ADMIN. AUGUST 24.	\$3,415.86
EFT16042	13/09/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY COSTS FOR A388 & A2682. AUGUST 24	\$513.14
EFT16043	13/09/2024	ANDROIT INFORMATION MANAGEMENT	PROFESSIONAL SERVICES RECORDS MANAGEMENT PROGRAM X 11 HOURS. 4 <sup>TH</sup> , 6 <sup>TH</sup> , AND 8 <sup>TH</sup> OF SEPTEMBER.	\$1,331.00
EFT16044	13/09/2024	ATO	BAS PAYMENT FOR THE MONTH OF AUGUST 24.	\$26,731.00
EFT16045	13/09/2024	AUSTRALIA POST	POSTAGE CHARGES FOR ADMIN AND CRC. AUGUST 24	\$196.46
EFT16046	13/09/2024	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY SUPPLIES FOR CRC & ADMIN. AUGUST 24.	\$450.75
EFT16047	13/09/2024	BEDFORD ARMS HOTEL	CATERING FOR CBF - 7 X COUNCILLOR MEALS & 4 X STAFF MEALS. 5/9/24.	\$300.00
EFT16048	13/09/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	INSTANT DRUG SCREEN TESTING X 6 EMPLOYEES. AUGUST 24	\$300.00
EFT16049	13/09/2024	BROOKTON 24/7 TOWING	DFES COMPLIANCE SCHEDULE B CHECKLIST & REPLACE ALL OUT-OF-DATE TYRES, PF10. REPAIRS TO REAR LIGHT ASSEMBLY PT14. REPAIRS TO ELECTRICS, PPT1. ENGINE LIGHT ERROR CODE, PF9. SUPPLY REPLACEMENT BATTERIES FOR PF11. AUGUST AND SEPTEMBER 24	\$8,507.40
EFT16050	13/09/2024	BROOKTON CWA	CATERING FOR WEST BROOKTON FIRE BRIGADE BUILDING OPENING. 55 @ \$15 PER HEAD. 13/9/24	\$825.00
EFT16051	13/09/2024	BROOKTON HISTORICAL SOCIETY	ANNUAL MAINTENANCE CONTRIBUTION BROOKTON HISTORICAL SOCIETY, AS PER LEASE AGREEMENT. 24/25 FY.	\$2,360.63
EFT16052	13/09/2024	BROOKTON PLUMBING	EMPTY DUMP POINT. REPAIR ABLUTIONS TAPS. CARAVAN PARK	\$815.70
EFT16053	13/09/2024	BROOKTON TENNIS CLUB	REIMBURSEMENT - DRUM MUSTER 2022 COLLECTION. 2202 X DRUMS COLLECTED @ \$0.20 EACH EX GST.	\$440.40
EFT16054	13/09/2024	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	BCTIF PAYMENT, 1 X LEVY, A55. AUGUST 24.	\$151.75
EFT16055	13/09/2024	BUILDING & ENERGY	BSL PAYMENT, 3 X LEVIES. A337, A831 & A183. AUGUST 24.	\$994.32
EFT16056	13/09/2024	BURGESS RAWSON (WA) PTY LTD	WATER RATES AND USAGE CHARGES FOR BROOKTON RAIL YARD RES 10325. MAY TO AUGUST 24.	\$638.72

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16057	13/09/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS	PROGRESS CLAIM FOR SEWERAGE UV RELING - NOACK, KING AND MONGER STREET. COMPLETED ON 5/9/24 & 6/9/24.	\$71,666.33
EFT16058	13/09/2024	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	BIMONTHLY ATU SERVICE AND BLOWER PUMP REBUILD. CARAVAN PARK SEPTIC SYSTEM. AUGUST 24. CLEAR BLOCKAGE ADMIN ABLUTIONS.	\$803.00
EFT16059	13/09/2024	DELTA AGRIBUSINESS WA BROOKTON RURAL TRADERS	MONTHLY PURCHASES FOR TOWN & PLANT MAINTENANCE. PPE, DEPOT STAFF X 1. CEMENT FOR ROADS. GLYPHOSATE WEED SPRAY & 2X MAKITA BACKPACK SPRAYERS. REPLACEMENT MICROWAVE FOR WBOP. MICROWAVE FOR DEPOT & WARRANTY REPLACEMENT - GYM LOCK. AUGUST 24	\$4,420.36
EFT16060	13/09/2024	EAGLE EYE ENGINEERING; T/A CALIBRE SPRAYING PTY LTD	CHALET REFUND X 1 NIGHT.	\$146.00
EFT16061	13/09/2024	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASE CESM. DIESEL X 52.21L, DIESEL X 56.39L, AND DIESEL X 26.47L. AUGUST 24	\$537.23
EFT16062	13/09/2024	H RUSHTON & CO	CORRECTION OF INVOICE 118740 PAID EXC GST. JUNE 24.	\$20.00
EFT16063	13/09/2024	HARRIYANDLE FAMILY TRUST	PROFESSIONAL ENGINEERING ADVICE. WBSF1. AUGUST 24	\$8,646.00
EFT16064	13/09/2024	KWEDA GOLF CLUB	REIMBURSEMENT - DRUM MUSTER 2023 COLLECTION. 1839 X DRUMS @ \$0.20 EX GST EACH.	\$367.80
EFT16065	13/09/2024	LGIS INSURANCE	EMPLOYMENT ASSISTANCE PROGRAM. 31 X STAFF & 147 X BUSHFIRE VOLUNTEERS. 01/07/24 TO 30/06/25. INSURANCE PREMIUM MOTOR FLEET ADJUSTMENT 23/24 FY.	\$8,898.66
EFT16066	13/09/2024	LINKWEST INCORPORATED	LINKWEST CRC MEMBERSHIP RENEWAL FEES AND SERVICE PACKAGE. 24/25 FY	\$2,979.00
EFT16067	13/09/2024	LIWA AQUATICS	REGIONAL WA AQUATIC SEMINAR AND LIWA AQUATICS MEMBERSHIP. ACS. 24/25 FY	\$260.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16068	13/09/2024	MCPEST PEST CONTROL	ANNUAL TERMITE INSPECTION REPORTS FOR ADMOP, DEPOOP, POOLOP, RRTLOP, WBOP, OVALOP, MHALLOP, MENSAP, MUSEOP, KHALLOP, CARAOP, U1 & 2 MATTHEW STREET, U1, 2, 3, 4, 5 & 6 MADISON SQUARE, 23 & 25 WHITTINGTON STREET, U1, 2 & 3 WHITTINGTON STREET, U1, 2, 3, 4, 5, 6, 7 & 8 WHITE STREET & 10MAOP. EXTRA WORKS COCKROACH TREATMENT U333WS & TREATMENT TO 1 X TREE AT WBOP. AUGUST 24.	\$2,772.00
EFT16069	13/09/2024	NEXIA PERTH PTY LTD	FINAL FEE FOR AUDIT WORK, ROADS TO RECOVERY GRANT ACQUITTAL 23/24.	\$1,485.00
EFT16070	13/09/2024	NOURISH BROOKTON	PURCHASE OF REFRESHMENTS AND CONSUMABLES FOR DEPOT, ADMIN, CRC, CARAVAN PARK & COUNCIL MEETINGS. AUGUST 24	\$363.87
EFT16071	13/09/2024	ONE DEGREE ADVISORY	COUNCIL CHARTER PROGRAM FINAL PAYMENT. AUGUST 24.	\$4,449.40
EFT16072	13/09/2024	RESONLINE	ONLINE CARAVAN PARK BOOKING SYSTEM. AUGUST 24	\$242.00
EFT16073	13/09/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	PROGRESS CLAIM FOR EAST BROOKTON BFB SHED. INCLUDES PRELIMINARIES & STRUCTURAL STEEL, SHED WORK.	\$117,027.94
EFT16074	13/09/2024	STATE LIBRARY OF WA	BETTER BEGINNINGS LITERACY PROGRAM 24/25 FY.	\$137.50
EFT16075	13/09/2024	STUMPY'S GATEWAY ROADHOUSE	CATERING FOR COUNCILLOR CHARTER WORKSHOP. 5/8/24 & NBN MEETING 6/8/24. MONTHLY PURCHASES FOR DEPOT SMALL PLANT.	\$510.10
EFT16076	13/09/2024	TLC IMPORTING PTY LTD T/AS SWISH COLLECTION	OUTDOOR CHRISTMAS DECORATIONS SEPTEMBER 24	\$669.90
EFT16077	13/09/2024	TUTT BRYANT EQUIPMENT	REPLACEMENT LH GLASS WINDOW FOR PR8. SEPTEMBER 24	\$347.51
EFT16078	13/09/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES. 27/8/24 X 5 HOURS. 3/9/24 X 5.75 HOURS.	\$1,241.63
EFT16079	13/09/2024	WA LIBRARY SUPPLIES	PURCHASE OF 2 X HEIGHT ADJUSTABLE CORNER WORKSTATIONS. ADMIN.	\$3,062.00
EFT16080	13/09/2024	WALLIS COMPUTER SOLUTIONS	SUPPLY AND INSTALL NEW UNINTERRUPTIBLE POWER SUPPLY AND MANAGEMENT TOOLS FOR SERVER AND EXTENDED WARRANTY. ADMIN OFFICE.	\$12,700.95
EFT16081	13/09/2024	WANDERING HVAC	REPAIR OVAL LIGHTS. AUGUST 24.	\$998.05

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16082	13/09/2024	WEBBYS MECHANICAL AND CONTRACTING	ELECTRIC DIAGNOSTICS AND REPAIRS PAV3	\$473.00
EFT16083	18/09/2024	IAN KAY	REFUND - GYM MEMBERSHIP. INDUCTION NOT COMPLETE.	\$98.00
EFT16084	20/09/2024	ANDROIT INFORMATION MANAGEMENT	RECORDS MANAGEMENT PROGRAM 24/25. 13.5 HOURS. 11 – 13 & 16 <sup>TH</sup> SEPTEMBER	\$1,633.50
EFT16085	20/09/2024	ASHLYN RIDGWAY	GYM INDUCTIONS X 4 JULY 24.	\$130.00
EFT16086	20/09/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	WATER USAGE & SERVICE CHARGES FOR CRC BUILDING. FROM 11/7/24 TO 31/10/24.	\$55.44
EFT16087	20/09/2024	SOUTHERN STUMP AND MULCHING SERVICES	REFUND FOR SHEOAK CHALET X 2 NIGHTS.	\$422.00
EFT16088	20/09/2024	WESTERN SHEDS AND GARAGES	PROGRESS PAYMENT 1 PRODUCTION OF ENGINEERING DRAWINGS & PROGRESS PAYMENT 2 COMMENCEMENT OF MANUFACTURE OF SHED KIT. SWIMMING POOL. SEPTEMBER 24	\$7,075.00
EFT16089	26/09/2024	ANDROIT INFORMATION MANAGEMENT	RECORDS MANAGEMENT PROGRAM 24/25. 13.75 HOURS ON 19 <sup>TH</sup> , 20 <sup>TH</sup> & 23 <sup>RD</sup> .	\$1,663.75
EFT16090	26/09/2024	ARM SECURITY	ALARM MONITORING ADMIN & CRC. FROM OCTOBER TO DECEMBER 24.	\$332.63
EFT16091	26/09/2024	BALLROOM FIT	COMMUNITY EVENT STAY ON YOUR FEET PROGRAM. BALLROOM FIT GROUP LESSONS X 6. 9/9/24 TO 21/10/24.	\$1,890.00
EFT16092	26/09/2024	BERYL JOYCE COPPING	COUNCILLOR SITTING FEES. 24/25 FY 1ST QUARTER PAYMENT.	\$971.00
EFT16093	26/09/2024	BOB WADDELL & ASSOCIATES PTY LTD	PROFESSIONAL SERVICES. ASSISTANCE WITH 23/24 ANNUAL FINANCIAL REPORT X 1.25 HOURS. SEPTEMBER 24	\$220.00
EFT16094	26/09/2024	BROOKTON 24/7 TOWING	SERVICE AND INSPECTION AS PER DFES CHECKLIST PF10. PT14 DRIVE TYRE REPAIRS. AUGUST 24. LOGBOOK SERVICE PT16.	\$6,370.00
EFT16095	26/09/2024	BROOKTON PLUMBING	REPLACE TAP WASHERS IN SHOWER @ UNIT 1/40 WHITE STREET. SEPTEMBER 24	\$136.40
EFT16096	26/09/2024	BROOKTON TYRE SERVICE	PUNCTURE REPAIR TO PG8 X 2.	\$3,720.20
EFT16097	26/09/2024	CHARLENE HAYDEN	COUNCILLOR SITTING FEES. 24/25 FY 1ST QUARTER PAYMENT.	\$971.00
EFT16098	26/09/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16099	26/09/2024	DEANNE SWEENEY	REIMBURSEMENT SALT AND PEPPER SETS X 2. ADMIN OFFICE/COUNCIL MEETINGS.	\$157.84
EFT16100	26/09/2024	DFES	MITIGATION ACTIVITY FUND GRANT PROGRAM 23/24 ROUND 1 MAFGP2324R1. RETURN OF UNSPENT FUNDS.	\$5,510.98
EFT16101	26/09/2024	DOUGLAS MACAULAY	REIMBURSEMENT FOR PURCHASE OF SAFETY BOOTS, ACS. SEPTEMBER 24	\$65.00
EFT16102	26/09/2024	EDGE PLANNING & PROPERTY	PROFESSIONAL PLANNING SERVICES FOR THE MONTH OF AUGUST 24.	\$3,748.25
EFT16103	26/09/2024	FARMARAMA	FERTILISER 25KG BAGS X 10. TOWNOP. AUGUST 24	\$308.00
EFT16104	26/09/2024	FL COSTELLO & CO	REPLACE DAMAGED COIN VAULTS X 2. CARAVAN PARK WASHING MACHINES. SEPTEMBER 24	\$1,155.00
EFT16105	26/09/2024	FLEET COMMERCIAL GYMNASIUMS	PURCHASE OF NEW MATRIX MAGNUN SMITH MACHINE AND WEIGHT PLATE SET. GYMOP.	\$8,514.00
EFT16106	26/09/2024	FUEL DISTRIBUTORS OF WA	DELIVERY OF DIESEL X 7000 LITRES @ 1.6479 PER LITRE TO DEPOT.	\$11,535.30
EFT16107	26/09/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	PURCHASE OF CLEANING SUPPLIES FOR ADMIO, CARAOP, RRTLOP & WBOP. SEPTEMBER 24	\$394.46
EFT16108	26/09/2024	GREAT SOUTHERN WASTE DISPOSAL	WASTE AND RECYCLING COLLECTIONS FOR THE MONTH OF AUGUST 24. DOMESTIC RUBBISH 5 WEEKS X 450 HOUSEHOLDS. RECYCLING 2 WEEKS X 670 HOUSEHOLDS. LANDFILL LABOUR HOURS X 27 & MACHINE HOURS X 15 - 5 WEEKENDS. BULK WASTE X 6 BINS 19/8/24 & 5 X CARDBOARD BINS 19/8/24.	\$16,412.00
EFT16109	26/09/2024	HAROLD ATHOL BELL	COUNCILLOR SITTING FEES. 24/25 FY 1ST QUARTER PAYMENT.	\$971.00
EFT16110	26/09/2024	INTEGRATED ICT	INTERNET, PHONE AND EQUIPMENT CHARGES FOR ADMIN AND CRC.	\$303.00
EFT16111	26/09/2024	KAPROC PTY LTD T/A ABOUT BUNTING	BUNTING X 2 12.5 METRES. MARKETING. SEPTEMBER 24	\$635.80
EFT16112	26/09/2024	KATRINA LOUISE CRUTE	PRESIDENTS & DEPUTY ALLOWANCE & COUNCILLOR TRAVEL EXPENSES. PRESIDENT. 24/25 FY 1ST QUARTER PAYMENT.	\$3,868.04
EFT16113	26/09/2024	LACHLAN MCCABE	COUNCILLOR SITTING FEES. 24/25 FY 1ST QUARTER PAYMENT.	\$971.00
EFT16114	26/09/2024	LGRCEU	PAYROLL DEDUCTIONS	\$88.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16115	26/09/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	PURCHASE OF 1 X TICKET FOR ANNUAL STATE CONFERENCE 2024. TO BE HELD ON 5/11/24.	\$1,550.00
EFT16116	26/09/2024	MAURICE WILLIAM TOWERS	RATES REFUND FOR ASSESSMENT A271	\$1,104.83
EFT16117	26/09/2024	NOURISH BROOKTON	HOUSEHOLD GAS BOTTLES 45KG X 2. CARAVAN PARK. JULY 24	\$402.20
EFT16118	26/09/2024	REDFISH TECHNOLOGIES PTY LTD	SUPPLY AND INSTALL VIDEO AND AUDIO RECORDING EQUIPMENT TO COUNCIL CHAMBERS. SEPTEMBER 24	\$15,417.56
EFT16119	26/09/2024	RODERICK WALLIS	COUNCILLOR SITTING FEES. 24/25 FY 1ST QUARTER PAYMENT.	\$971.00
EFT16120	26/09/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT16121	26/09/2024	SIEGLINDE MARIE BERKMANN	RATES REFUND FOR ASSESSMENT A2737	\$11,367.00
EFT16122	26/09/2024	SUPER SIGNS WA	PURCHASE OF PRINTED BUILDING SIGNS FOR WEST BROOKTON BFB SHED. INCLUDES EWP HIRE. SEPTEMBER 24	\$2,959.00
EFT16123	26/09/2024	TAMARA DE LANGE	PRESIDENTS & DEPUTY ALLOWANCE, COUNCILLOR SITTING FEE AND TRAVEL EXPENSES. 24/25 FY 1ST QUARTER PAYMENT.	\$1,649.47
EFT16124	26/09/2024	TELSTRA DAMAGES	COMPENSATION CLAIM FOR DAMAGES TO TELSTRA ASSET @ 894 STRANGE ROAD JELCOBINE. JANUARY 24.	\$1,815.76
EFT16125	26/09/2024	THE FACTORY AUST PTY LTD	CLAIM 1. HIRE OF 3 METRE FULLY ILLUMINATED TREE WITH GREEN FOLIAGE CHRISTMAS 2024.	\$2,750.00
EFT16126	26/09/2024	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES FOR WORKS PPE EMBROIDERY. BROOKTON TO MADDINGTON. SEPTEMBER 24	\$61.52
EFT16127	26/09/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES 11/9/24 X 3.25 HOURS & 18/9/24 X 3.75 HOURS. INCLUDES TRAVEL.	\$808.50
EFT16128	26/09/2024	WALLIS COMPUTER SOLUTIONS	PURCHASE & INSTALL MS OFFICE 2021 ON 2 X PUBLIC ACCESS COMPUTERS AT CRC BUILDING. SEPTEMBER 24	\$698.01
EFT16129	26/09/2024	WANDERING HVAC	OVAL LIGHT REPAIRS AUGUST 24. SUPPLY AND INSTALL AIR CONDITIONER UNITS TO CHALET'S SHEOAK X 1 AND WANDOO X 1 AND MEMORIAL HALL KITCHEN X 1.	\$11,763.76
EFT16130	26/09/2024	WESFARMERS KLEENHEAT GAS PTY LTD	ANNUAL SERVICE CHARGE 2 X 45KG CYLINDER 25 & 23 WHITTINGTON STREET EACH.	\$198.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16131	26/09/2024	WESTATE EMBROIDERY	EMBROIDERY OF OUTSIDE STAFF UNIFORMS AS PER STAFF UNIFORM POLICY. SEPTEMBER 24	\$1,052.70
EFT16132	26/09/2024	WESTERN SHEDS AND GARAGES	PROGRESS PAYMENT 3. MATERIAL RELEASE AND DELIVERY FEE. POOL SHED KIT. SEPTEMBER 24	\$6,675.00
EFT16133	26/09/2024	WHITNEY CONSULTING	PROFESSIONAL SERVICES. BUSINESS CASE WRITING GROWING REGIONS PROGRAM. RELOCATION OF CRC. SEPTEMBER 24	\$27,478.00
DD7869.1	03/09/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$7,978.73
DD7869.2	03/09/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$315.69
DD7869.3	03/09/2024	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$598.44
DD7869.4	03/09/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$367.77
DD7869.5	03/09/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$992.31
DD7869.6	03/09/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD7869.7	03/09/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$698.33
DD7869.8	03/09/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$2,340.67
DD7869.9	03/09/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$559.02
DD7871.1	03/09/2024	SYNERGY	ELECTRICITY CHARGES FOR CARAVAN PARK, OVAL AND WB EVA PAVILION. 10/7/24 TO 13/8/24.	\$2,326.72
DD7873.1	04/09/2024	TELSTRA CORPORATION	M2M DATA PLAN - SEWERAGE PUMP STATION ALARM. 15/8/24 TO 15/9/24.	\$33.99
DD7880.1	06/09/2024	SYNERGY	ELECTRICITY CHARGES FOR SENIOR CITIZEN UNITS 1 8 / 40 WHITE STREET. 25/5/24 TO 13/8/24.	\$2,335.15
DD7899.1	14/09/2024	SHIRE OF BROOKTON MASTERCARD CESM	CREDIT CARD PURCHASES, CESM. INCLUDES DIESEL X 62.24L @1.799, DIESEL X 55.58L @ 1.819 & DIESEL X 55.27L @ 1.819. CARD FEE. AUGUST 24	\$317.61
DD7899.2	14/09/2024	SHIRE OF BROOKTON MASTERCARD MCC	CREDIT CARD PURCHASES MCC. INCLUDES 41.90L X ULP, LASER ENGRAVING, CARAVAN HYGIENE PRODUCTS & CARD FEE. AUGUST 24.	\$375.42

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD7899.3	14/09/2024	SHIRE OF BROOKTON MASTERCARD CEO	CREDIT CARD PURCHASES CEO. INCLUDES CANVA ANNUAL SUBSCRIPTION, STARLINK MONTHLY SUBSCRIPTION, TICKETS FOR TOWN TEAMS MOVEMENT, ACCOMMODATION X 2 FOR WALGA STATE CONFERENCE, VISTA PRINT BUSINESS CARDS AND CARD FEE. AUGUST 24.	\$2,301.89
DD7901.1	16/09/2024	TELSTRA CORPORATION	USAGE CHARGES FOR ADMIN, CRC AND TIMS MESSAGING SERVICE. AUGUST 24	\$1,236.51
DD7906.1	17/09/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$7,370.66
DD7906.2	17/09/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$340.94
DD7906.3	17/09/2024	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$564.05
DD7906.4	17/09/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$367.77
DD7906.5	17/09/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$992.31
DD7906.6	17/09/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD7906.7	17/09/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$695.92
DD7906.8	17/09/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$2,314.78
DD7906.9	17/09/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	\$559.02
DD7915.1	23/09/2024	TELSTRA CORPORATION	MONTHLY MOBILE PHONE SERVICE CHARGES FOR CEO, MCC, MIW, MP, WC, LHW, ACS, CARAVAN PARK, CESM & P&G. SEPTEMBER 24	\$744.21
DD7920.1	24/09/2024	WATER CORPORATION OF WA	WATER CHARGES FOR CARAVAN PARK AND WB EVA PAVILION 50% EACH. 21/7/24 TO 23/8/24	\$159.70
DD7923.1	24/09/2024	SYNERGY	ELECTRICITY SUPPLY FOR TOWN STREET LIGHTS X 184. 25/7/24 TO 24/8/24	\$2,967.18
DD7930.1	26/09/2024	WATER CORPORATION OF WA	SERVICE CHARGES, U1 & 2, 4 MATTHEW STREET AND UNIT 1-6 28 WILLIAMS STREET.	\$790.41
DD7933.1	27/09/2024	WATER CORPORATION OF WA	WATER & SERVICE CHARGE 23 & 25 WHITTINGTON STREET	\$232.95
1291.1	04/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$3.60
1291.1	04/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$2.40

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1291.1	04/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.44
1291.1	05/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.90
1291.1	02/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$34.29
1291.1	02/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.83
1291.1	03/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1292.1	09/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$28.25
1293.1	10/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$18.73
1294.1	11/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.30
1295.1	12/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.45
1295.1	13/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$19.69
1295.1	13/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$4.20
1296.1	16/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.97
1297.1	17/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.84
1298.1	18/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$3.40

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1298.1	18/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.96
1299.1	19/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.96
1300.1	23/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.59
1300.1	20/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.88
1301.1	24/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.83
1301.1	25/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.81
1302.1	26/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.24
1303.1	27/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.05
1304.1	30/09/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	\$2,251.70
1304.1	30/09/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.56
DD7869.1 0	03/09/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$647.34
DD7869.1 1	03/09/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$315.00
DD7906.1 0	17/09/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS, PAYROLL DEDUCTIONS	\$647.34
DD7906.1 1	17/09/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$296.59

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
PAYJRUN* 1229	3/09/2024	SALARIES & WAGES	WEEK 09 - PPE 3/9/24	\$75,073.07
PAYJRUN* 1231	17/09/2024	SALARIES & WAGES	WEEK 10 - PPE 17/9/24	\$70,799.79
				\$711,281.03

## List of Credit Card Transactions Paid in September 2024

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7899.1	14/9/24	DIESEL X 62.24L @ 1.799 ON 20/8/24	\$111.97
		DIESEL X 55.27L @ 1.819 ON 3/8/24	\$100.54
		DIESEL X 55.58L @ 1.819 ON 1/8/24	\$101.1
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$317.61

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7899.2	14/9/24	ULP X 41.90L @ 1.698 ON 13/8/24	\$71.15
		OTHER EVENTS LASER ENGRAVING FOR CRC	\$126.30
		HYGIENE PRODUCTS, INCLUDES SHAMPOO AND CONDITIONER X 50 EACH, BODY WASH AND LOTION X 50 EACH AND ECO FRESH BATHROOM PACK X 1.	\$173.97
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$375.42

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7899.3	14/09/24	CANVA ANNUAL SUBSCRIPTION 24/25 FY	\$209.90
		MONTHLY SUBSCRIPTION STARLINK INTERNET SERVICES - WB EVA PAVILION 5/8/24 TO 5/9/24	\$176.00
		REGISTRATION FOR TOWN TEAMS MOVEMENT CONFERENCE - 1 X COUNCILLOR.	\$275.00
		REGISTRATION FOR TOWN TEAMS MOVEMENT CONFERENCE - 1 X TICKET - INCORRECTLY CHARGED - REFUND REQUEST IN PROGRESS.	\$275.00
		ACCOMMODATION RESERVATION FOR WALGA CONFERENCE 1 X COUNCILLOR 2 X NIGHTS	\$608.52
		ACCOMMODATION RESERVATION FOR WALGA CONFERENCE 1 X STAFF 2 X NIGHTS	\$608.52
		BUSINESS CARDS 1 X STAFF	\$28.99
		BUSINESS CARDS 4 X COUNCILLOR	\$115.96
		BENDIGO BANK FEE	\$4.00
		TOTAL	\$2,301.89

## List of Fuel Card Transactions Paid in September 2024

## SHIRE OF BROOKTON - FUEL CARD - CEO

CHQ/EFT	DATE	DESCRIPTION	AMOUNT
EFT16061	13/9/24	DIESEL X 55.38L @ 1.7790 PER LITRE 7/8/24	\$98.52
		TOTAL	\$98.52

## SHIRE OF BROOKTON - FUEL CARD – MCC

CHQ/EFT	DATE	DESCRIPTION	AMOUNT
EFT16061	13/9/24	ULP X 25.45 @ \$2.000 PER LITRE	\$50.90
		ULP X 37.82 @ \$1.7942 PER LITRE	\$67.86
		ULP X 37.26 @ \$2.000 PER LITRE	\$74.52
		CARD FEE X 3	\$1.14
		TOTAL	\$194.42

## SHIRE OF BROOKTON - FUEL CARD - CESM

CHQ/EFT	DATE	DESCRIPTION	AMOUNT
EFT16061	13/9/24	DIESEL X 52.21L @ \$1.8389 PER LITRE	\$96.01
		DIESEL X 56.39L @ \$1.7991 PER LITRE	\$101.45
		DIESEL X 26.47L @ \$1.7692 PER LITRE	\$46.83
		TOTAL	\$244.29

<b>14.10.24.04 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 SEPTEMBER 2024</b>
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<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Charlotte Cooke – Senior Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	31/08/2024

**Summary of Item:**

The Statement of Financial Activity for period ending 30 September 2024 together with associated commentaries are present for Council’s consideration.

**Description of Proposal:**

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

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review in accordance with the *Local Government (Financial Management) Regulations 1996*, regulation 33A, council is required to carry out a review of its annual budget for that year by the last day of February.

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.10.24.04A

**Risk Assessment:**

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

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 30 September 2024, in as presented in attachment 14.10.24.04A***

*(Simple majority vote required)*

**Attachment**

**Attachment 14.10.24.04A - Monthly Statements of Financial Activity for the Period Ended 30 September 2024.**



**SHIRE OF BROOKTON**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

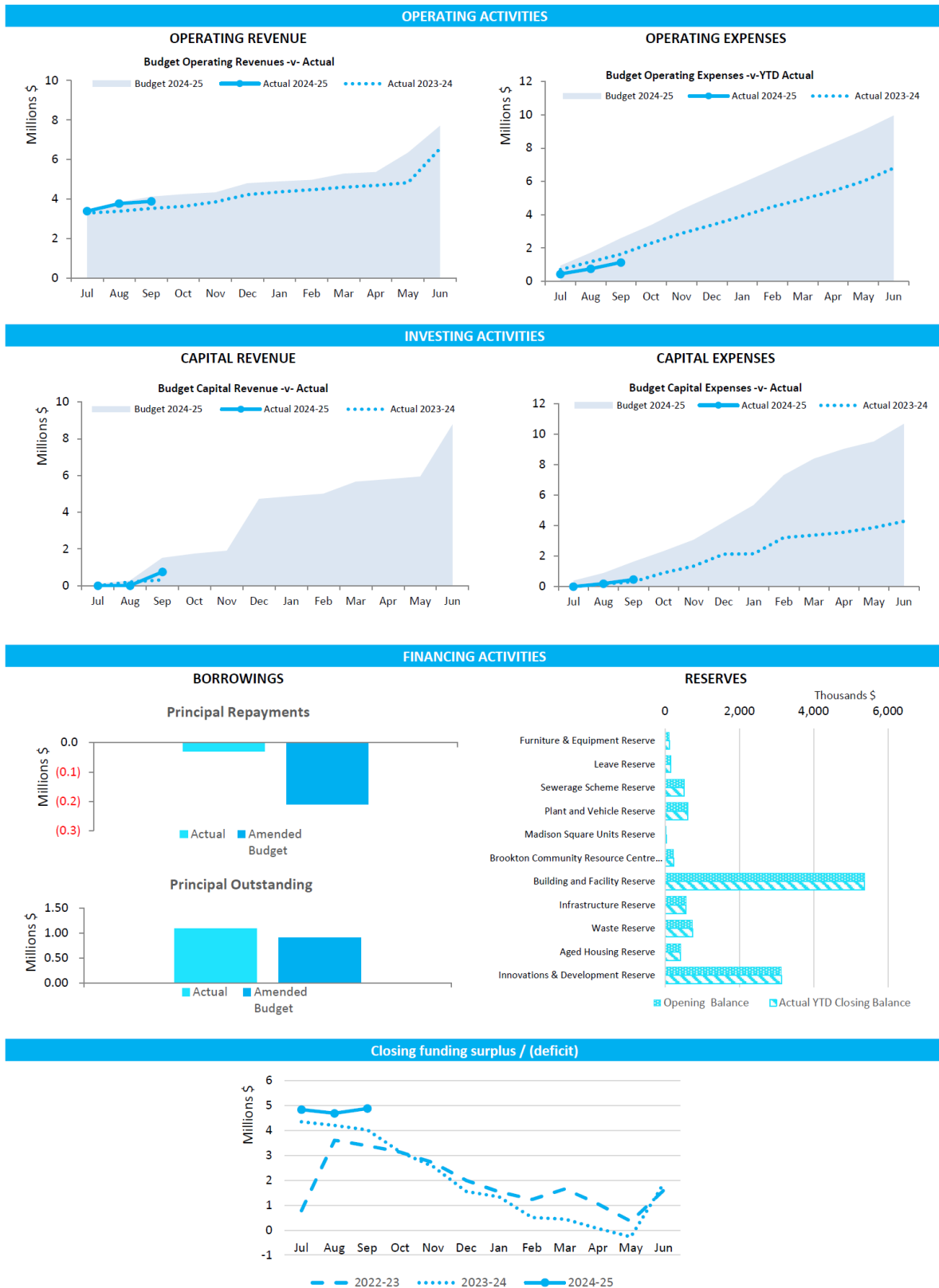
*LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996*

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

**SUMMARY INFORMATION - GRAPHS**



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

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

**EXECUTIVE SUMMARY**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.89 M	\$0.08 M
Closing	\$0.00 M	\$3.81 M	\$4.89 M	\$1.08 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$16.93 M	% of total
Unrestricted Cash	\$5.05 M	29.8%
Restricted Cash	\$11.88 M	70.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.09 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$1.20 M	% Collected
Rates Receivable	\$1.04 M	70.5%
Trade Receivable	\$0.16 M	% Outstanding
Over 30 Days		53.2%
Over 90 Days		2.8%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.10 M	\$2.11 M	\$2.74 M	\$0.63 M

Refer to Statement of Financial Activity

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

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
YTD Actual	\$0.34 M	% Variance
YTD Budget	\$0.62 M	(44.8%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.61 M	% Variance
YTD Budget	\$0.58 M	4.9%

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.23 M)	(\$0.68 M)	(\$0.32 M)	\$0.36 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.00 M	%
Adopted Budget	\$0.26 M	(100.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.47 M	% Spent
Adopted Budget	\$9.03 M	(94.8%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
YTD Actual	\$0.15 M	% Received
Adopted Budget	\$3.51 M	(95.8%)

Refer to Note 8 - Capital Acquisitions

**Key Financing Activities**

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.32 M	\$0.56 M	\$0.57 M	\$0.01 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.03 M
Interest expense	(\$0.00 M)
Principal due	\$1.09 M

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$11.88 M
Interest earned	\$0.00 M

Refer to Note 11 - Cash Reserves

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

Refer to Note 10 - Lease Liabilities

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

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 30 SEPTEMBER 2024**

**NATURE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION**

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

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

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

**BY NATURE**

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)	(b)/(b)	
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates		2,874,905	2,874,905	2,872,516	(2,389)	(0.08%)	
Grants, subsidies and contributions	13	1,513,445	615,845	339,764	(276,081)	(44.83%)	▼
Fees and charges		910,585	584,451	612,983	28,532	4.88%	
Interest revenue		347,470	5,502	15,038	9,536	173.31%	
Other revenue		2,049,227	34,135	39,413	5,278	15.46%	
Profit on disposal of assets	7	12,042	2,754	0	(2,754)	(100.00%)	
		<b>7,707,674</b>	<b>4,117,592</b>	<b>3,879,714</b>	<b>(237,878)</b>	<b>(5.78%)</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,623,566)	(707,244)	(631,517)	75,727	10.71%	▲
Materials and contracts		(4,288,616)	(1,072,932)	(330,267)	742,665	69.22%	▲
Utility charges		(267,774)	(66,858)	(32,608)	34,250	51.23%	▲
Depreciation		(2,297,086)	(574,209)	0	574,209	100.00%	▲
Finance costs		(65,317)	(4,655)	2,978	7,633	163.97%	
Insurance expenses		(228,961)	(114,468)	(122,645)	(8,177)	(7.14%)	
Other expenditure		(125,302)	(35,444)	(21,295)	14,149	39.92%	▲
Loss on disposal of assets	7	(64,405)	(14,784)	0	14,784	100.00%	▲
		<b>(9,961,027)</b>	<b>(2,590,594)</b>	<b>(1,135,355)</b>	<b>1,455,239</b>	<b>(56.17%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	586,239	0	(586,239)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>96,096</b>	<b>2,113,237</b>	<b>2,744,359</b>	<b>631,122</b>	<b>29.87%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	3,508,256	853,599	147,200	(706,399)	(82.76%)	▼
Proceeds from disposal of assets	7	260,000	64,998	0	(64,998)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0	0.00%	
		<b>3,798,223</b>	<b>918,597</b>	<b>147,200</b>	<b>(771,397)</b>	<b>(83.98%)</b>	
<b>Outflows from investing activities</b>							
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(1,594,671)	(468,019)	1,126,652	70.65%	▲
		<b>(9,027,010)</b>	<b>(1,594,671)</b>	<b>(468,019)</b>	<b>1,126,652</b>	<b>(70.65%)</b>	▲
<b>Amount attributable to investing activities</b>		<b>(5,228,787)</b>	<b>(676,074)</b>	<b>(320,819)</b>	<b>355,255</b>	<b>(52.55%)</b>	▲
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	9	600,000	600,000	600,000	0	0.00%	
Transfer from reserves	11	4,377,069	0	0	0	0.00%	
		<b>4,977,069</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(210,570)	(40,855)	(28,275)	12,580	30.79%	▲
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0	0.00%	
Transfer to reserves	11	(1,446,331)	0	0	0	0.00%	
		<b>(1,658,469)</b>	<b>(40,855)</b>	<b>(28,275)</b>	<b>12,580</b>	<b>(30.79%)</b>	▲
<b>Amount attributable to financing activities</b>		<b>3,318,600</b>	<b>559,145</b>	<b>571,725</b>	<b>12,580</b>	<b>2.25%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,814,091	1,814,091	1,892,153	78,062	4.30%	
Amount attributable to operating activities		96,096	2,113,237	2,744,359	631,122	29.87%	
Amount attributable to investing activities		(5,228,787)	(676,074)	(320,819)	355,255	(52.55%)	▲
Amount attributable to financing activities		3,318,600	559,145	571,725	12,580	2.25%	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	<b>1(c)</b>	<b>0</b>	<b>3,810,399</b>	<b>4,887,417</b>	<b>1,077,018</b>	<b>(28.27%)</b>	▲

**KEY INFORMATION**

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 SEPTEMBER 2024

BY PROGRAM

	Note	Adopted Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var. ▲▼	Significant Var. \$
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance		6,034	249	(1,389)	(1,638)	(657.90%)	▼	
General Purpose Funding - Rates	6	2,874,905	2,874,905	2,872,516	(2,389)	(0.08%)	▼	
General Purpose Funding - Other		964,796	159,615	164,168	4,553	2.85%	▲	
Law, Order and Public Safety		609,420	116,066	22,861	(93,205)	(80.30%)	▼	\$
Health		300	75	411	336	447.88%	▲	
Education and Welfare		57,700	14,424	18,605	4,181	28.99%	▲	
Housing		98,687	24,669	25,244	575	2.33%	▲	
Community Amenities		501,902	485,928	488,366	2,438	0.50%	▲	
Recreation and Culture		34,133	5,961	9,373	3,412	57.24%	▲	
Transport		2,114,406	322,742	132,988	(189,754)	(58.79%)	▼	\$
Economic Services		414,791	101,188	111,146	9,958	9.84%	▲	
Other Property and Services		30,600	11,770	35,425	23,655	200.97%	▲	\$
		<b>7,707,674</b>	<b>4,117,592</b>	<b>3,879,714</b>	<b>(237,878)</b>	<b>(5.78%)</b>	<b>▼</b>	
<b>Expenditure from operating activities</b>								
Governance		(646,730)	(200,775)	(136,679)	64,096	31.92%	▲	\$
General Purpose Funding		(432,578)	(106,053)	(89,199)	16,854	15.89%	▲	\$
Law, Order and Public Safety		(980,658)	(255,874)	(100,689)	155,185	60.65%	▲	\$
Health		(23,316)	(6,327)	(4,667)	1,660	26.23%	▲	
Education and Welfare		(112,939)	(29,639)	(16,384)	13,255	44.72%	▲	\$
Housing		(187,323)	(48,902)	(19,775)	29,127	59.56%	▲	\$
Community Amenities		(708,559)	(171,463)	(124,100)	47,363	27.62%	▲	\$
Recreation and Culture		(1,065,083)	(268,145)	(136,647)	131,498	49.04%	▲	\$
Transport		(4,870,895)	(1,234,690)	(383,753)	850,937	68.92%	▲	\$
Economic Services		(878,643)	(220,500)	(184,472)	36,028	16.34%	▲	\$
Other Property and Services		(54,303)	(48,226)	61,009	109,235	226.51%	▲	\$
		<b>(9,961,027)</b>	<b>(2,590,594)</b>	<b>(1,135,355)</b>	<b>1,455,239</b>	<b>56.17%</b>	<b>▲</b>	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	586,239	0	(586,239)	(100.00%)	▼	
<b>Amount attributable to operating activities</b>		<b>96,096</b>	<b>2,113,237</b>	<b>2,744,359</b>	<b>631,122</b>	<b>29.87%</b>		
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	853,599	147,200	(706,399)	(82.76%)	▼	\$
Proceeds from Disposal of Assets	7	260,000	64,998	0	(64,998)	(100.00%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0			
		<b>3,798,223</b>	<b>918,597</b>	<b>147,200</b>	<b>(771,397)</b>	<b>(83.98%)</b>	<b>▼</b>	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(1,594,671)	(468,019)	1,126,652	70.65%	▲	\$
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		<b>(9,027,010)</b>	<b>(1,594,671)</b>	<b>(468,019)</b>	<b>1,126,652</b>	<b>(70.65%)</b>	<b>▲</b>	
<b>Amount attributable to investing activities</b>		<b>(5,228,787)</b>	<b>(676,074)</b>	<b>(320,819)</b>	<b>355,255</b>	<b>(52.55%)</b>	<b>▲</b>	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from New Debentures	9	600,000	600,000	600,000	0	0.00%		
Transfer from Reserves	11	4,377,069	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		<b>4,977,069</b>	<b>600,000</b>	<b>600,000</b>	<b>0</b>	<b>0.00%</b>		
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(210,570)	(40,855)	(28,275)	12,580	30.79%	▲	\$
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0			
Transfer to Reserves	11	(1,446,331)	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
		<b>(1,658,469)</b>	<b>(40,855)</b>	<b>(28,275)</b>	<b>12,580</b>	<b>(30.79%)</b>	<b>▲</b>	
<b>Amount attributable to financing activities</b>		<b>3,318,600</b>	<b>559,145</b>	<b>571,725</b>	<b>12,580</b>	<b>2.25%</b>	<b>▲</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1	1,814,091	1,814,091	1,892,153	78,062	4.30%	▲	
Amount attributable to operating activities		96,096	2,113,237	2,744,359	631,122	29.87%		
Amount attributable to investing activities		(5,228,787)	(676,074)	(320,819)	355,255	(52.55%)	▲	
Amount attributable to financing activities		3,318,600	559,145	571,725	12,580	2.25%		
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1	<b>0</b>	<b>3,810,399</b>	<b>4,887,417</b>	<b>1,077,018</b>	<b>(28.27%)</b>	<b>▲</b>	

KEY INFORMATION

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

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

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

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

**BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 30 September 2024

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

**NOTE 1  
STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

**(a) Non-cash items excluded from operating activities**

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(12,042)	(2,754)	0
Add: Loss on asset disposals	7	64,405	14,784	0
Add: Depreciation on assets		2,297,086	574,209	0
<b>Total non-cash items excluded from operating activities</b>		<b>2,349,449</b>	<b>586,239</b>	<b>0</b>

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

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

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

		Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	30 September 2024
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11	(11,880,663)	(11,880,665)	(11,880,665)
Less: - Financial assets at amortised cost - self supporting loans	4	(29,967)	(29,967)	(29,967)
Add: Borrowings	9	210,570	161,834	157,654
Add: Lease liabilities	10	1,568	1,568	1,568
<b>Total adjustments to net current assets</b>		<b>(11,698,492)</b>	<b>(11,747,230)</b>	<b>(11,751,410)</b>

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

**Current assets**

Cash and cash equivalents	2	14,503,939	14,728,692	16,928,469
Financial assets at amortised cost	4	29,967	0	0
Rates receivables	3	126,600	105,539	975,450
Receivables	3	109,370	160,262	159,515
Other current assets	4	32,367	77,315	51,565

**Less: Current liabilities**

Payables	5	(388,358)	(226,525)	(90,079)
Borrowings	9	(151,836)	(161,834)	(157,654)
Contract liabilities	12	(549,668)	(688,741)	(873,115)
Lease liabilities	10	(1,568)	(1,568)	(1,568)
Provisions	12	(199,079)	(353,756)	(353,756)

<b>Less: Total adjustments to net current assets</b>	<b>1(b)</b>	<b>(11,698,492)</b>	<b>(11,747,230)</b>	<b>(11,751,410)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,813,242</b>	<b>1,892,153</b>	<b>4,887,417</b>

**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.

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

NOTE 1

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

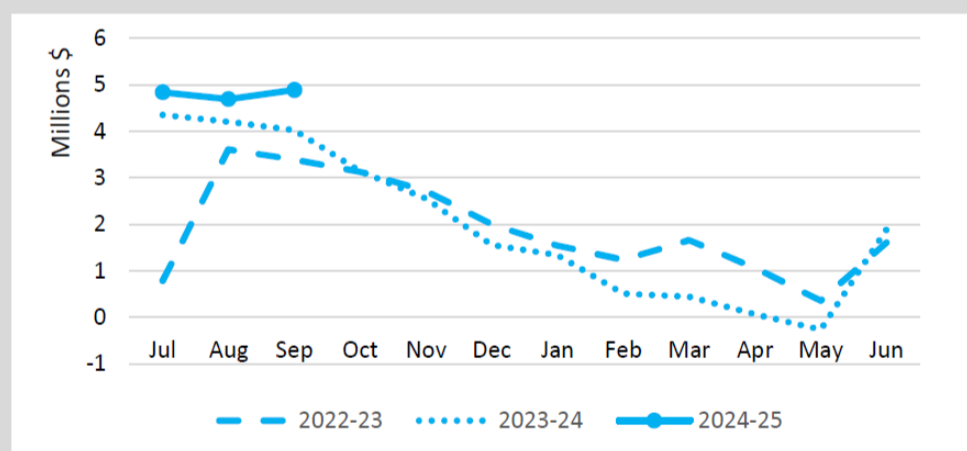
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 30/09/2023	Year to Date Actual 30/09/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,848,027	3,745,073	5,047,804
Cash Restricted - Reserves	2	11,880,665	12,754,601	11,880,665
Receivables - Rates	3	105,539	1,022,463	975,450
Receivables - Other	3	160,262	178,081	159,515
Other Financial Assets	4	29,967	27,988	29,967
Inventories	4	25,544	31,695	21,598
		<b>15,071,807</b>	<b>17,759,902</b>	<b>18,115,000</b>
<b>Less: Current Liabilities</b>				
Payables	5	(211,045)	(71,337)	(72,267)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(688,741)	(524,734)	(873,115)
Bonds & Deposits	5	(15,480)	(15,337)	(17,812)
Loan and Lease Liability	9	(163,402)	(126,603)	(159,222)
Provisions	12	(353,756)	(343,905)	(353,756)
		<b>(1,432,424)</b>	<b>(1,081,916)</b>	<b>(1,476,173)</b>
Less: Cash Reserves	11	(11,880,665)	(12,754,601)	(11,880,665)
Add Back: Loan and Lease Liability		163,402	126,603	159,222
Less :    Loan Receivable - clubs/institutions		(29,967)	(27,988)	(29,967)
Less :    Land Held For Resale		0	0	0
<b>Net Current Funding Position</b>		<b>1,892,153</b>	<b>4,021,999</b>	<b>4,887,417</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

**KEY INFORMATION**

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



**This Year YTD**  
**Surplus(Deficit)**  
**\$4.89 M**

**Last Year YTD**  
**Surplus(Deficit)**  
**\$4.02 M**

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
<b>At Call Deposits</b>								
Municipal Cash At Bank	Cash and cash equivalents	789,353		789,353		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	25,428		25,428		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	215,953		215,953		WATC	4.30%	OCD
Municipal Term Deposit	Cash and cash equivalents	2,000,000		2,000,000		WATC	4.30%	OCD
Municipal Term Deposit	Cash and cash equivalents	2,000,000		2,000,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	16,720		16,720		Bendigo	0.00%	N/A
<b>Term Deposits</b>								
Reserves Cash At Bank	Cash and cash equivalents		5,000,000	5,000,000		Bendigo	4.20%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents	0	4,792,172	4,792,172		WATC	4.56%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,088,492	2,088,492		WATC	4.52%	20/12/2024
<b>Total</b>		<b>5,047,804</b>	<b>11,880,665</b>	<b>16,928,469</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		5,047,804	11,880,665	16,928,469	0			
		<b>5,047,804</b>	<b>11,880,665</b>	<b>16,928,469</b>	<b>0</b>			

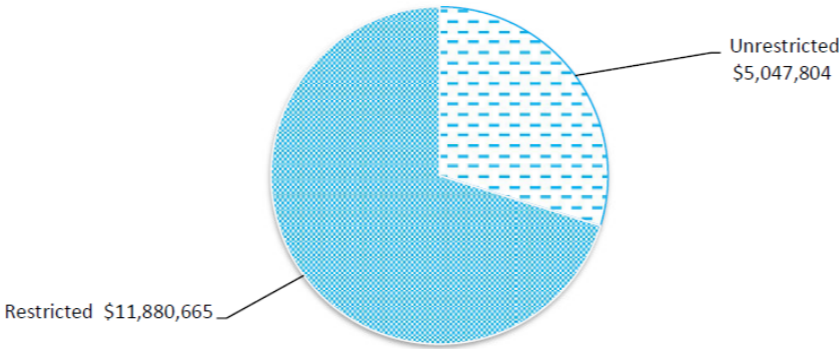
KEY INFORMATION

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

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

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

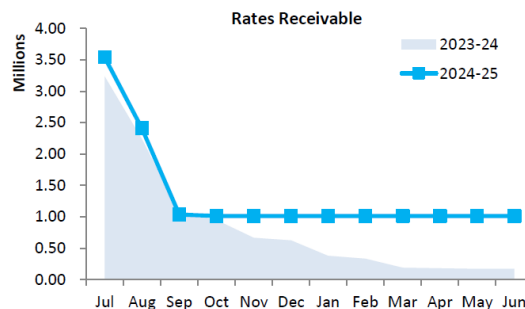
Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



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

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2024	30 Sep 2024
	\$	\$
Opening arrears previous years	155,777	167,905
Levied this year	3,140,401	3,353,678
Less - collections to date	(3,128,273)	(2,483,766)
Gross rates collectable	167,905	1,037,817
Net rates collectable	167,905	1,037,817
% Collected	94.9%	70.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	28,777	2,662	32,033	1,818	65,240
Percentage	(0.1%)	44.1%	4.1%	49.1%	2.8%	
<b>Balance per trial balance</b>						
Sundry receivable						65,240
GST receivable						(20,762)
Other Receivables						61,265
Receivable - Employee Related Provisions - Current						53,772
<b>Total receivables general outstanding</b>						<b>159,515</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

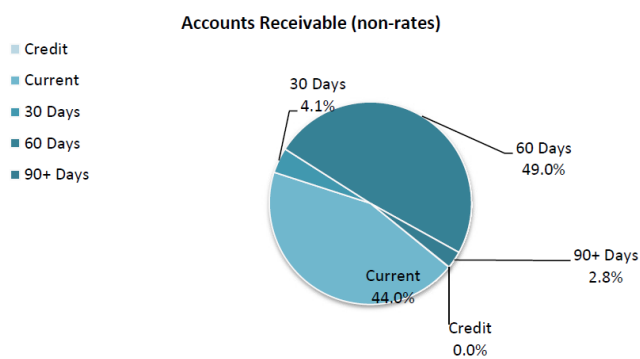
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



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

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 30 September 2024
<b>Other current assets</b>	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	29,967	0	0	29,967
<b>Inventory</b>				
Fuel and materials (including gravel)	25,544	0	(3,946)	21,598
Accrued income/prepayments	21,804	0	(21,804)	0
<b>Total other current assets</b>	<b>77,315</b>	<b>0</b>	<b>(25,750)</b>	<b>51,565</b>
<b>Amounts shown above include GST (where applicable)</b>				

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 2024

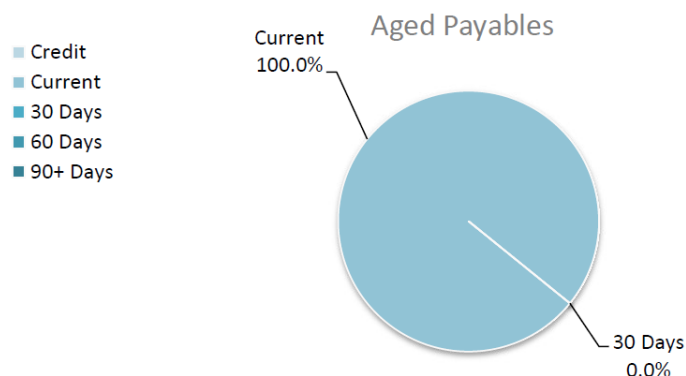
OPERATING ACTIVITIES  
NOTE 5  
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	2,599	0	0	0	2,599
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						2,599
Other creditors						53,798
Bonds and deposits held						17,812
Prepaid (Excess) Rates						15,870
<b>Total payables general outstanding</b>						90,079

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 2024

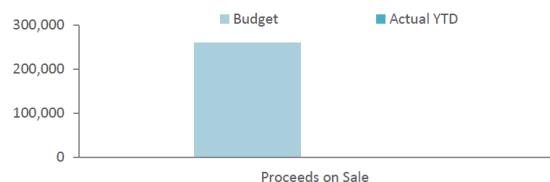
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.10550	250	2,986,366	315,062	0	0	315,062	315,062	0	0	315,062
Industrial	0.10550	5	78,870	8,321	0	0	8,321	8,321	0	0	8,321
Commercial	0.10550	19	641,536	67,682	0	0	67,682	67,682	0	0	67,682
GRV	0.10550	2	392,500	41,409	0	0	41,409	41,409	0	0	41,409
<b>Unimproved value</b>											
Unimproved	0.00604	201	337,966,003	2,042,667	0	0	2,042,667	2,042,667	(3,138)	(550)	2,038,979
<b>Non Rateable</b>											
Sub-Total		477	342,065,275	2,475,141	0	0	2,475,141	2,475,140	(3,138)	(550)	2,471,452
<b>Minimum payment</b>	Minimum \$										
<b>Gross rental value</b>											
Residential	939	66	184,411	61,974	0	0	61,974	61,974	0	0	61,974
Industrial	939	2	9,280	1,878	0	0	1,878	1,878	0	0	1,878
Commercial	939	11	60,396	10,329	0	0	10,329	10,329	0	0	10,329
GRV	939	2	7,825	1,878	0	0	1,878	1,878	0	0	1,878
<b>Unimproved value</b>											
Unimproved	1,569	178	24,594,994	279,282	0	0	279,282	279,282			279,282
Sub-total		259	24,856,906	355,341	0	0	355,341	355,341	0	0	355,341
		736	366,922,181	2,830,482	0	0	2,830,482	2,830,481	(3,138)	(550)	2,826,793
Discount							-1,300				0
<b>Amount from general rates</b>							2,829,182				2,826,793
Ex-gratia rates (CBH)	Tonnage	2		45,723	0	0	45,723	45,723	0	0	45,723
<b>Total general rates</b>							2,874,905				2,872,516
<b>Total</b>		736					2,874,905				2,872,516

KEY INFORMATION

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

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
PAV5	2021 Mazda Cx-30 G25 - 1B0	23,976	25,000	1,024	0	0	0	0	0
	<b>Law, order, public safety</b>								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	30,267	25,000	0	(5,267)	0	0	0	0
	<b>Transport</b>								
PU36	2020 MR MITSUBISHI TRITON GLX- R 4X4 DUAL CAB	23,414	25,000	1,586	0	0	0	0	0
PU37	2014 FOTON TUNLAND UTE	5,590	5,000	0	(590)	0	0	0	0
PU34	2020 MITSUBISHI MR4T40 TRITON DUAL CAB UTE	25,959	25,000	0	(959)	0	0	0	0
PU118	2020 MR4W47 MITSUBISHI TRITON 4X4 GLX	25,929	25,000	0	(929)	0	0	0	0
PBH4	2012 CASE 581PC5 BACKHOE - BO5418	58,058	35,000	0	(23,058)	0	0	0	0
PR8	2012 BOMAG BW25RH MULTI WHEEL ROLLER-1DUK617	48,429	50,000	1,571	0	0	0	0	0
PR10	E TYRE ROLLER ET002	21,801	5,000	0	(16,801)	0	0	0	0
PR11	E TYRE ROLLER ET003	21,801	5,000	0	(16,801)	0	0	0	0
PMUL	DEBRIS BILLY GOAT MOUNTED MULCHER	8,679	15,000	6,321	0	0	0	0	0
PPT12	CHIPPER/MULCHER - HANSA C27	18,460	20,000	1,540	0	0	0	0	0
		<b>312,363</b>	<b>260,000</b>	<b>12,042</b>	<b>(64,405)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings	4,252,494	930,015	291,430	(638,585)
Furniture and equipment	65,356	46,187	22,067	(24,120)
Plant and equipment	747,487	317,486	0	(317,486)
Infrastructure - roads	3,201,621	110,978	48,671	(62,307)
Infrastructure - parks and gardens	60,000	14,997	0	(14,997)
Infrastructure - sewerage	700,052	175,008	105,851	(69,157)
<b>Payments for Capital Acquisitions</b>	<b>9,027,010</b>	<b>1,594,671</b>	<b>468,019</b>	<b>(1,126,652)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,508,256	848,088	147,200	(700,888)
Borrowings	600,000	600,000	600,000	0
Other (disposals & C/Fwd)	260,000	64,998	0	(64,998)
Plant and Vehicle Reserve	700,000	0	0	0
Furniture & Equipment Reserve	104,356	0	0	0
Sewerage Scheme Reserve	157,645	0	0	0
Brookton Community Resource Centre Reserve	10,000	0	0	0
Building and Facility Reserve	1,006,452	0	0	0
Infrastructure Reserve	355,916	0	0	0
Innovations & Development Reserve	2,042,700	0	0	0
Contribution - operations	281,685	81,585	(279,181)	(360,766)
<b>Capital funding total</b>	<b>9,027,010</b>	<b>1,594,671</b>	<b>468,019</b>	<b>(1,126,652)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

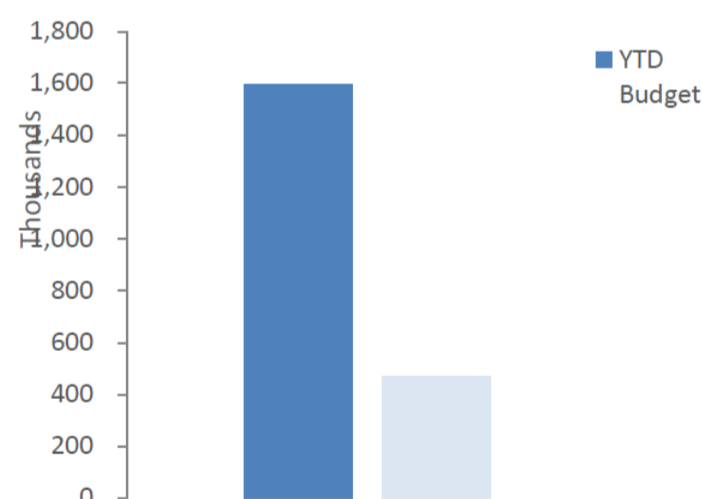
**Initial recognition and measurement for assets held at cost**

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

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

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

Payments for Capital Acquisitions



Capital expenditure total								
Level of completion indicators								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	0%	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%							
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	80%							
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	100%							
<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 YTD Budget	YTD Actual	Variance (Under)/Over
					\$	\$	\$	\$
Buildings								
	E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(30,000)	(7,500)	0	(7,500)
	Total - Governance				(30,000)	(7,500)	0	(7,500)
	E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(770,709)	(192,675)	(106,389)	(86,286)
	E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(239,932)	(59,982)	(172,541)	112,559
	Total - Law, Order & Public Safety				(1,010,641)	(252,657)	(278,930)	26,273
	Housing							
	E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(11,250)	0	(11,250)
	Total - Housing				(45,000)	(11,250)	0	(11,250)
	Recreation And Culture							
	E111510		9230	PURCHASE BUILDINGS	(25,000)	(6,249)	0	(6,249)
	E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(755,303)	(188,823)	0	(188,823)
	E112510	POOLCAP	9230	POOL - CAPITAL	(5,000)	0	0	0
	E112510	SHEDCAP	9230	BROOKTON AQUATIC CENTRE STORAGE SHED AND CONCRE	(27,400)	0	(12,500)	12,500
	E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,838,150)	(459,537)	0	(459,537)
	Total - Recreation And Culture				(2,650,853)	(654,609)	(12,500)	(642,109)
	Economic Services							
	E132510		9230	PURCHASE BUILDINGS	(6,000)	(1,500)	0	(1,500)
	E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(500,000)	0	0	0
	E136510	CRCAP	9230	BROOKTON CRC LAND & BUILDING CAPITAL	(10,000)	(2,499)	0	(2,499)
	Total - Economic Services				(516,000)	(3,999)	0	(3,999)
					0	0	0	0
	Total - Buildings				(4,252,494)	(930,015)	(291,430)	(638,585)
Plant & Equipment								
	Governance							
	E042532		9234	ADMIN PURCHASE DCEO VEHICLE	(50,000)	(50,000)	0	(50,000)
	Total - Governance				(50,000)	(50,000)	0	(50,000)
	Law, Order & Public Safety							
	E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(93,487)	(93,487)	0	(93,487)
	E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(9,000)	(2,250)	0	(2,250)
	Total - Law, Order & Public Safety				(102,487)	(95,737)	0	(95,737)
	Community Amenities				0	0	0	0
	Recreation & Culture							
	E112530		9234	PURCHASE PLANT & EQUIPMENT	(28,000)	0	0	0
	Total - Recreation & Culture				(28,000)	0	0	0
	Other Property & Services							
	E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,000)	(1,749)	0	(1,749)
	E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR	(50,000)	(50,000)	0	(50,000)
	E143530	LIGHTV3	9234	MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	(30,000)	(30,000)	0	(30,000)
	E143530	LIGHTV4	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND	(45,000)	(45,000)	0	(45,000)
	E143530	LIGHTV5	9234	PURCHASE P&E - REPLACEMENT 2020 MITSUBISHI MR4T40	(45,000)	(45,000)	0	(45,000)
	E143530	EP003	9234	TRITON DUAL CAB UTE	(45,000)	(45,000)	0	(45,000)
	E143530	EP004	9234	PURCHASE P&E - REPLACEMENT 2020 MR4W47	(45,000)	(45,000)	0	(45,000)
	E143530		9234	MITSUBISHI TRITON 4X4 GLX	(190,000)	0	0	0
	E143530		9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PCS	(200,000)	0	0	0
	E143530		9234	BACKHOE - B05418	(567,000)	(171,749)	0	(171,749)
	Total - Other Property & Services				(747,487)	(317,486)	0	(317,486)
Furniture & Equipment								
	Governance							
	E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(13,056)	(3,264)	(14,016)	10,752
	E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS MAI	(12,500)	(3,123)	0	(3,123)
	E042520	SERVCAP	9232	ADMIN SERVER UPGRADE	0	0	(8,051)	8,051
	Total - Governance				(25,556)	(6,387)	(22,067)	15,680
	Recreation & Culture							
	E111520		9232	PURCHASE FURNITURE & EQUIPMENT	(39,800)	(39,800)	0	(39,800)
	Total - Recreation & Culture				(39,800)	(39,800)	0	(39,800)
	Total - Furniture & Equipment				(65,356)	(46,187)	(22,067)	(24,120)
Infrastructure - Roads								
	Transport							
	E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(592,662)	0	(2,850)	2,850
	E121560	DAVIR2R	9250	DAVIS ROAD R2R	(109,563)	(109,562)	(32,671)	(76,891)
	E121560	MATTR2R	9250	MATTINGLY ROAD R2R	(109,563)	0	0	0
	E121560	MATCR2R	9250	MATTINGLY ROAD CULVERT R2R	(60,024)	0	0	0
	E121560	STKWR2R	9250	SOUTH KWEDA ROAD R2R	(105,635)	0	0	0
	E121565	TILLSFC	9250	SOUTH KWEDA ROAD R2R	(105,635)	0	0	0
	E121565	BODESFC	9250	TILLER STREET - CAPITAL WORKS	(45,000)	0	0	0
	E121565	WOODSFC	9250	BODEY STREET - CAPITAL WORKS	(5,520)	(1,416)	0	(1,416)
	E121565	MATRSFC	9250	WOODS LOOP ROAD CAPITAL WORKS	(110,349)	0	0	0
	E121565		9250	MATTINGLY ROAD CAPITAL WORKS	(37,000)	0	0	0
	E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK	(187,316)	0	(7,860)	7,860
	E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	(1,102,939)	0	(5,290)	5,290
	E121570	BRIDGE04	9250	BRIDGE 3146A BOYAGARRA ROAD	(77,500)	0	0	0
	E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(49,200)	0	0	0
	E121570	BRIDGE09	9250	BRIDGE 3158A MATTHEWS ROAD	(24,970)	0	0	0
	E121570	BRIDGE10	9250	BRIDGE 4863 YORK-WILLIAMS ROAD	(23,380)	0	0	0
	E121572		9250	BRIDGE CONSTRUCTION - MRWA & WALGGC	(561,000)	0	0	0
	Total - Transport				(3,201,621)	(110,978)	(48,671)	(62,307)
	Total - Infrastructure - Roads				(3,201,621)	(110,978)	(48,671)	(62,307)
Infrastructure - Sewerage								
	Community Amenities							
	E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(542,407)	(135,600)	(105,851)	(29,749)
	E102540	SEWEFE	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - FENCE	(17,445)	(4,359)	0	(4,359)
	E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(140,200)	(35,049)	0	(35,049)
	Total - Community Amenities				(700,052)	(175,008)	(105,851)	(69,157)
	Total - Infrastructure - Sewerage				(700,052)	(175,008)	(105,851)	(69,157)
Infrastructure - Parks & Gardens								
	Recreation And Culture							
	E113531	BCOUCAP	9256	BASKETBALL COURT (HALF SIZE)	(20,000)	(4,998)	0	(4,998)
	E113531	ELEBCAP	9256	ELECTRONIC SIGNAGE BOARD	(40,000)	(9,999)	0	(9,999)
	Total - Recreation And Culture				(60,000)	(14,997)	0	(14,997)
	Total - Infrastructure - Parks & Gardens				(60,000)	(14,997)	0	(14,997)
Grand Total					(9,027,010)	(1,594,671)	(468,019)	(1,126,652)

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

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2024	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>														
Kalkarni Residency (20%)	80	23,593	0	0	0	(5,655)	(11,469)	(11,469)	17,938	12,124	12,124	(113)	(1,356)	(1,356)
<b>Housing</b>														
Staff Housing (33%)	80	38,929	0	0	0	(9,331)	(18,924)	(18,924)	29,598	20,005	20,005	(187)	(2,238)	(2,238)
<b>Community amenities</b>														
Sewerage (14%)	80	16,515	0	0	0	(3,959)	(8,029)	(8,029)	12,557	8,486	8,486	(79)	(949)	(949)
Effluent Loan	83	0	600,000	600,000	600,000	0	(48,736)	(48,736)	600,000	551,264	551,264	0	(28,933)	(28,933)
<b>Recreation and culture</b>														
Sport & Recreation	81	284,694		0	0	0	(74,520)	(74,520)	284,694	210,174	210,174	1,016	(20,674)	(20,674)
<b>Other property and services</b>														
Grader (33%)	80	38,929	0	0	0	(9,331)	(18,925)	(18,925)	29,598	20,004	20,004	(187)	(2,238)	(2,238)
		402,661	600,000	600,000	600,000	(28,275)	(180,603)	(180,603)	974,386	822,058	822,058	451	(56,388)	(56,388)
<b>Self supporting loans</b>														
<b>General purpose funding</b>														
Country Club	82	114,485		0	0	0	(29,967)	(29,967)	114,485	84,518	84,518	2,527	(8,315)	(8,315)
		114,485	0	0	0	0	(29,967)	(29,967)	114,485	84,518	84,518	2,527	(8,315)	(8,315)
<b>Total</b>		517,147	600,000	600,000	600,000	(28,275)	(210,570)	(210,570)	1,088,871	906,577	906,577	2,978	(64,703)	(64,703)
Current borrowings		161,834							157,654					
Non-current borrowings		355,313							931,217					
		517,147							1,088,871					

All debenture repayments were financed by general purpose revenue.  
Self supporting loans are financed by repayments from third parties.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	600,000	600,000	WATC	Debenture	10	152,064	4.49	105,851	(600,000)	494,149
	600,000	600,000				152,064		105,851	(600,000)	494,149

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

KEY INFORMATION

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

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

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

FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Lease No.	1 July 2024	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Community amenities</b>														
Re-Use Water Dam	LE-03	19,037	0	0	0	0	(1,568)	(1,568)	19,037	17,469	17,469	0	(614)	(614)
<b>Total</b>		19,037	0	0	0	0	(1,568)	(1,568)	19,037	17,469	17,469	0	(614)	(614)
Current lease liabilities		1,568							1,568					
Non-current lease liabilities		17,469							17,469					
		<b>19,037</b>							<b>19,037</b>					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

**OPERATING ACTIVITIES  
NOTE 11  
RESERVE ACCOUNTS**

**Reserve accounts**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	115,326	3,087	0	97,000	0	(104,356)	0	111,057	115,326
Leave Reserve	152,717	4,088	0	0	0	0	0	156,805	152,717
Sewerage Scheme Reserve	518,155	13,869	0	19,625	0	(157,645)	0	394,004	518,155
Plant and Vehicle Reserve	616,660	16,506	0	625,000	0	(700,000)	0	558,166	616,660
Madison Square Units Reserve	33,945	909	0	297	0	0	0	35,151	33,945
Brookton Community Resource Centre F	231,318	6,191	0	0	0	(10,000)	0	227,509	231,318
Building and Facility Reserve	5,371,134	143,765	0	329,945	0	(1,006,452)	0	4,838,392	5,371,134
Infrastructure Reserve	563,091	15,072	0	0	0	(355,916)	0	222,247	563,091
Waste Reserve	733,151	19,624	0	30,596	0	0	0	783,371	733,151
Aged Housing Reserve	417,078	11,164	0	25,866	0	0	0	454,108	417,078
Innovations & Development Reserve	3,128,088	83,727	0	0	0	(2,042,700)	0	1,169,115	3,128,088
	11,880,665	318,002	0	1,128,329	0	(4,377,069)	0	8,949,927	11,880,665

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Sep 2024
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		5,511	0	6,750	(5,511)	6,750
- Capital grant/contribution liabilities		683,230	0	330,335	(147,200)	866,365
<b>Total other liabilities</b>		<b>688,741</b>	<b>0</b>	<b>337,085</b>	<b>(152,711)</b>	<b>873,115</b>
<b>Employee Related Provisions</b>						
Annual leave		152,915	0	0	0	152,915
Long service leave		167,392	0	0	0	167,392
Provision for long service leave oncosts - Current		12,851	0	0	0	12,851
Provision for annual leave oncosts - Current		20,599	0	0	0	20,599
<b>Total Employee Related Provisions</b>		<b>353,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353,756</b>
<b>Total other current assets</b>		<b>1,042,497</b>	<b>0</b>	<b>337,085</b>	<b>(152,711)</b>	<b>1,226,871</b>
Amounts shown above include GST (where applicable)						

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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

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

NOTE 13  
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue						
		Increase	Liability		Current	Adopted	Adopted	Amended			YTD	Forecast
	Liability	in	Reduction	Liability	Liability	Budget	YTD	Annual	Budget		Revenue	30 June
	1 July 2024	Liability	(As revenue)	30 Sep 2024	30 Sep 2024	Revenue	Budget	Budget	Variations	Expected	Actual	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
General purpose funding												
Grants Commission - General (WALGGC)	0	0	0	0	0	147,382	36,845	147,382	0	147,382	37,255	(73,282)
Grants Commission - Roads (WALGGC)	0	0	0	0	0	74,074	18,518	74,074	0	74,074	10,579	(44,977)
Grants Commission - Bridges (WALGGC)	0	0	0	0	0	374,000	93,500	374,000	0	374,000	93,500	(187,000)
Law, order, public safety					0						0	
DFES Grant - Fire Mitigation Activity Fund 23/24	5,511	0	(5,511)	0	0	5,511	1,377	5,511	0		5,511	1,377
DFES Grant - Fire Mitigation Activity Fund 24/25	0	0	0	0	0	366,150	91,536	366,150	0		0	(274,614)
DFES Grant - ESL operating Grant	0	0	0	0	0	84,464	21,116	84,464	0		16,964	(46,384)
All West Australians Reducing Emergencies (AWARE)	0	6,750	0	6,750	6,750	7,500	1,875	7,500	0		0	(5,625)
Recreation and culture												
Seniors Week Grant	0	0	0	0	0	0	0	0	0		5,000	5,000
Transport					0						0	
MRWA Direct Grant Funding	0	0	0	0	0	319,988	319,988	319,988	0		132,988	132,988
Economic services					0						0	
Seniors Week Event	0	0	0	0	0	1,000	0	1,000	0		0	(1,000)
Community Events & Programs Revenue	0	0	0	0	0	0	0	0	0		734	734
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	2,000	0		0	(2,000)
Australia Day Celebrations Revenue	0	0	0	0	0	5,000	0	5,000	0		0	(5,000)
Youth Week Event Revenue	0	0	0	0	0	2,000	0	2,000	0		0	(2,000)
Grant Revenue - Stay On Your Feet	0	0	0	0	0	4,376	1,092	4,376	0		4,376	1,092
Grant Revenue -Dpird Crc Development Grant	0	0	0	0	0	3,000	750	3,000	0		3,000	750
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	1,248	5,000	0		0	(3,752)
CRC Operating Grant Revenue	0	0	0	0	0	112,000	28,000	112,000	0		29,857	(54,143)
	5,511	6,750	(5,511)	6,750	6,750	1,513,445	615,845	1,513,445	0	595,456	339,764	(557,836)

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

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue						
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Sep 2024	Current Liability 30 Sep 2024	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD	Forecast
											Revenue Actual	30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies												
General purpose funding												
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	0	4,114	0	4,114	0	(4,114)
LRCI - Waterless Public Toilet Cemetery	0	0	0	0	0	36,751	0	36,751	0	36,751	0	(36,751)
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	0	0	0	0	52,954	0	52,954	0	52,954	0	(52,954)
LRCI 4 - Railway Station Building Refurbishment	241,680	13,770	0	255,450	255,450	170,522	42,630	170,522	0	170,522	0	(127,892)
LRCI 4 - Woods Loop Road	0	28,959	0	28,959	28,959	110,349	27,587	110,349	0	110,349	0	(82,762)
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	9,250	37,000	0	37,000	0	(27,750)
WBDC - Railway Station Building Refurbishment	0	20,000	0	20,000	20,000	40,000	9,999	40,000	0	40,000	0	(30,001)
Law, order, public safety		0									0	
DFES Capital Grant Income (West Brookton BFB Shed)	0	0	0	0	0	286,906	71,724	286,906	0	286,906	0	(215,182)
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	314,564	0	(106,389)	208,175	208,175	670,709	167,676	670,709	0	670,709	106,389	(396,644)
WSFN 1 - Dangin-Mears Road - Income - 2022/23	0	0	0	0	0	804,625	201,156	804,625	0	804,625	0	(603,469)
WSFN 2 - Dangin-Mears Road - Income - 2023/24	126,986	0	(5,290)	121,696	121,696	514,433	128,608	514,433	0	514,433	5,290	(380,535)
Davis Road - R2R Income	0	109,563	(32,671)	76,892	76,892	109,563	27,390	109,563	0	109,563	32,671	(49,502)
Mattingly Road - R2R Income	0	0	0	0	0	109,563	27,390	109,563	0	109,563	0	(82,173)
South Kweda Road - R2R Income	0	0	0	0	0	60,024	15,006	60,024	0	60,024	0	(45,018)
Mattingly Road Culvert - R2R Income	0	0	0	0	0	105,635	26,408	105,635	0	105,635	0	(79,227)
York Williams Road Rrg	0	158,043	(2,850)	155,193	155,193	395,108	98,775	395,108	0	395,108	2,850	(293,483)
TOTALS	683,230	330,335	(147,200)	866,365	866,365	3,508,256	853,599	3,508,256	0	3,508,256	147,200	(2,507,457)

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

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

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

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Sep 2024
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	2,080	350	0	2,430
Facility Hire Bonds	6,830	2,000	(1,250)	7,580
Gym Bonds	6,570	420	(280)	6,710
<b>Sub-Total</b>	<b>15,480</b>	<b>2,770</b>	<b>(1,530)</b>	<b>16,720</b>
	<b>15,480</b>	<b>2,770</b>	<b>(1,530)</b>	<b>16,720</b>

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

NOTE 16  
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption			\$	\$	\$	\$
				0	0	0	0

KEY INFORMATION

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

**NOTE 17  
EXPLANATION OF MATERIAL VARIANCES**

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

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
<b>Revenue from operating activities</b>						
Grants, subsidies and contributions	(276,081)	(44.83%)	▼		Main Roads Special Project funding 2024/25 - Yeo Road Bridge #3143 & DFES Grant Funding - DFES Bushfire Mitigation Works 24/25 not yet received	
<b>Expenditure from operating activities</b>						
Employee costs	75,727	10.71%	▲	Budget allows for overtime which will be utilised when road program begins		
Materials and contracts	742,665	69.22%	▲	Minium spending in early 24. Budget profiling is the reason for the variance. Will correct as work & road program commences		
Utility charges	34,250	51.23%	▲	Budget profiling is the reason for this variance. Will self correct over the coming months		
Depreciation	574,209	100.00%	▲	Depreciation is not run for FY 24/25 until after the 23/24 Annual Report is complete		
Other expenditure	14,149	39.92%	▲	No utilisation of Spetic Tank Incentive program 24/25 or Community Chest Funds		
Loss on disposal of assets	14,784	100.00%	▲	No disposals YTD		
Non-cash amounts excluded from operating activities	(586,239)	(100.00%)	▼		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation not being run YTD	
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(706,399)	(82.76%)	▼		Due to Accounting Standard AASB1058 recognition of revenue	
Proceeds from disposal of assets	(64,998)	(100.00%)	▼		No disposals YTD	
Payments for inventories, property, plant and equipment and infrastructure	1,126,652	70.65%	▲	The variance relates to Capital projects which have not yet commenced in FY24/25. Infrastructure - Memorial Hall - Stage 2 , Basketball Court (Half Size), Sewerage Works, Rural Road & Bridge works		
<b>Financing activities</b>						
Repayment of borrowings	12,580	30.79%	▲	Repayment of Loan 83 budgeted September 24 not due until March 25		

## 15.10.24 GOVERNANCE REPORTS

### 15.10.24.01 ADOPTION OF ORDINARY COUNCIL MEETING DATES FOR 2025

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Sandie Spencer – Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer have an operational interest in this item.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is to consider dates on which Ordinary Council Meetings will be held in 2025.

#### Description of Proposal:

All nominated meeting dates fall on the 3<sup>rd</sup> Thursday of the month with the exception that no Ordinary Meeting of Council to be held in January 2025.

- January 2025 – No meeting scheduled
- Thursday 20th February 2025
- Thursday 20th March 2025
- Thursday 17th April 2025
- Thursday 15th May 2025
- Thursday 19th June 2025
- Thursday 21st August 2025
- Thursday 18th September 2025
- Thursday 16th October 2025
- Thursday 20th November 2025
- Thursday 18th December 2025

#### Background:

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

#### Consultation:

The Shire administration will provide public notice of the Council Meeting dates after adoption by Council.

#### Statutory Environment:

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

*At least once a year a local government is to give local public notice of the dates on which and the time and place at which -*  
(a) *The ordinary council meetings;*

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

**Relevant Plans and Policy:**

The dates listed in the Summary and again in the Officer Recommendation accord with Council Policy 1.2:

*Policy 1.2 Meetings – Scheduled Dates*

*The Ordinary meeting of Council shall be held at 6.00 pm on the third Thursday of each month unless otherwise determined by Council.*

*Special Council Meetings will be scheduled as decided by the Shire President or Council. Standing Committee Meetings are to be scheduled on an as required basis.*

**Financial Implications:** Nil

**Risk Assessment:** Nil

**Community & Strategic Objectives:**

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

**Comment**

The proposed meeting dates align with Council Policy 1.2 Meeting – Schedule Dates, with the Ordinary Meetings being held on the third Thursday of each month, at 6.00pm. No Ordinary Meeting of Council to be held in January 2025.

**OFFICER'S RECOMMENDATION**

***That Council, in accordance with Regulation 12(1) of the Local Government (Administrative) Regulations 1996, adopts the following Ordinary Council Meeting dates for 2025:***

- ***Thursday 20<sup>th</sup> February 2025***
- ***Thursday 20<sup>th</sup> March 2025***
- ***Thursday 17<sup>th</sup> April 2025***
- ***Thursday 15<sup>th</sup> May 2025***
- ***Thursday 19<sup>th</sup> June 2025***
- ***Thursday 21<sup>st</sup> August 2025***
- ***Thursday 18<sup>th</sup> September 2025***
- ***Thursday 16<sup>th</sup> October 2025***
- ***Thursday 20<sup>th</sup> November 2025***
- ***Thursday 18<sup>th</sup> December 2025***

*(Simple majority vote required)*

## 15.10.24.02 LOCAL GOVERNMENT ELECTIONS – REVIEW OF WALGA ADVOCACY POSITIONS

<b>File No:</b>	REL033
<b>Date of Meeting:</b>	17 October 2024
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Report:

Council is to consider formally providing WALGA with Council's position on local government electoral matters, including voting methods, participation, and the election of Mayors and Presidents.

### Description of Proposal:

WALGA is requesting Councils consider the current and alternative Elections Advocacy Positions and provide a response back to WALGA for the December 2024 State Council meeting.

The current WALGA Position Statement is support for:

1. Four year terms with a two year spill;
2. Greater participation in Local Government elections;
3. The option to hold elections through:
  - Online voting;
  - Postal voting; and
  - In-person voting.
4. Voting at Local Government elections to be voluntary; and
5. The first past the post method of counting votes.

WALGA is specifically seeking responses on the following

- Participation – Voluntary or Mandatory voting
- Terms of Office – 4-year terms with a 2 year spill or All In All out
- Public Election Voting methods – First Past the Post or Optional Preferential Voting
- Internal Election Voting methods
- Voting accessibility – Electronic, Postal, In-person voting
- Method of Electing the Mayor/President

They are also requesting that the Council position is formally made at a Meeting of Council.

### 1. Participation – Voluntary or Mandatory voting

Higher levels of participating in voting for Council would be great, but imposing mandatory voting is likely to have negative feedback for Councils as being responsible for fining electors for non-participation.

Options:

1. The sector continues to support voluntary voting at Local Government elections.

OR

2. The sector supports compulsory voting at Local Governments elections.

## **2. Terms of Office – 4-year terms with a 2 year spill or All In All out**

4-year terms with a 2 year spill allow is least likely to result in Council having elected Councillors with no experience. It also allows

- electors to provide feedback/input every two years. Four year terms for all is too long.
- Councillors wishing to exit the position mid-term to do so at a regular election;

Two year terms for all Councillors provides uncertainty for sitting Councillors and increases the likelihood of Councillors making electorally favourable decisions. State Government has 4 years and federal government 3 years.

Options:

1. The sector continues to support four-year terms with a two year spill;  
OR
2. The sector supports four-year terms on an all in/all out basis.

## **3. Public Election Voting methods – First Past the Post (FPTP) or Optional Preferential Voting (OPV);**

OPV in its application to the Shire of Brookton is similar system to the voting for the Senate and upper house of WA parliament. This is the best way to elect representatives from large electorates where there are many candidates and party affiliations.

In this system the candidates are seeking to receive a quota of votes a quota is calculated by:

$$\left( \frac{\text{Number of formal votes}}{(\text{Number of MLCs to be elected} + 1)} \right) + 1 = \text{Quota}$$

Where a candidate has more votes than this quota, their excess votes will be distributed at a reduced value according to their voter preferences, if any. Likewise, if no candidate has met the quota, the lowest placed candidate is eliminated and their voter preferences are then given to the next most preferred candidate, if any.

The OPV system in electing Mayors in city Councils or in wards where there is a single candidate is a similar system to lower house voting in State and Federal parliament.

In this system a candidate needs the support of a majority of voters to be elected. If no candidate has a majority of the first preferences, the lowest placed candidate would be eliminated and their preferences would be distributed to the voter's next most preferred candidate.

For larger Council's OPV is the preferred system. In Councils similar to the Shire of Brookton, with a small number of electors, a single entire District Ward, a small number of candidates and no party affiliations, the OPV system provides results very similar to the FPTP system. However FPTP is very simple and easy for all to understand. OPV is not. The complexity of OPV requires specific software to count votes, WAEC staff take a long time to count votes and the community doesn't understand the system.

Options:

1. The sector supports First Past the Post (FPTP) as the preferred voting method for general elections.  
OR
2. The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.

#### **4. Internal Election Voting methods:**

Election of Shire President and Deputy President by Councils is required to be the same system as election of Councillors. This currently is the OPV method.

Because these elections are for a single candidate the system is similar system to lower house voting in State and Federal parliament.

FPTP voting is the simplest and easiest method. The only advantage of OPV is that the system allows for the consideration of preferences and the successful candidate to achieve a majority. This can be a good thing in a three pointed contest.

Options:

1. The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.  
OR
2. The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.

#### **5. Voting accessibility – Electronic, Postal, In-person voting;**

Currently Postal voting can only be completed by the WAEC. This is the best available method of voting.

In Person voting is the cheapest system, but local government staff are not generally wishing to put themselves in the position of deciding elections, particularly in political local governments.

Electronic voting would be good if technically reliable. Currently there are no methods for ensuring

Options:

The sector supports the option to hold general elections through:

1. Electronic voting; and/or
2. Postal voting; and/or
3. In-Person voting.

#### **6. Method of Electing the Mayor/President.**

The current legislation has band 1 and 2 local governments directly electing the Mayor or President with regulations preventing a change in this method. Previously all local governments could decide by absolute majority the method for electing their Mayor or President

Electing the Mayor or President by popular vote can pose issues for local governments where there are political differences between Council and the elected Mayor/President. The political differences become the focus of all. Where Council elect the Mayor/President, the Council is electing their leader and the successful candidate has the support of the majority of the Councillors.

Options:

The sector supports:

1. The sector supports as per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.  
OR
2. The sector supports a return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President;  
OR
3. The sector supports applying current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.

### **Background:**

The Local Government Amendment Act 2023 introduced several reforms, effective before the 2023 Local Government elections. These reforms included:

- Optional Preferential Voting (OPV);
- Extended election periods due to postal service delays;
- New candidate information publication rules;
- Provisions for backfilling extraordinary vacancies;
- public election of Mayors or Presidents for larger Local Governments;
- abolishing wards for smaller Local Governments; and
- alignment of council sizes with population sizes.

Following the 2023 elections, WALGA conducted an analysis of five election cycles, focusing on postal elections run by the WA Electoral Commission (WAEC). The report highlighted rising costs and a reduction in service quality. In response, WALGA has requested Council's review and provide feedback on its current advocacy positions to guide its State Council deliberations.

### **Consultation:**

WALGA is conducting comprehensive consultations with its Zones and member Councils, leading to the development of the proposed revisions to their Election Advocacy Positions. Councils are encouraged to consider these positions and provide formal feedback.

### **Statutory Environment:**

The Local Government Act 1995 and Local Government Amendment Act 2023 governs the conduct of local government elections, including the introduction of OPV, changes to election periods, and other provisions that affect local electoral processes. WALGA's advocacy positions aim to influence future legislative amendments that could affect these statutory requirements.

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

The review and feedback on WALGA's advocacy positions may influence future policy directions concerning election processes in local governments, including voting methods,

terms of office, and the method of electing Mayors or Presidents.

### Financial Implications:

There are no immediate financial implications for the Council resulting from this review. However, changes to WALGA's advocacy positions, particularly regarding postal and electronic voting methods, may affect future election costs.

### Risk Assessment:

There are insignificant consequences from Council's consideration of a local government policy position with rare likelihood occurrence.

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 Council's feedback on WALGA's advocacy positions will contribute to broader strategic discussions on enhancing participation, efficiency, and transparency in local government elections. This aligns with the Council's commitment to ensuring democratic processes are accessible, cost-effective, and representative of the community's needs.

**Comment:** Nil

## **OFFICER'S RECOMMENDATION**

***That Council recommends that WALGA adopt the following Local Government Election Advocacy Positions:***

- 1. PARTICIPATION – The sector continues to support voluntary voting at Local Government elections;***
- 2. TERMS OF OFFICE - The sector continues to support four-year terms with a two year spill;***
- 4. VOTING METHODS - The sector supports First Past the Post (FPTP) as the preferred voting method for general elections.***
- 3. INTERNAL ELECTIONS - The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.***
- 5. VOTING ACCESSIBILITY - Electronic voting or postal voting or In-Person voting.***
- 6. METHOLD OF ELECTION OF MAYOR - The sector supports as per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.***

(Simple majority vote required)

<b>16.10.24</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil.

<b>17.10.24</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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Nil at this time.

<b>18.10.24</b>	<b>CONFIDENTIAL REPORTS</b>
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<b>18.10.24.01</b>	<b>DISPOSAL OF PROPERTY – LOT 50 CORBERDING ROAD</b>
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<b>19.10.24</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on Thursday 21<sup>st</sup> November 2024 commencing at 6.00 pm.