



ORDINARY MEETING OF COUNCIL

AGENDA

18 APRIL 2024



NOTICE OF MEETING

18 April 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 18th April 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.

A handwritten signature in blue ink, appearing to read 'G Sherry', is located above the printed name of the Chief Executive Officer.

Gary Sherry
CHIEF EXECUTIVE OFFICER
12 April 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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1.04.24 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.

2.04.24 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil at this time.

Leave of Absence

Nil.

Members of the Public

Nil at this time.

3.04.24 USE OF COMMON SEAL – FEBRUARY

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

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
HOU030	Agreement – Supply of Water Happy Valley to Brookton District High School.	25 March 2024

4.04.24 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
Nil			

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
A351	P2024/002	80 Jose Street Brookton	Construction of Hay Shed	05/04/2024
A507	P2024/003	35 White Street	Construction of New Outbuilding	05/04/2024

5.04.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.04.24 PUBLIC QUESTION TIME

Nil at this time.

7.04.24 APPLICATIONS FOR LEAVE OF ABSENCE

Nil at this time.

8.04.24 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil at this time.

9.04.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.04.24.01 ORDINARY MEETING OF COUNCIL – 21 MARCH 2024

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 21st March 2024, be confirmed as a true and correct record of the proceedings.

9.04.24.02 ANNUAL ELECTORS MEETING – 21 MARCH 2024

That the minutes of the Annual Electors meeting held in Memorial Hall, on 21st March 2024, be confirmed as a true and correct record of the proceedings.

9.04.24.03 BUSHFIRE ADVISORY COMMITTEE MEETING – 26 MARCH 2024

That the minutes of the Bushfire Advisory Committee Meeting held in the Shire of Brookton Council Chambers, on 26th March 2024, be received by Council.

10.04.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time.

11.04.24 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.

12.04.24 TECHNICAL & DEVELOPMENT SERVICES REPORTS

Nil.

13.04.24 COMMUNITY SERVICES REPORTS**13.04.24.01 COMMUNITY CHEST FUNDING APPLICATION – BROOKTON WOMEN’S HOCKEY CLUB**

File No:	COM018
Date of Meeting:	18 April 2024
Location/Address:	PO Box 185, Brookton
Name of Applicant:	Brookton Women’s Hockey Club
Name of Owner:	Brookton Women’s Hockey Club
Author/s:	Kylie Freeman - Coordinator
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer have no interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the Brookton Women’s Hockey Club’s Community Chest Fund application for a grant of \$294.50 to purchase a goalie helmet.

Description of Proposal:

The application made by Brookton Women’s Hockey Club for the Community Chest Funding meets the criteria of Council Policy 2.34 – Annual Grant – Section – Equipment Purchase Grants.

The Brookton Women’s Hockey Club’s Community Chest Fund Application form is included at Attachment 13.04.24.01A.

Background:

The Brookton Women’s Hockey Club needs to purchase a new goalie helmet as the current helmet is damaged, over ten years in age and in need of replacement. The goalie helmet is an essential protective item.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

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

Equipment Purchase Grant	Maximum \$1,000.00 cash support per financial year.	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Can be used for the purchase of equipment, uniforms etc. • Applications must demonstrate the benefit of the equipment purchase to the wider community. • Equipment purchased must remain the property of the organization and not be for the exclusive use of any individual. • Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support. • Applications can be made at any time throughout the year.
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Financial Implications:

The Community Chest was set at \$20,000 per financial year for the support of equipment purchase grant. To date \$4,800.00 has been expended.

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
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

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

Community & Strategic Objectives:

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

Comment

The application adequately addresses the stated criteria under Council Policy 2.34 – Community Funding and Donations and it is recommended Council endorse the grant of \$294.50 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council approve the Brookton Women's Hockey Club's application to the Shire of Brookton Community Chest Fund, included at Attachment 13.04.24.01A, to purchase a goalie helmet for \$294.50 (GST Inclusive).

(Simple majority vote required)

Attachments

Attachment 13.04.24.01A – Community Chest Application Brookton Women's Hockey Club



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to:

mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton Women's Hockey Club

CONTACT PERSON: Holly Bassett

POSITION: President

POSTAL ADDRESS: PO Box 186, Brookton WA 6306

PHONE: [Click or tap here to enter text.](#) **MOBILE:** 0407 195 330

EMAIL: brooktonwhc@gmail.com

ORGANISATION'S ABN: 51 580 675 171

REGISTERED FOR GST? YES NO

IS YOUR ORGANISATION INCORPORATED? YES NO

NAME OF PROJECT OR EVENT: Equipment Purchase

ESTIMATED START DATE: April 2024

ESTIMATED COMPLETION DATE: May 2024

REQUESTED COMMUNITY CHEST FUNDS: \$294.50

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

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

Equipment Purchase: Goalie Helmet.

The Brookton Women's Hockey team is requiring a new goalie helmet. It is an essential protective item, that will be shared among many players this year, as the team rotates players through the goalie position. The current goalie helmet has been damaged and over 10 years old and in need of replacement.

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

Equipment purchase: Goalie Helmet \$589.00

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

Protective equipment for local sporting team. Brookton Hockey has been a long running sporting club and many community members are and have been players and held roles in the Committee over the years. The committee and members are proactive in fundraising for the club, in order to keep hockey accessible and affordable for all - juniors through to seniors.

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

10. All age wellbeing - 10.1 Sport and Recreation action program. Encouragement of sport and club participation in the Brookton community to build a community's health and wellbeing - physically, mentally, and socially.

8. Volunteer engagement - 8.1 Volunteer support project. Support sporting club committees that are active in fundraising for their clubs to: develop skills in juniors and seniors, increase memberships in their clubs and playing numbers, and increase access to, and improvement of, sporting facilities.

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

Sporting club notes in the Brookton Telegraph and posting on the Brookton Hockey Facebook page.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

- Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.

G:/Master Documents/Forms/Finance/Community Chest Fund.docx

- Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- Verbal announcements at the project/event.
- Other.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	294.50	Materials	589.00
Sponsorship	Click or tap here to enter text.	Labour	Click or tap here to enter text.
Donations in cash	Click or tap here to enter text.	Hire of Equipment	Click or tap here to enter text.
Other grants	Click or tap here to enter text.	Office/Administration	Click or tap here to enter text.
Catering Sales	Click or tap here to enter text.	Venue hire	Click or tap here to enter text.
Fees and Charges e.g. stalls	Click or tap here to enter text.	Advertising	Click or tap here to enter text.
Gate/Door entry fees	Click or tap here to enter text.	Catering Costs	Click or tap here to enter text.
		Entertainment	Click or tap here to enter text.
Other Income (Please List)	Click or tap here to enter text.	Other Expenditure (Please List)	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in cash*	294.50	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL INCOME	589.00	TOTAL EXPENDITURE	589.00

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

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

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? YES NO

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

[Click or tap here to enter text.](#)

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

[Click or tap here to enter text.](#)

9. FUNDING CONDITIONS:


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

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

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

PRINT NAME: Holly Bassett

POSITION: President

SIGNATURE: 



[Type text here](#)

DATE: 08/04/2024

FREE SHIPPING ON ALL AUSTRALIAN DOMESTIC ORDERS OVER \$250* EXCL GOALIE GEAR, BALLS & BULKY ITEMS.

(08) 6162 3758 sales@hockeyinternational.com.au

HOCKEY
INTERNATIONAL

Account  

MENU



15% OFF

OBO CARBON HELMET

SALE \$589.00 ~~\$695.00~~

or \$196.33/mth for 3 months interest free. Fees apply.  

SIZE

QUANTITY

XL

-

1

+

ADD TO CART

 1

Carbon Helmet. Lighter version of the FG helmet. Strongest and highest protection in the OBO range. Peace of mind.

Share



14.04.24 CORPORATE SERVICES REPORTS

14.04.24.01 LIST OF PAYMENTS – MARCH 2024

File No:	N/A
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kathy Muller – Finance Administration Officer - Creditors
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	21 March 2024

Summary of Item:

Council is to consider receiving the list of payments for the month of March 2024 required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal:

Accounts paid under Delegation 1.1, Power to Make Payments, are included at within Attachment 10.04.24.01A.

A detailed transaction listing of credit card expenditure paid for the month ended 31 March 2024 is included at Attachment 10.04.24.01B .

A detailed transaction listing of fuel purchasing card expenditure paid within the month ended 31 March 2024 is included at Attachment 10.04.24.01C.

Background:

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

Consultation:

There has been no consultation on this matter.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

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

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

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

(2) *A list of accounts for approval to be paid is to be prepared each month showing —*

- (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*

- (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

13A. Payments by employees via purchasing cards

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

Local Government (Administration) Regulations 1996

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

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

Relevant Plans and Policy:

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

Financial Implications:

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

Risk Assessment:

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

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

Risk Rating	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:

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

OFFICER’S RECOMMENDATION

That Council receive:

1. *the list of accounts, totalling \$449,521.42, paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of March 2024, as contained within Attachment 10.04.24.01A; and*
2. *the list of credit card transactions, totalling \$387.72, paid in March 2024, as contained within Attachment 10.04.24.01B; and*
3. *the list of fuel card transactions, totalling \$1,056.17 paid in March 2024, as contained within Attachment 10.04.24.01C.*

(Simple majority vote required)

Attachments

Attachment 14.04.24.01A – List of Payments for March 2024.

Attachment 14.04.24.01B– List of Credit Card Transactions for March 2024.

Attachment 14.04.24.01C– List of fuel Card Transactions for March 2024.

List of Payments for March 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15427	08/03/2024	3E ADVANTAGE PTY LTD	MONTHLY CHARGES - PHOTOCOPIER AND PRINTING COSTS FOR ADMINISTRATION OFFICE AND CRC - FEBRUARY 2024	\$3,452.28
EFT15428	08/03/2024	BEDFORD ARMS HOTEL	SUPPLY AND DELIVER 6 X STAFF MEALS, 4 X COUNCILLOR MEALS FOR CBF MEETING 01/02/2024	\$262.00
EFT15429	08/03/2024	BOC GASES	MONTHLY CHARGES - RENTAL FOR 3 X CYLINDERS - DEPOT GASES OXYGEN, ACETYLENE, ARGOSHIELD AND 3 X MEDICAL OXYGEN CYLINDERS - FEBRUARY 2024	\$52.62
EFT15430	08/03/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PROVIDE MEDICAL SERVICE FOR STAFF MEMBER - 27.02.2024 AND 05.03.2024	\$100.00
EFT15431	08/03/2024	BROOKTON 24/7 TOWING	SUPPLY 2 X NEW BATTERIES FOR FIRE TENDER PF9, MITSUBISHI TRITON PAV 3 - TEST A/C SYSTEM FOR LEAKS THEN REGAS AND LEAK SEAL, FIRE TENDER PF9 - REMOVE OLD AVL TRACKER, REPLACE AND RE-PROGRAM NEW TRACKER, TRITON UTE PU35 - FULL SERVICE AND SAFETY INSPECTION, TIP TRUCK PT12 - TRAVEL TO MIDLAND AND REMOVE AERIAL FROM TRUCK BEFORE AUCTION, CUB CADET MOWER PM9 - FULL SERVICE AND INSPECTION, INVESTIGATE FLASHING LUBE LIGHT	\$2,115.30

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15432	08/03/2024	BROOKTON PLUMBING	BROOKTON HWY NEAR BUTCHER - REPLACE 10M OF COPPER PIPE THAT CORRODED WITH NEW POLY PIPING BACK FILL AND TEST, U3 MADISON SQUARE UNITS - REPAIR 25MM MAIN WATER PIPE THAT WAS DAMAGED, UNIT 2 / 33 WHITTINGTON STREET - SUPPLY AND INSTALL NEW FILTER CARTRIDGE, U3 MADISON SQUARE UNITS - INVESTIGATE BLOCKAGES AT MADISON SQUARE COMMUNITY UNITS - CLEAR BLOCKAGE AT TANK INLET, WB EVA PAVILION - CLEAR BLOCK TOILET PAN IN VISITORS TOILETS AT PAVILION	\$3,599.20
EFT15433	08/03/2024	BROOKTON TYRE SERVICE	GRADER PG8 - SUPPLY AND FIT NEW GRADER TYRE 14.00-24, INCLUDES DISPOSAL OF OLD TYRE, HINO TRUCK PT14 - SUPPLY AND FIT NEW TYRE, DISPOSE OF OLD TYRE	\$3,282.95
EFT15434	08/03/2024	C & B SOUTHERN RUN TRANSPORT	DELIVERY OF LARGE AND BULKY ITEMS ORDERED FROM ERGOLINK - DELIVERED ON 26.01.2024	\$289.85
EFT15435	08/03/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15436	08/03/2024	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	MITSUBISHI TRITON PAV 3 - SUPPLY AND FIT NEW FRONT WINDSCREEN	\$841.50
EFT15437	08/03/2024	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	SUPPLY TOOLS FOR BMO INCLUDING HAMMER DRILL AND BATTERIES, IMPACT POWER BIT, JOBBER SET AND MASONRY BITS	\$2,368.16
EFT15438	08/03/2024	DFES	3RD QTR. CONTRIBUTION TO EMERGENCY SERVICES LEVY - 01.01.2024 - 31.03.2024	\$22,414.64
EFT15439	08/03/2024	FLEET FITNESS	GENERAL SCHEDULED SERVICE OF ALL EQUIPMENT - COMMUNITY GYM 20/02/2024	\$704.00
EFT15440	08/03/2024	FUEL DISTRIBUTORS OF WA	SUPPLY AND DELIVER 7000L OF DIESEL TO SHIRE DEPOT BULK FUEL TANK - 08.02.2024	\$13,137.60

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15441	08/03/2024	FUELCO AUSTRALIA PTY LTD	SUPPLY AND DELIVER NEW EVERLINK RFID TAG X 5 FOR BULK FUEL BOWSER/TANK AT DEPOT	\$124.99
EFT15442	08/03/2024	GARY SHERRY	STAFF REIMBURSEMENT OF ELECTRICITY USAGE FEE 50% AS PER EMPLOYMENT CONTRACT - 22.09.2023 - 21.11.2023	\$120.23
EFT15443	08/03/2024	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - KERBSIDE DOMESTIC RUBBISH COLLECTION X 5 WEEKS, KERBSIDE RECYCLING COLLECTION X 2 WEEKS, 27 X LABOUR HRS FOR BROOKTON TIP, 3 X MACHINE HRS FOR BROOKTON TIP, COLLECTION OF 7 X BINS OF RUBBISH AND 14 X BINS OF CARDBOARD - FEBRUARY 2024	\$17,442.15
EFT15444	08/03/2024	INTEGRATED ICT	MONTHLY CHARGES - TELEPHONY SERVICE AND EQUIPMENT FEE, NBN CONNECTION FOR CRC AND ADMINISTRATION OFFICE, NBN PHONE LINK SERVICE - FEBRUARY 2024	\$783.29
EFT15445	08/03/2024	INTERFIRE AGENCIES (AUST) PTY LTD	SUPPLY AND DELIVER 1 X HARD HAT, 2 X VEST FOR FIRST AID OFFICER AND FIRE WARDEN OF ADMINISTRATION OFFICE, SUPPLY AND DELIVER PPE, 3 X HARD HATS AND FILTER CARTRIDGE	\$230.97
EFT15446	08/03/2024	KEVIN D'ALTON	STAFF REIMBURSEMENT OF MEALS REQUIRED WHILST ATTENDING TRAINING AT PERTH 2 X NIGHTS 19.02.2024, 20.02.2024	\$84.10
EFT15447	08/03/2024	LANDGATE (DOLA)	PROVIDE GROSS RENTAL VALUATION SCHEDULE NO: G2023/05 AND G2024/01	\$148.30
EFT15448	08/03/2024	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15449	08/03/2024	MCINTOSH & SON	SUPPLY AND DELIVER NEW SEAT FOR BACKHOE PBH4	\$4,426.33
EFT15450	08/03/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING - 2024 WALGA FBT WORKSHOP SFO C. COOKE - 22.02.2024	\$990.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15451	08/03/2024	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER FOR ADMINISTRATION OFFICE - ITEM INCLUDE MOUSE, NOTEBOOKS, LEVER ARCH FOLDERS, PENS, RULER, USB, DIVIDERS AND TAPE	\$364.55
EFT15452	08/03/2024	RESONLINE	MONTHLY CHARGES - ROOM MANGER ONLINE BOOKING SYSTEM - FEBRUARY 2024	\$242.00
EFT15453	08/03/2024	ROBERT TANNER	STAFF REIMBURSEMENT OF RELOCATION COSTS - HIRE OF TRUCK FOR 2 X DAYS AND FUEL FOR TRUCK, STAFF REIMBURSEMENT OF PRE- EMPLOYMENT POLICE CLEARANCE AND MEDICAL	\$805.80
EFT15454	08/03/2024	RURAL TRAFFIC SERVICES PTY LTD	DAGIN-MEARS ROAD - SUPPLY 2 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS FOR 30.25HRS OVER 4 DAYS AND HIRE OF TRAFFIC LIGHTS FOR 4 X DAYS - 13.02.2024 - 17.02.2024, DAGIN-MEARS ROAD - SUPPLY 1 X TRAFFIC CONTROLLER WITH VEHICLE AND SIGNS FOR 19.5 HRS OVER 3 DAYS - 19.02.2024 - 21.02.2024	\$9,037.60
EFT15455	08/03/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$50.00
EFT15456	08/03/2024	STUMPY'S GATEWAY ROADHOUSE	FUEL PURCHASES FOR BMO M. BACHYNSKY FOR THE MONTH OF JANUARY, MONTHLY FUEL PURCHASES - WORKS DEPARTMENT AND PARKS AND GARDENS DEPARTMENT - FOR SMALL EQUIPMENT	\$209.92
EFT15457	08/03/2024	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICE PROVIDED 6 HRS OVER 2 DAYS 12.02.2024 & 20.02.2024	\$627.00
EFT15458	08/03/2024	WA LOCAL GOVERNMENT ASSN	COUNCILLOR TRAINING - CEO PERFORMANCE REVIEW COURSE DELIVERED AT THE SHIRE OF BROOKTON - PART OF COST TO BE ON CHARGED TO OTHER COUNCILS - 19.02.2024	\$6,008.64
EFT15459	08/03/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	MONTHLY CHARGES - STORAGE OF ARCHIVE BOXES IN OFFSITE LOCATION - FEBRUARY 2024	\$52.16

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15460	15/03/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	GRADER PG9 - SUPPLY PARTS FOR GRADER INCLUDING PIPE ELBOW, CAP SCREW X 4, ADAPTER FITTING AND CLAMPS X4, GRADER PG9 - SUPPLY 2 X WET CHARGED BATTERY	\$2,207.55
EFT15461	15/03/2024	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES - ADMINISTRATION AND CRC - ITEMS INCLUDE A4 AND A3 PAPER, DYMO LABELS, PHOTO PAPER, LOGS BOOKS, CASH RECEIPT BOOK, TAPE DISPENSER, GIFT CARD - FEBRUARY	\$544.09
EFT15462	15/03/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	STAFF PRE-EMPLOYMENT MEDICAL - T. FULVIO - 11.03.2024	\$150.00
EFT15463	15/03/2024	BROOKTON PHARMACY	SUPPLY VINYL GLOVES 100PK X 1	\$39.95
EFT15464	15/03/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS	UNDERTAKE URGENT UV RELINING OF PIPES UNDER WHITTINGTON STREET, IN SECTION BEHIND BROOKTON HOTEL - FEBRUARY 2024	\$34,155.00
EFT15465	15/03/2024	CORSIGN WA PTY LTD	SUPPLY 1 X NAME PLATE FOR SIMMONS RD	\$429.00
EFT15466	15/03/2024	EDGE PLANNING & PROPERTY	MONTHLY CHARGES - TOWN PLANNING SERVICES PROVIDED 11.75 HRS FOR THE MONTH OF FEBRUARY	\$1,803.03
EFT15467	15/03/2024	FUEL DISTRIBUTORS OF WA	SUPPLY AND DELIVER 7000L OF DIESEL FUEL TO SHIRE DEPOT BULK FUEL TANK - 05.03.2024	\$13,047.44
EFT15468	15/03/2024	GARY SHERRY	STAFF REIMBURSEMENT OF 50% ELECTRICITY USAGE FEES AS PER EMPLOYMENT CONTRACT - 22.11.2023 - 23.01.2024	\$82.91
EFT15469	15/03/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL PURCHASES - CEO, MCC, MIW, CESM - FEBRUARY 2024	\$1,056.17

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15470	15/03/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER - ROBINSON ROAD PUBLIC TOILETS, ADMINISTRATION OFFICE, MEMORIAL HALL, WB EVA PAVILION, CARAVAN PARK - ITEMS INCLUDE - FLOOR CLEANER, DISINFECTANT, TOILET PAPER, SPRAY BOTTLES, GLOVES AND PAPER TOWELS - FEBRUARY 2024	\$986.49
EFT15471	15/03/2024	INTERFIRE AGENCIES (AUST) PTY LTD	SUPPLY CLOTHING AND PPE FOR VOLUNTEER FIRE OFFICERS - ITEMS INCLUDE WILDLAND FIRE BOOTS X 5, SUPPLY SAFETY VEST X 2 FOR ADMINISTRATION FIRE WARDEN AND DEPUTY FIRE WARDEN	\$1,420.43
EFT15472	15/03/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - INDUCTION TO LOCAL GOVERNMENT WORKSHOP - ARO S. FISHER, TRAINEE B. MCIVOR - 25.03.2024	\$900.00
EFT15473	15/03/2024	ONE DEGREE ADVISORY	PROVIDE COUNCILLOR CHARTER PROGRAM - 1ST PART PAYMENT 45% OF TOTAL- MARCH 2024	\$2,757.89
EFT15474	15/03/2024	SPORTSPOWER NARROGIN	SUPPLY TABLE TENNIS EQUIPMENT INCLUDING 100 X BALLS, 4 X PADDLE, AND POST SET - FOR TABLE TENNIS TABEL AT AQUATIC CENTRE	\$169.98
EFT15475	15/03/2024	STATEWIDE TURF SERVICES	PROVIDE TOWN OVAL MAINTENANCE INCLUDING GROOMING OF OVAL, AERATION AND FERTILIZING - 29/02/2024	\$12,500.40
EFT15476	15/03/2024	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE FEE 89 ROBINSON ROAD (CRC) - 10.01.2024-08.03.2024	\$63.72
EFT15477	22/03/2024	ANDROIT INFORMATION MANAGEMENT	PROVIDE ASSISTANCE WITH RECORD MANAGEMENT, ARCHIVE WORK X 18HRS - IN FEBRUARY AND MARCH	\$2,079.00
EFT15478	22/03/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	MONTHLY CHARGES - RENT PAYMENT FOR CRC OFFICE SPACE - MARCH 2024	\$991.10
EFT15479	22/03/2024	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND	PAYMENT OF CTF LEVY - 1 X LEVY COLLECTED FOR DECEMBER 2023	\$327.75

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15480	22/03/2024	BUILDING & ENERGY	BSL PAYMENT FOR THE MONTH OF JANUARY - 2 X LEVY'S COLLECTED, BSL PAYMENT FOR THE MONTH OF FEBRUARY - 1 X LEVY COLLECTED	\$231.60
EFT15481	22/03/2024	FLICK ANTICIMEX	4 WEEKLY SERVICE ON IN CUBICLE SANITARY DISPOSAL UNIT AND 8 WEEKLY SERVICE OF MEDICAL SHARPS CONTAINER - WB EVA PAVILION, ROBISON ROAD PUBLIC TOILETS, ADMIN OFFICE, MEMORIAL HALL, SWIMMING POOL AND CARAVAN PARK - 01.02.2024 - 31.07.2024	\$5,006.86
EFT15482	22/03/2024	JACEY BROWN T/A BEAT IT DRUM THERAPY	CRC EVENT - PROVIDE A DRUMS AND PERCUSSION THERAPEUTIC DRUMMING CIRCLE AT WB EVA PAVILION ON 10.03.2024	\$640.00
EFT15483	22/03/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - INDUCTION TO LOCAL GOVERNMENT WORKSHOP - N. JOHNS WAO - 25.03.2024	\$450.00
EFT15484	28/03/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY CHARGES - A388, A2682 - FEBRUARY 2024	\$1,886.50
EFT15485	28/03/2024	ARM SECURITY	ALARM MONITORING CHARGES - CRC AND ADMINISTRATION OFFICE - 01.04.2024 - 30.06.2024	\$333.31
EFT15486	28/03/2024	AUSTRALIA POST	MONTHLY CHARGES - MAILING AND POSTAGE FEES FOR ADMINISTRATION OFFICE AND CRC - FEBRUARY 2024	\$680.93
EFT15487	28/03/2024	BERYL JOYCE COPPING	COUNCILLOR PAYMENTS QUARTER 3 23-24 - COUNCILLOR SITTING FEE AND TRAVEL EXPENSES CR B. COPPING - 01.01.2024 - 31.03.2024	\$400.00
EFT15488	28/03/2024	BEVERLEY MACINTYRE	CARAVAN PARK REFUND - POWERED SITE CANCELLED 5 X DAYS OF 1 WEEK STAY, CANCELLED WITH 24HRS NOTICE	\$112.00
EFT15489	28/03/2024	BOB WADDELL & ASSOCIATES PTY LTD	PROVIDE PROFESSIONAL SERVICES - ASSISTANCE WITH 2023/2024 ANNUAL BUDGET REVIEW 0.5HRS IN MARCH 2024	\$82.50

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15490	28/03/2024	BROOKTON 24/7 TOWING	BACKHOE PBH4 - REMOVE UNSERVICEABLE SEAT AND REFIT WITH NEW SEAT - 07.03.2024, GRADER PG9 - INVESTIGATE NOT STARTING ISSUE, FOUND AND RESOLVED ISSUE BATTERY HAS LOW VOLTAGE - INCLUDES TRAVEL TO AND FROM SITE - 07.03.2024, CALL OUT TO SHIRE DEPOT TO WORK ON DEPOT GENERATOR, FUEL INJECTORS BLEEDING - 08.03.2024	\$990.00
EFT15491	28/03/2024	BROOKTON PLUMBING	MEMORIAL HALL - REMOVE AND REPLACE CISTERN IN LADIES TOILETS AND TEST SYSTEM FOR LEAKS - MARCH 2023, ROBINSON ROAD PUBLIC TOILETS - CLEAR BLOCKAGE IN MEN'S URINAL - MARCH 2024	\$731.50
EFT15492	28/03/2024	BROOKTON TYRE SERVICE	PIG TRAILER PPT2 - SUPPLY AND FIT 2 X NEW TYRES FOR TRAILER AND DISPOSE OF OLD TYRES	\$819.50
EFT15493	28/03/2024	BURGESS RAWSON (WA) PTY LTD	MONTHLY CHARGES - WATER USAGE FEE FOR RAILWAY STATION YARD - 10.01.2024 - 08.03.2024	\$1,822.84
EFT15494	28/03/2024	BW JAMES TRANSPORT	DELIVERY CHARGES - DELIVER 2 X GRADER PG9 BATTERIES FROM SOUTH GUILDFORD TO SHIRE OF BROOKTON	\$70.84
EFT15495	28/03/2024	CHARLENE HAYDEN	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE AND TRAVEL EXPENSES CR C. HAYDEN - 01.01.2024 - 31.03.2024	\$800.00
EFT15496	28/03/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15497	28/03/2024	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	MONTHLY PURCHASES - ADMIN OFFICE, CARAVAN PARK, WORKS CREW, PARKS & GARDENS - ITEMS INCLUDE NUTS, BOLTS, DOOR HANDLE, SILICON, POLY PIPE - FEBRUARY 2024	\$2,382.37

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15498	28/03/2024	DREDGING SOLUTIONS	WASTE WATER TREATMENT PLANT - PROVIDE SURVEY OF OXIDATION OF THE SEWERAGE POND - MARCH 2024	\$6,798.00
EFT15499	28/03/2024	EAGLE EYE ENGINEERING	CARAVAN PARK REFUND - 2 BEDROOM CHALET WANDOO ROOM NO LONGER NEEDED	\$5,828.00
EFT15500	28/03/2024	HAROLD ATHOL BELL	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE AND TRAVEL EXPENSES CR H. BELL - 01.01.2024 - 31.03.2024	\$1,050.00
EFT15501	28/03/2024	KATRINA LOUISE CRUTE	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE, PRESIDENTS FEE & TRAVEL EXPENSES CR K. CRUTE - 01.01.2024 - 31.03.2024	\$2,125.00
EFT15502	28/03/2024	LACHLAN MCCABE	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE AND TRAVEL EXPENSES CR L. MCCABE - 01.01.2024 - 31.03.2024	\$1,151.92
EFT15503	28/03/2024	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15504	28/03/2024	NOURISH BROOKTON	MONTHLY PURCHASES - ADMIN OFFICE, CRC, AND DEPOT - ITEMS INCLUDE MILK, TEA, COFFEE, SUGAR, KEY CUTTING, COUNCIL MEETING REFRESHMENTS AND CLEANING PRODUCTS - FEBRUARY 2024	\$342.43
EFT15505	28/03/2024	PINGELLY-BROOKTON PHYSIOTHERAPIST	PROVIDE GYM INDUCTIONS FOR 4 X GYM MEMBERS ON 13.03.2024	\$90.00
EFT15506	28/03/2024	RODERICK WALLIS	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE AND TRAVEL EXPENSES CR R. WALLIS - 01.01.2024 - 31.03.2024	\$400.00
EFT15507	28/03/2024	RURAL TRAFFIC SERVICES PTY LTD	DAGIN-MEARS ROAD WORKS - PROVIDE 2 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS FOR 59.5HRS AND HIRE OF 2 X TRAFFIC LIGHTS FOR 4 X DAYS OVER THE PERIOD 05.03.2024-14.03.2024	\$10,828.13

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15508	28/03/2024	SHERRIN RENTALS PTY LTD	DAGIN-MEARS ROAD WORKS - HIRE OF SMOOTH DRUM ROLLER FOR 3 X DAYS 12.03.2024-14.03.2024	\$2,277.00
EFT15509	28/03/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$150.00
EFT15510	28/03/2024	TAMARA DE LANGE	COUNCILLOR PAYMENT QUARTER 3 23-24 - COUNCILLOR SITTING FEE, DEPUTY PRESIDENTS ALLOWANCE AND TRAVEL EXPENSES CR T. DE LANGE - 01.01.2024 - 31.03.2024	\$1,343.75
EFT15511	28/03/2024	TOLL TRANSPORT PTY LTD	DELIVERY CHARGES - DELIVERY OF ITEMS FROM SHIRE OF BROOKTON TO WESTATE EMBROIDERY MADDINGTON AND ALCHOLIZER TECHNOLOGY BALCATTIA - FEBRUARY 2024	\$180.32
EFT15512	28/03/2024	WALLIS COMPUTER SOLUTIONS	PROVIDE AND INSTALL MICROSOFT OFFICE 365 LICENCE FOR ADMINISTRATION TRAINEE B. MCIVOR, PROVIDE I.T. ONBOARDING FOR WORKS COORDINATOR R. TANNER - MARCH 2024	\$671.00
EFT15513	28/03/2024	WESTATE EMBROIDERY	EMBROIDERY SUPPLIED 22 X STAFF HI-VIS SHIRTS WITH SHIRE OF BROOKTON LOGO AND STAFF NAMES	\$350.90
EFT15514	28/03/2024	WESTERN STABILISERS PTY LTD	DAGIN-MEARS ROAD WORKS - PROVIDE CEMENT STABILISATION FOR 8120M2 OF ROAD -	\$55,262.68
18520	28/03/2024	DEPARTMENT OF TRANSPORT	PAYMENT OF LICENCE AND REGISTRATION FOR SHIRE CARS AND PLANT VEHICLES - 50 X VEHICLES 01.04.2024- 31.03.2025	\$9,521.30
DD7404.1	05/03/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE UNITS 1-8/40 WHITE STREET - 21.11.2023 - 24.01.2024	\$233.56
DD7407.1	05/03/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,426.15
DD7407.2	05/03/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7407.3	05/03/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,016.23
DD7407.4	05/03/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$227.29

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD7407.5	05/03/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7407.6	05/03/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,081.45
DD7407.7	05/03/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7407.8	05/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$135.91
DD7410.1	06/03/2024	TELSTRA CORPORATION	MONTHLY CHARGES - WIRELESS DATA PLAN FOR SEWERAGE PUMP STATION ALARM - FEBRUARY 2024	\$21.99
DD7422.1	13/03/2024	WATER CORPORATION OF WA	WATER USAGE FEES - CARAVAN PARK, WB PAVILION - 21 NOV TO 20 JAN 2024	\$2,147.38
DD7424.1	13/03/2024	SYNERGY	ELECTRICITY USAGE CARAVAN PARK, OVAL, WB EVA PAVILION - 11 JAN TO 14 FEB 2024	\$3,820.06
DD7431.1	14/03/2024	SHIRE OF BROOKTON - MASTERCARD - MIW	MONTHLY CREDIT CARD PURCHASES - CEO, MCC, MIW, CESM - FEBRUARY 2024	\$77.00
DD7431.2	14/03/2024	SHIRE OF BROOKTON - MASTERCARD - CESM	MONTHLY CREDIT CARD PURCHASES - CEO, MCC, MIW, CESM - FEBRUARY 2024	\$85.42
DD7433.1	14/03/2024	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CREDIT CARD PURCHASES - CEO, MCC, MIW, CESM - FEBRUARY 2024	\$112.58
DD7433.2	14/03/2024	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY CREDIT CARD PURCHASES - CEO, MCC, MIW, CESM - FEBRUARY 2024	\$112.72
DD7437.1	18/03/2024	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA PHONE SERVICE AND USAGE FEE - ADMINISTRATION OFFICE, CRC OFFICE AND FIRE BAN NOTIFICATIONS - FEBRUARY 2024	\$1,662.87
DD7441.1	19/03/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,830.11
DD7441.2	19/03/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7441.3	19/03/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7441.4	19/03/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$671.55
DD7441.5	19/03/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48

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DD7441.6	19/03/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,227.87
DD7441.7	19/03/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7441.8	19/03/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,498.90
DD7441.9	19/03/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$91.95
DD7452.1	21/03/2024	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA STAFF MOBILE PHONE PLANS - BMO, CEO, PWS, MIW, MCC, MP, CARAVAN PARK CARETAKER, CESM, AQUATIC CENTRE SUPERVISOR, WORKS LH, PARKS AND GARDENS LH - FEB 2024, PURCHASE OF NEW APPLE IPHONE 12 FOR CEO	\$1,643.21
DD7464.1	26/03/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE TOWN STREETLIGHT X 184 - 25.01.2024-24.02.2024	\$394.94
1199.1	01/03/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$213.78
1199.1	01/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.38
1199.1	04/03/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$96.23
1199.1	04/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.99
1199.1	05/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.11
1200.1	06/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.86
1201.1	07/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.39
1202.1	08/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$15.41
1204.1	12/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.38
1206.1	14/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.50

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1207.1	15/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.25
1207.1	15/03/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1.70
1207.1	18/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.42
1208.1	19/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1209.1	20/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.05
1210.1	21/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1212.1	25/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1212.1	26/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.23
1213.1	27/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.67
1214.1	28/03/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.24
PAYJRUN*1196	5/03/2024	SALARIES & WAGES	WEEK 36 - PPE 05/03/2024	\$61,220.10
PAYJRUN*1197	8/03/2024	SALARIES & WAGES	WEEK 37 - ONE OFF 08/02/2024	\$2,032.09
PAYJRUN*1199	19/03/2024	SALARIES & WAGES	WEEK 38 - PPE 19/03/2024	\$63036.12
			TOTAL	\$449,521.42

List of Credit Card Transactions Paid in March 2024

Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD7431.1	14/03/2024	13.02.2024 - PERTH REWIND INDUSTRIES - 50UF CAPACITOR FOR PUMP AT SEWERAGE TREATMENT PLANT	\$ 77.00
		TOTAL	\$77.00

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7431.2	14/03/2024	BENDIGO BANK CARD FEE	\$4.00
		11.02.2024 LIBERTY ALBANY - PURCHASE OF DIESEL FUEL 41.556L @ \$1.959/L - FOR CESM VEHICLE	\$81.42
		TOTAL	\$85.42

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7433.2	14/03/2024	BENDIGO BANK CARD FEE	\$4.00
		18.02.2024 - BUNNINGS WAREHOUSE - GIFT VOUCHER FOR MIW LEAVING PRESENT	\$40.00
		18.02.2024 - PETRO FUELS KARRAGULLEN - PURCHASE OF ULP 38.87L @ \$1.768/L - FOR MCC VEHICLE	\$68.72
		TOTAL	\$112.72

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD7433.1	14/03/2024	BENDIGO BANK CARD FEE	\$4.00
		03.02.2024 - ITECH - PURCHASE OF PROTECTIVE CASE AND SCREEN PROTECTOR FOR CEO MOBILE PHONE	\$65.78
		19.02.2024 - DEPARTMENT OF TRANSPORT - LICENCE AND MOTOR INJURY INSURANCE REGISTRATION FOR 1 MTH 13DAYS FOR SKID STEER PTR5	\$42.80
		TOTAL	\$112.58

List of Fuel Card Transactions Paid in March 2024

Shire of Brookton – Great Southern Fuels Card – MIW

Direct Debit	Date	Description	Amount
EFT15469	15/03/2024	11.02.2024 - PURCHASE OF DIESEL FUEL - 52.28L @ \$1.999/L - BP MIDVALE MORRISON ROAD	\$104.51
		BP PLUS FEE X 1	\$0.38
		TOTAL	\$104.89

Shire of Brookton - Great Southern Fuel Card - CESM

Direct Debit	Date	Description	Amount
EFT15469	15/03/2024	01.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 43.29L @ \$1.918/L - BP WILLIAMS	\$83.07
		07.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 53.59L @ \$1.919/L - CORRIGIN OPT	\$102.84
		12.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 26.44L @ \$1.939/L - BP WILLIAMS	\$51.27
		13.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 56.97L @ \$1.958/L - BP WILLIAMS	\$111.60
		18.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 55.44L @ \$1.959/L - BP WILLIAMS	\$108.61
		21.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 48.24L @ \$2.019/L - PINGELLY OPT	\$97.40
		29.02.2024 -CESM - PURCHASE OF DIESEL FUEL - 48.70L @ \$1.979/L - CORRIGIN OPT	\$96.38
		TOTAL	\$651.17

Shire of Brookton - Great Southern Fuel Card - MCC

Direct Debit	Date	Description	Amount
EFT15469	15/03/2024	04.02.2024 - PURCHASE OF ULP - 40.55L @ \$2.000/L - BP BROOKTON STUMPY'S ROADHOUSE	\$81.10
		10.02.2024 - PURCHASE OF ULP - 42.25L @ \$2.080/L - BP BROOKTON STUMPY'S ROADHOUSE	\$87.88
		14.02.2024 - PURCHASE OF ULP - 25.42L @ \$2.080/L - BP BROOKTON STUMPY'S ROADHOUSE	\$52.87
		25.02.2024 - PURCHASE OF ULP - 14.84L @ \$1.834/L - BP LESMURDIE	\$76.74
		BP PLUS CARD FEE X 4	\$1.52
		TOTAL	\$300.11

14.04.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MARCH 2024

File No:	N/A
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	29/02/2024

Summary of Item:

Council is to consider the Statement of Financial Activity for period ending 31 March 2024 together with associated commentaries.

Description of Proposal:

Council is to receive the Statement of Financial Activity for the period ended 31 March 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.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.04.24.02A.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

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

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Business Plan and Strategic Community Plan July 2022- June 2032.

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

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

Comment

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 March 2024, in as presented in attachment 14.04.24.02A.

(Simple majority vote required)

Attachment

Attachment 14.04.24.02A – Monthly Statements of Financial Activity 31 March 2024.



SHIRE OF BROOKTON

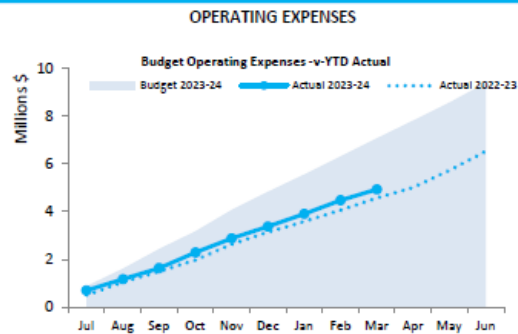
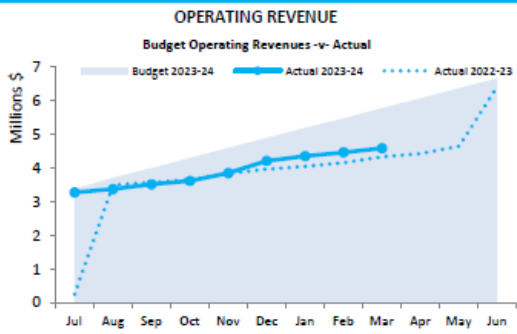
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 MARCH 2024

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

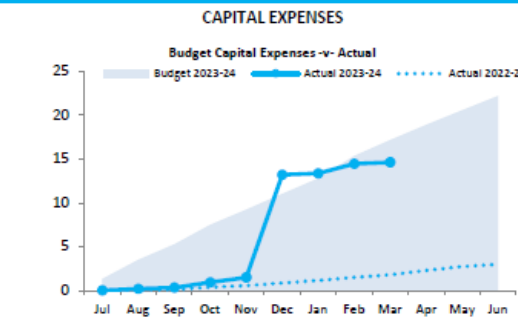
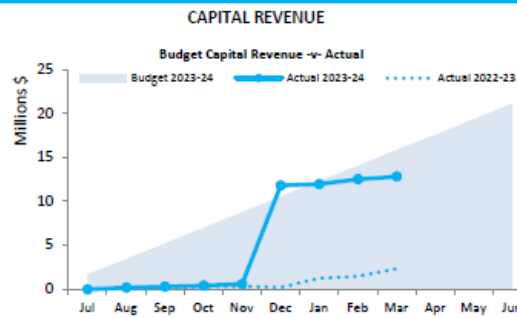
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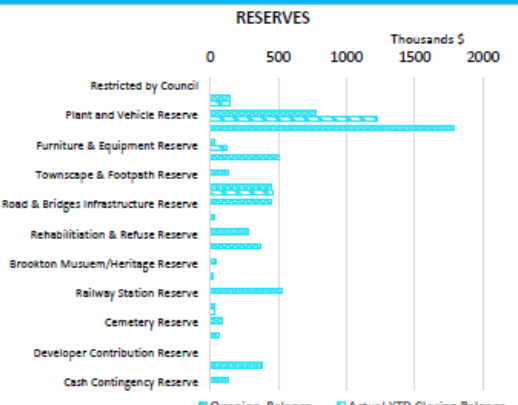
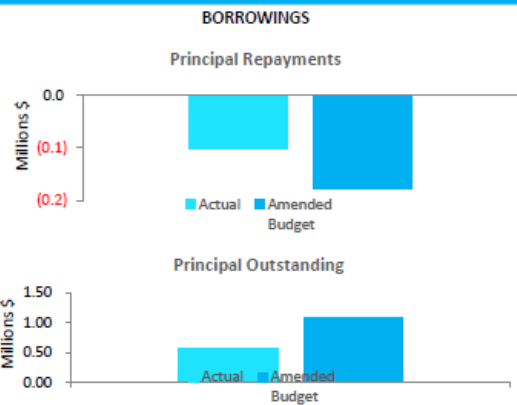
OPERATING ACTIVITIES



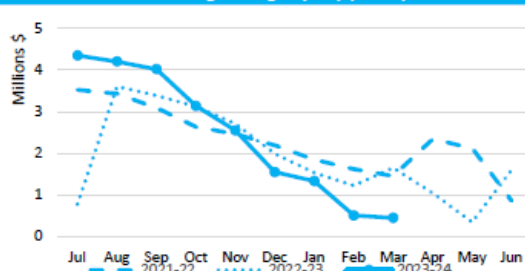
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.60 M	\$1.60 M	\$0.00 M
Closing	\$0.00 M	\$0.66 M	\$0.46 M	(\$0.20 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$14.11 M	7.6%
Restricted Cash	\$13.04 M	92.4%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.12 M	
0 to 30 Days	\$0.00 M	0.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.40 M	94.3%
Trade Receivable	\$0.22 M	
Over 30 Days		38.1%
Over 90 Days		23.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$0.36 M	\$1.33 M	\$0.97 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.72 M	
YTD Budget	\$2.71 M	0.2%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
	\$	% Variance
YTD Actual	\$0.43 M	
YTD Budget	\$0.39 M	12.2%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.81 M	
YTD Budget	\$0.73 M	10.6%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.94 M)	(\$5.11 M)	(\$2.10 M)	\$3.01 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.22 M	
Adopted Budget	\$0.22 M	0.0%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$3.69 M	
Adopted Budget	\$10.49 M	(64.8%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
	\$	% Received
YTD Actual	\$1.36 M	
Adopted Budget	\$4.21 M	(67.6%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.19 M	\$3.80 M	(\$0.39 M)	(\$4.19 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.10 M
Interest expense	\$0.02 M
Principal due	\$0.57 M

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$13.04 M	
Interest earned	\$0.28 M	0.0%

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 31 MARCH 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 31 MARCH 2024

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)		(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,711,103	2,711,103	2,711,103	2,716,195	5,092	0.19%	
Grants, subsidies and contributions	13	2,199,065	513,438	385,038	432,091	47,053	12.22%	▲
Fees and charges		846,688	827,710	729,500	806,542	77,042	10.56%	▲
Interest revenue		161,449	562,449	419,468	335,062	(84,406)	(20.12%)	▼
Other revenue		237,641	2,026,336	1,516,241	219,114	(1,297,127)	(85.55%)	▼
Profit on disposal of assets	7	845	23,131	17,549	88,306	70,757	403.19%	▲
		6,156,791	6,664,167	5,778,899	4,597,309	(1,181,390)	(20.45%)	
Expenditure from operating activities								
Employee costs		(2,425,436)	(2,694,616)	(1,994,013)	(1,719,055)	274,938	13.79%	▲
Materials and contracts		(3,876,751)	(3,846,025)	(2,899,776)	(1,028,659)	1,871,117	64.53%	▲
Utility charges		(225,310)	(241,310)	(180,747)	(143,954)	36,793	20.36%	▲
Depreciation		(2,176,012)	(2,176,012)	(1,631,871)	(1,746,215)	(114,344)	(7.01%)	
Finance costs		(72,257)	(61,302)	(40,181)	(21,031)	19,150	47.66%	▲
Insurance expenses		(233,965)	(243,165)	(230,984)	(229,697)	1,287	0.56%	
Other expenditure		(76,305)	(72,455)	(54,309)	(31,755)	22,554	41.53%	▲
Loss on disposal of assets	7	(82,068)	(47,970)	(35,973)	(9,021)	26,952	74.92%	▲
		(9,168,104)	(9,382,855)	(7,067,854)	(4,929,387)	2,138,467	(30.26%)	
Non-cash amounts excluded from operating activities								
	1(a)	2,257,235	2,200,851	1,650,295	1,666,930	16,635	1.01%	
Amount attributable to operating activities		(754,078)	(517,837)	361,340	1,334,853	973,513	269.42%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	2,815,929	1,363,083	(1,452,846)	(51.59%)	▼
Proceeds from disposal of assets	7	180,000	217,500	163,116	217,545	54,429	33.37%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	13,755	(239)	(1.71%)	
		4,551,433	4,000,137	2,993,039	1,594,384	(1,398,655)	(46.73%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(8,104,230)	(3,690,887)	4,413,343	54.46%	▲
		(10,491,256)	(10,136,321)	(8,104,230)	(3,690,887)	4,413,343	(54.46%)	▲
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,111,191)	(2,096,503)	3,014,688	(58.98%)	▲
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	9	600,000	600,000	450,000	0	(450,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	16,546,539	12,409,902	11,216,768	(1,193,134)	(9.61%)	
		17,216,616	17,146,539	12,859,902	11,216,768	(1,643,134)	(12.78%)	▼
Outflows from financing activities								
Repayment of borrowings	9	(202,168)	(176,765)	(116,309)	(102,210)	14,099	12.12%	▲
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	
Transfer to reserves	11	(11,821,760)	(11,918,443)	(8,938,818)	(11,498,529)	(2,559,711)	(28.64%)	▼
		(12,025,443)	(12,096,723)	(9,056,642)	(11,602,254)	(2,545,612)	(28.11%)	▼
Amount attributable to financing activities		5,191,173	5,049,816	3,803,260	(385,486)	(4,188,746)	(110.14%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%	
Amount attributable to operating activities		(754,078)	(517,837)	361,340	1,334,853	973,513	269.42%	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,111,191)	(2,096,503)	3,014,688	(58.98%)	▲
Amount attributable to financing activities		5,191,173	5,049,816	3,803,260	(385,486)	(4,188,746)	(110.14%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	0	657,615	457,069	(200,546)	30.50%	▼

KEY INFORMATION

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

BY PROGRAM

	Note	Adopted Annual Budget \$	Amended Annual Budget (d) \$	Amended YTD Budget (e) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var. ▲▼	Significant Var. \$
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		15,490	19,515	15,722	45,952	30,230	192.28%	▲	\$
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,711,103	2,716,195	5,092	0.19%	▲	
General Purpose Funding - Other		180,694	644,225	480,524	401,217	(79,307)	(16.50%)	▼	\$
Law, Order and Public Safety		321,864	311,126	233,522	191,828	(41,694)	(17.85%)	▼	\$
Health		300	300	225	206	(19)	(8.28%)	▼	
Education and Welfare		54,205	54,205	40,644	45,634	4,990	12.28%	▲	
Housing		117,137	93,149	69,840	57,072	(12,768)	(18.28%)	▼	\$
Community Amenities		438,067	447,367	440,975	445,613	4,638	1.05%	▲	
Recreation and Culture		49,645	51,245	41,802	34,940	(6,862)	(16.42%)	▼	
Transport		1,886,218	1,906,164	1,425,258	196,298	(1,228,960)	(86.23%)	▼	\$
Economic Services		358,868	390,568	292,896	404,435	111,539	38.08%	▲	\$
Other Property and Services		23,200	35,200	26,388	57,919	31,531	119.49%	▲	\$
		6,156,791	6,664,167	5,778,899	4,597,309	(1,181,590)	(20.45%)	▼	
Expenditure from operating activities									
Governance		(283,302)	(219,376)	(160,608)	(432,653)	(272,045)	(169.38%)	▼	\$
General Purpose Funding		(516,771)	(518,621)	(386,312)	(264,272)	122,040	31.59%	▲	\$
Law, Order and Public Safety		(613,934)	(597,141)	(450,436)	(382,771)	67,665	15.02%	▲	\$
Health		(22,213)	(22,213)	(16,300)	(15,896)	404	2.48%	▲	
Education and Welfare		(148,672)	(150,172)	(114,251)	(95,209)	19,042	16.67%	▲	\$
Housing		(208,266)	(184,586)	(140,791)	(113,620)	27,171	19.30%	▲	\$
Community Amenities		(747,384)	(741,849)	(557,629)	(453,241)	104,388	18.72%	▲	\$
Recreation and Culture		(1,104,206)	(1,099,806)	(828,776)	(689,749)	139,027	16.77%	▲	\$
Transport		(4,701,763)	(5,006,078)	(3,756,949)	(1,979,839)	1,777,110	47.30%	▲	\$
Economic Services		(776,541)	(784,461)	(587,822)	(446,932)	140,890	23.97%	▲	\$
Other Property and Services		(45,052)	(58,552)	(67,900)	(55,204)	12,776	18.79%	▲	\$
		(9,168,104)	(9,382,855)	(7,067,854)	(4,929,387)	2,138,467	30.26%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	1,650,295	1,666,930	16,635	1.01%		
Amount attributable to operating activities		(754,078)	(517,837)	361,340	1,334,853	973,513	269.42%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	2,815,929	1,363,083	(1,452,846)	(51.59%)	▼	\$
Proceeds from Disposal of Assets	7	180,000	217,500	163,116	217,545	54,429	33.37%	▲	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	13,755	(239)	(1.71%)	▼	
		4,551,433	4,000,137	2,993,039	1,594,384	(1,398,655)	(46.73%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(8,104,230)	(3,690,887)	4,413,343	54.46%	▲	\$
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		(10,491,256)	(10,136,321)	(8,104,230)	(3,690,887)	4,413,343	(54.46%)	▲	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,111,191)	(2,096,503)	3,014,688	(58.98%)	▲	
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from New Debentures	9	600,000	600,000	450,000	0	(450,000)	(100.00%)	▼	\$
Transfer from Reserves	11	16,616,616	16,546,539	12,409,902	11,216,768	(1,193,134)	(9.61%)	▼	
Transfer from Restricted Cash - Other		0	0	0	0	0			
		17,216,616	17,146,539	12,859,902	11,216,768	(1,643,134)	(12.78%)	▼	
Outflows from financing activities									
Repayment of borrowings	9	(202,168)	(176,765)	(116,309)	(102,210)	14,099	12.12%	▲	\$
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	▲	
Transfer to Reserves	11	(11,821,760)	(11,918,443)	(8,938,818)	(11,498,529)	(2,559,711)	(28.64%)	▼	\$
Transfer to Restricted Cash - Other		0	0	0	0	0			
		(12,025,443)	(12,096,723)	(9,056,642)	(11,602,254)	(2,545,612)	28.11%	▼	
Amount attributable to financing activities		5,191,173	5,049,816	3,803,260	(385,486)	(4,188,746)	(110.14%)	▼	
MOVEMENT IN SURPLUS OR DEFICIT									
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%		
Amount attributable to operating activities		(754,078)	(517,837)	361,340	1,334,853	973,513	269.42%		
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,111,191)	(2,096,503)	3,014,688	(58.98%)	▲	
Amount attributable to financing activities		5,191,173	5,049,816	3,803,260	(385,486)	(4,188,746)	(110.14%)	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	0	657,615	457,069	(200,546)	30.50%	▼	

KEY INFORMATION

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

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

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

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

Actual results may differ from these estimates.

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

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

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2023

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	7	(845)	(23,131)	(17,549)	(88,306)
Add: Loss on asset disposals	7	82,068	47,970	35,973	9,021
Add: Depreciation on assets		2,176,012	2,176,012	1,631,871	1,746,215
Total non-cash items excluded from operating activities		2,257,235	2,200,851	1,650,295	1,666,930

) 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	Amended Budget	Last Year	Year to Date
		Opening	Opening	Closing	
		30 June 2023	30 June 2023	30 June 2023	31 March 2024
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)	(13,036,363)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)	(14,233)
Add: Borrowings	9	151,836	151,836	151,836	49,627
Add: Lease liabilities	10	1,515	1,515	1,515	0
Total adjustments to net current assets		(12,629,239)	(12,629,238)	(12,629,238)	(13,000,969)

) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	15,029,902	15,228,053	15,228,053	14,114,877
Financial assets at amortised cost	4	27,988	0	0	0
Rates receivables	3	105,844	105,844	105,844	137,517
Receivables	3	92,957	172,387	172,387	215,622
Other current assets	4	32,367	60,355	60,355	40,428
Less: Current liabilities					
Payables	5	(327,235)	(358,512)	(358,512)	(116,780)
Borrowings	9	(151,836)	(151,836)	(151,836)	(49,627)
Contract liabilities	12	(477,426)	(477,426)	(477,426)	(540,093)
Lease liabilities	10	(1,515)	(1,515)	(1,515)	0
Provisions	12	(199,079)	(343,905)	(343,905)	(343,905)
Less: Total adjustments to net current assets	1(b)	(12,629,239)	(12,629,238)	(12,629,238)	(13,000,969)
Closing funding surplus / (deficit)		1,502,728	1,604,206	1,604,206	457,069

CURRENT AND NON-CURRENT CLASSIFICATION

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

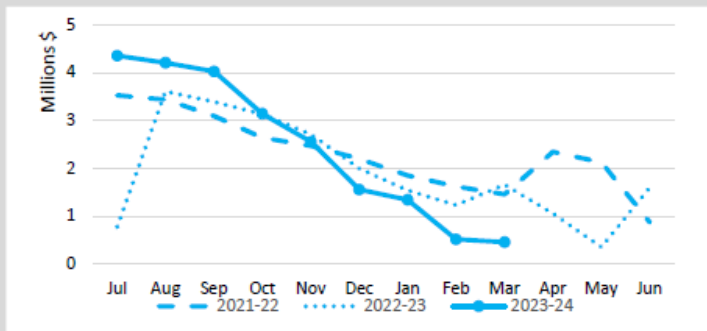
Adjusted Net Current Assets	Note	Last Years Closing	This Time Last Year	Year to Date
		30/06/2023	31/03/2023	Actual 31/03/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,473,451	2,000,837	1,078,514
Cash Restricted - Reserves	2	12,754,601	13,016,203	13,036,363
Receivables - Rates	3	105,844	202,097	137,517
Receivables - Other	3	172,387	680,323	215,622
Other Financial Assets	4	27,988	13,293	14,233
Inventories	4	32,367	928	26,195
		15,566,639	15,913,681	14,508,444
Less: Current Liabilities				
Payables	5	(345,942)	(220,366)	(98,503)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(756,434)	(540,093)
Bonds & Deposits	5	(12,570)	(18,484)	(18,277)
Loan and Lease Liability	9	(153,351)	(46,349)	(49,627)
Provisions	12	(343,905)	(230,492)	(343,905)
		(1,333,195)	(1,272,127)	(1,050,406)
Less: Cash Reserves	11	(12,754,601)	(13,016,203)	(13,036,363)
Add Back: Loan and Lease Liability		153,351	46,349	49,627
Less: Loan Receivable - clubs/institutions		(27,988)	(13,293)	(14,233)
Less: Land Held For Resale		0	0	0
Net Current Funding Position		1,604,206	1,658,408	457,069

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)
\$.46 M

Last Year YTD
Surplus(Deficit)
\$ 1.66 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	450		450		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	569,525		569,525		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	92,219		92,219		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	400,000		400,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	16,320		16,320		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		10,992,399	10,992,399		Bendigo	4.05%	20/06/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,043,964	2,043,964		WATC	4.34%	20/06/2024
Total		1,078,514	13,036,363	14,114,877	13,820			
Comprising								
Cash and cash equivalents		1,078,514	13,036,363	14,114,877	13,820			
		1,078,514	13,036,363	14,114,877	13,820			

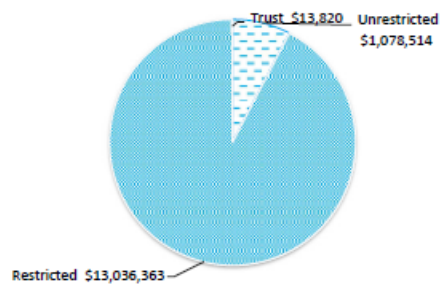
KEY INFORMATION

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

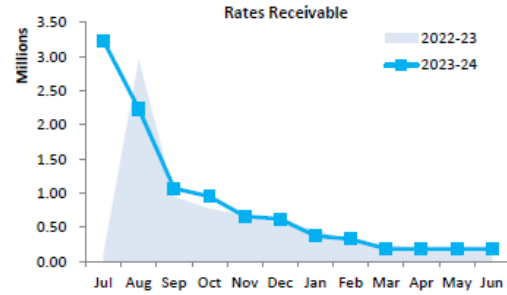
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2023	31 Mar 2024
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,139,398
Less - collections to date	(2,972,790)	(3,107,725)
Gross rates collectable	155,777	187,450
Net rates collectable	155,777	187,450
% Collected	95%	94.3%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(160)	35,895	5,700	29,967	22,284	93,686
Percentage	(0.2%)	38.3%	6.1%	32%	23.8%	
Balance per trial balance						
Sundry receivable						93,686
GST receivable						20,616
Other Receivables						21,891
Receivable - Employee Related Provisions - Current						79,430
Total receivables general outstanding						215,622

Amounts shown above include GST (where applicable)

KEY INFORMATION

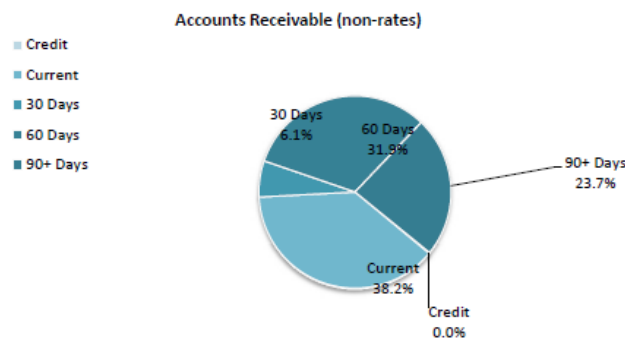
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 March 2024
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	(13,755)	14,233
Inventory				
Fuel and materials (including gravel)	32,367	0	(6,172)	26,195
Total other current assets	60,355	0	(19,927)	40,428

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0%	0%	0%	0%	0%	
Balance per trial balance						
Other creditors						6,472
ATO liabilities						24,355
Payroll creditors						37,234
Bonds and deposits held						18,277
Prepaid (Excess) Rates						30,443
Total payables general outstanding						116,780

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.09930	249	2,965,255	294,450	0	0	294,450	294,450	(267)	126	294,309
Industrial	0.09930	5	78,870	7,832	0	0	7,832	7,832	0	0	7,832
Commercial	0.09930	20	651,728	64,717	0	0	64,717	64,717	0	0	64,717
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	8,838	1,394	40,369
Unimproved value											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990	(5,920)	(790)	1,931,281
Non Rateable											
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	2,651	730	2,338,507
Minimum payment	Minimum \$										
Gross rental value											
Residential	885	67	178,520	59,295	0	0	59,295	59,295	0	0	59,295
Industrial	885	2	9,280	1,770	0	0	1,770	1,770	0	0	1,770
Commercial	885	11	60,396	9,735	0	0	9,735	9,735	0	0	9,735
GRV	885	1	7,000	885	0	0	885	885	0	0	885
Unimproved value											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440			263,440
Sub-total		259	20,031,550	335,125	0	0	335,125	335,125	0	0	335,125
		739	292,822,903	2,670,252	0	0	2,670,252	2,670,251	2,651	730	2,673,632
Discount							(2,150)				(438)
Amount from general rates							2,668,102				2,673,194
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
Total general rates							2,711,103				2,716,195
Total		739					2,711,103				2,716,195

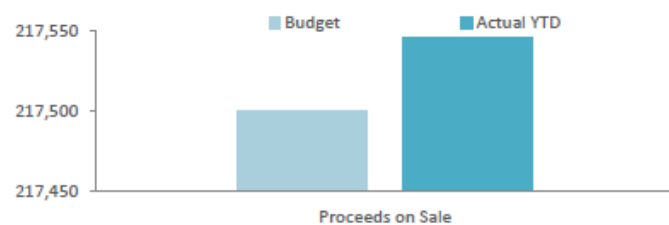
KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
	Plant and equipment								
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	Housing								
7077	50 White Street	40,360	45,000	4,640	0	0	0	0	0
	Transport			0	0				
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	27,727	17,152	0	10,575	27,727	17,152	0
PU36	2020 Mr Mitsubishi Triton Glx-R 4X4	27,823	25,000	0	(2,823)	0	0	0	0
PU33	Mitsubishi Mr4L20 Glx 4.2 Single Cab	15,000	15,000	0	0	0	0	0	0
PTR4	Case Skid Steer Sv185	18,766	15,000	0	(3,766)	19,011	22,000	2,989	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,279	19,773	494	0	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	43,557	111,227	67,671	0
		242,339	217,500	23,131	(47,970)	138,261	217,545	88,306	(9,021)



Capital acquisitions	Adopted	Amended		YTD Actual	YTD Actual Variance
	Budget	Budget	YTD Budget		
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,329,148	4,902,177	1,363,253	(3,538,924)
Furniture and equipment	29,188	31,221	23,409	21,525	(1,884)
Plant and equipment	1,005,092	821,492	819,889	662,576	(157,313)
Bushfire equipment	0	8,511	6,381	9,362	2,981
Infrastructure - roads	2,634,253	2,042,448	1,674,755	1,292,863	(381,892)
Infrastructure - sewerage	600,000	600,000	450,000	36,886	(413,114)
Infrastructure - water	211,382	303,501	227,619	304,421	76,802
Payments for Capital Acquisitions	10,491,256	10,136,321	8,104,230	3,690,887	(4,413,343)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	3,623,269	2,814,084	1,363,083	(1,451,001)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	197,500	163,116	217,545	54,429
Plant and Vehicle Reserve	625,776	625,776	0	0	0
Land and Housing Development Reserve	0	0	1,785,748	1,785,748	0
Furniture & Equipment Reserve	21,000	21,000	10,000	10,000	0
Municipal Building & Facility Reserve	0	0	508,351	508,351	0
Townscape & Footpath Reserve	0	0	131,025	131,025	0
Road & Bridges Infrastructure Reserve	0	0	452,381	452,381	0
Sport & Recreation Reserve	0	0	32,719	32,719	0
Rehabilitation & Refuse Reserve	0	0	279,411	279,411	0
Caravan Park Reserve	0	0	373,341	373,341	0
Brookton Museum/Heritage Reserve	0	0	48,777	48,777	0
Kweda Hall Reserve	0	0	19,025	19,025	0
Railway Station Reserve	0	0	526,287	526,287	0
Cemetery Reserve	0	0	84,276	84,276	0
Water Reserve	0	0	65,683	65,683	0
Developer Contribution Reserve	0	0	2,891	2,891	0
Brookton Aquatic Reserve	0	0	387,599	387,599	0
Cash Contingency Reserve	0	0	138,858	138,858	0
Future Fund Reserve	0	0	4,206,439	4,206,439	0
Innovations Fund Reserve	0	0	2,056,957	2,056,957	0
Building and Facility Reserve	1,575,864	1,575,864	107,000	107,000	0
Infrastructure Reserve	222,281	222,281	0	0	0
Innovations & Development Reserve	2,604,550	2,604,550	0	0	0
			11,216,768	11,216,768	0
Contribution - operations	469,720	666,081	(17,906,506)	(20,323,277)	(2,416,772)
Capital funding total	10,491,256	10,136,321	8,104,230	3,690,887	(4,413,343)

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.

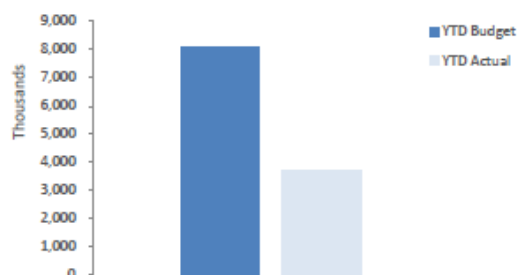
Initial recognition and measurement for assets held at cost

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





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

Account Number	Job Number	Sheet Category	Account/Job Description	Adopted		Amended		Variance (Under)/Over
				Budget	Budget	YTD Budget	YTD Actual	
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(22,122)	0	22,122
Total - Governance				(29,500)	(29,500)	(22,122)	0	22,122
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(756,664)	(768,664)	(576,495)	(15,739)	(560,757)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(916,612)	(687,456)	(296,298)	391,158
Total - Law, Order & Public Safety				(1,378,514)	(1,685,276)	(1,263,951)	(312,036)	(169,598)
Community Amenities								
E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(1,773)	(2,508)	735
E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(70,362)	(16,691)	(53,671)
E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(121,408)	(104,070)	(17,338)
Total - Community Amenities				(217,597)	(217,597)	(193,543)	(123,269)	(70,274)
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(11,500)	(11,500)	(8,622)	0	(8,622)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(904,860)	(779,858)	(125,002)
E112510	POOLCAP	9230	POOL - CAPITAL	(107,000)	(118,000)	(88,497)	(118,000)	29,503
E113510	MENSCAP	9230	MENS SHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(5,625)	(6,790)	1,165
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(1,866,474)	(6,130)	1,860,344
E116510	MEMPCAP	9230	MEMORIAL PARK CAPITAL	(20,955)	(35,000)	(26,244)	0	26,244
Total - Recreation And Culture				(3,842,070)	(3,867,115)	(2,900,322)	(910,778)	1,783,632
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(11,660)	(11,660)	(8,739)	0	(8,739)
E136510		9230	PURCHASE BUILDINGS	(500,000)	(500,000)	(500,000)	0	500,000
Total - Economic Services				(511,660)	(511,660)	(508,739)	0	491,261
Other Property & Services								
E142519		9230	SHIRE DEPOT IMPROVEMENTS	(32,000)	(18,000)	(13,500)	(17,171)	3,671
Total - Other Property & Services				(32,000)	(18,000)	(13,500)	(17,171)	3,671
Total - Buildings				(6,011,341)	(6,329,148)	(4,902,177)	(1,363,253)	2,060,813
Plant & Equipment								
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	(72,116)	0	(72,116)
E054530		9236	BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(8,511)	(6,381)	(9,362)	(2,981)
Total - Law, Order & Public Safety				(72,116)	(80,627)	(78,497)	(9,362)	(75,097)
Community Amenities								
E102530		9234	PURCHASE PLANT & EQUIPMENT	0	(6,400)	(4,797)	(6,361)	1,564
Total - Community Amenities				0	(6,400)	(4,797)	(6,361)	1,564
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,200)	(7,200)	(7,200)	(7,200)	0
E143530	EP001	9234	PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BOI	(324,435)	(324,435)	(324,435)	(324,675)	(240)
E143530	EP002	9234	PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV18	(85,000)	(85,000)	(85,000)	(87,800)	(2,800)
E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 381PCS B	(190,000)	0	0	0	0
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	(50,000)	0	50,000
E143530	LIGHTV2	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L201	(40,000)	(40,000)	(40,000)	0	40,000
E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	(236,341)	(236,540)	(199)
Total - Other Property & Services				(932,976)	(742,976)	(742,976)	(656,215)	86,761
Total - Plant & Equipment				(1,005,092)	(830,003)	(826,270)	(671,939)	13,228
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(15,750)	(12,044)	(3,706)
E042520	ITINFAP	9232	IT INFRASTRUCTURE	(7,448)	(9,481)	(7,110)	(9,481)	(2,371)
Total - Governance				(28,448)	(30,481)	(22,860)	(21,525)	(6,077)
Recreation & Culture								
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(549)	0	(549)
Total - Recreation & Culture				(740)	(740)	(549)	0	(549)
Total - Furniture & Equipment				(29,188)	(31,221)	(23,409)	(21,525)	(6,626)
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(589,715)	(807,715)	(655,662)	(801,321)	145,659
E121560	KINGR2R	9250	KING STREET	(36,936)	(36,936)	(36,936)	(37,593)	657
E121560	SEWER2R	9250	CONCRETE EFFLUENT PIPE REPAIR - BROOKTON HOTEL	0	(15,838)	(11,871)	0	(11,871)
E121560	BUCKR2R	9250	BUCKINGHAM ROAD R2R	0	(77,367)	(58,005)	0	(58,005)
E121560	ROBIR2R	9250	ROBINSON ROAD	(24,000)	(24,000)	(24,000)	(24,527)	527
E121560	COPPR2R	9250	COPPING ROAD R2R	(88,025)	(106,825)	(100,061)	(75,903)	(24,158)
E121560	WALWR2R	9250	WALLWALLING ROAD R2R	(72,048)	(72,048)	(72,046)	(73,427)	1,381
E121563	BRKWR2R	9250	BROOKTON-KWEDA ROAD	(55,749)	0	0	0	0
E121563	CORBR2R	9250	CORBERDING ROAD CAPITAL R2R	(15,753)	0	0	0	0
E121563	MCGSR2R	9250	MCGRATH STREET R2R	(21,703)	0	0	0	0
E121563	WILLSFC	9250	WILLS ROAD CAPITAL WORKS	0	(110,349)	(82,755)	0	(82,755)
E121563	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	0	(37,000)	(27,747)	0	(27,747)
E121563	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(463,368)	(463,368)	(370,684)	(183,088)	(187,597)
E121563	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,199,943)	(223,989)	(167,976)	(97,004)	(70,972)
E121570	BRIDGE05	9250	BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	(5,829)	0	(5,829)
E121570	BRIDGE06	9250	BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	(13,373)	0	(13,373)
E121570	BRIDGE07	9250	BRIDGE 3163A JAENGCH ROAD	(23,998)	(23,998)	(23,998)	0	23,998
E121570	BRIDGE08	9250	BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	(23,812)	0	23,812
Total - Transport				(2,634,253)	(2,042,448)	(1,674,755)	(1,292,863)	(286,272)
Total - Infrastructure - Roads				(2,634,253)	(2,042,448)	(1,674,755)	(1,292,863)	(286,272)
Infrastructure - Sewerage								
Community Amenities								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(450,000)	(36,886)	(413,114)
Total - Community Amenities				(600,000)	(600,000)	(450,000)	(36,886)	(413,114)
Total - Infrastructure - Sewerage				(600,000)	(600,000)	(450,000)	(36,886)	(413,114)
Infrastructure - Water								
Community Amenities								
E107541	HVCAP01	9262	HAPPY VALLEY WATER EXTENSION MEMORIAL PARK, CARAVAN PARK & UPGRADE TOWN OVAL	(110,565)	(168,291)	(126,216)	(168,291)	42,075
E107541	HVCAP02	9262	HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND MADISON SQUARE PARK	(100,817)	(135,210)	(101,403)	(136,130)	34,727
Total - Community Amenities				(211,382)	(303,501)	(227,619)	(304,421)	76,802
Total - Infrastructure - Water				(211,382)	(303,501)	(227,619)	(304,421)	76,802
Grand Total				(10,491,256)	(10,136,321)	(8,104,230)	(3,690,887)	1,444,831

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

FINANCING ACTIVITIES

NOTE 9
BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2023	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	34,443	0	0	0	(10,850)	(10,850)	(10,850)	23,593	23,593	23,593	(1,122)	(2,044)	(2,044)
Housing														
Staff Housing (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
Community amenities														
Sewerage (14%)	80	24,110	0	0	0	(7,595)	(7,595)	(7,595)	16,515	16,515	16,515	(785)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(24,929)	0	549,668	575,071	0	(24,874)	(13,919)
Recreation and culture														
Sport & Recreation	81	354,293	0	0	0	(34,205)	(69,599)	(69,599)	320,088	284,694	284,694	(12,404)	(26,031)	(26,031)
Other property and services														
Grader (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(88,455)	(174,180)	(148,777)	438,055	952,330	977,733	(18,012)	(61,124)	(50,169)
Self supporting loans														
General purpose funding														
Country Club	82	142,474	0	0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(2,353)	(10,469)	(10,469)
		142,474	0	0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(2,353)	(10,469)	(10,469)
Total		668,983	0	600,000	600,000	(102,210)	(202,168)	(176,765)	566,774	1,066,815	1,092,218	(20,364)	(71,593)	(60,638)
Current borrowings		151,836							49,627					
Non-current borrowings		517,147							517,147					
		668,983							566,774					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2023-24

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

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

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024**

**FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES**

Movement in carrying amounts

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

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS

Reserve accounts

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

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Mar 2024
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		0	0	24,163	0	24,163
- Capital grant/contribution liabilities		477,426	0	1,282,991	(1,244,486)	515,931
Total other liabilities		477,426	0	1,307,154	(1,244,486)	540,093
Employee Related Provisions						
Annual leave		143,729	0	0	0	143,729
Long service leave		160,683	0	0	0	160,683
Provision for long service leave oncosts - Current		18,284	0	0	0	18,284
Provision for annual leave oncosts - Current		21,209	0	0	0	21,209
Total Employee Related Provisions		343,905	0	0	0	343,905
Total other current assets		821,331	0	1,307,154	(1,244,486)	883,999
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Admin Grants & Subsidies	0	0	0	0	0	1,275	4,572	6,105
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	29,565	29,571
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	16,200	16,202
Law, order, public safety								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	86,544	67,075
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	52,020	50,825
Recreation and culture								
Public Open Space Revenue	0	0	0	0	0	13,820	10,359	0
Transport								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	0	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	80,784	107,801
Economic services								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	747	1,818
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	0	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	0	0
Revenue - Other Community Events	0	0	0	0	0	1,000	747	750
CRC Operating Grant Revenue	0	0	0	0	0	100,000	103,500	151,944
	0	24,163	0	24,163	24,163	2,199,065	385,038	432,091

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 14

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Mar 2024	Current Liability 31 Mar 2024	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
General purpose funding											
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	3,084	4,114	0	4,114	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	(16,691)	40,377	40,377	93,818	70,362	93,818	0	93,818	16,691
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,233	24,219	(68,434)	0	0	121,408	91,056	121,408	0	121,408	68,434
LRCI - Park Furniture & Light Pole Railway Station Park	13,633	(12,913)	0	740	740	740	555	740	0	740	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	954	1,273	0	1,273	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	8,082	10,777	0	10,777	10,777
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	(8,347)	0	0	8,347	6,258	8,347	0	8,347	8,347
LRCI - Street Gardens - White & Cumming Streets Replace Bottlebrush Trees	48,255	(48,255)	0	0	0	0	0	0	0	0	0
LRCI 4 - Railway Station Building Refurbishment	0	241,680	(6,130)	235,550	235,550	402,799	191,583	255,450	(147,349)	255,450	6,130
LRCI 4 - Wills Road	0	0	0	0	0	0	82,755	110,349	110,349	110,349	0
LRCI 4 - Mattingly Road	0	0	0	0	0	0	27,747	37,000	37,000	37,000	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	40,000	29,997	40,000	0	40,000	0
Law, order, public safety											
DFES Capital Grant Income (West Brookton BFB Shed)	261,193	147,381	(296,298)	112,279	112,279	548,101	632,142	842,863	294,762	842,863	296,298
Esil Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	656,664	501,498	668,664	12,000	668,664	0
Community amenities											
DWER - Happy Valley Water extension #1	7,740	69,633	(77,395)	0	0	77,395	58,041	77,395	0	77,395	77,395
DWER - Happy Valley Water extension #2	7,057	63,515	(70,572)	0	0	70,572	52,929	70,572	0	70,572	70,572
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	13,131	17,512	0	17,512	17,512
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	17,865	23,820	0	23,820	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,837	26,892	35,837	0	35,837	35,837.00
R2R - Woods Loop Road - Income	0	4,463	(4,463)	0	0	45,871	34,398	45,871	0	45,871	45,871.00
WSFN 1 - Dangin-Mears Road - Income - 2022/23	60,957	0	(60,957)	(0)	(0)	357,472	266,018	357,472	0	357,472	60,957
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	223,989	(97,004)	126,986	126,986	1,119,547	170,077	223,989	(895,558)	223,989	97,004
King Street - R2R Income	0	36,936	(36,936)	0	0	36,936	27,702	36,936	0	36,936	36,936
Concrete Effluent Pipe Repair - Brookton Hotel	0	0	0	0	0	15,838	11,871	15,838	0	15,838	0
Buckingham Road - R2R Income	0	0	0	0	0	77,367	58,023	77,367	0	77,367	0
Robinson Road - R2R Income	0	24,000	(24,000)	0	0	24,000	18,000	24,000	0	24,000	24,000
Copping Road - R2R Income	0	0	0	0	0	88,025	66,015	88,025	0	88,025	0
Walwalling Road - R2R Income	0	72,048	(72,048)	0	0	72,048	54,036	72,048	0	72,048	72,048
York Williams Road Rrg	0	393,143	(393,143)	0	0	393,144	294,858	393,144	0	393,144	393,143
TOTALS	477,426	1,282,991	(1,244,486)	515,931	515,931	4,343,445	2,815,929	3,754,649	(588,796)	3,754,649	1,363,083

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 2023	Amount Received	Amount Paid	Closing Balance 31 Mar 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	1,400	(1,050)	2,080
Facility Hire Bonds	5,830	3,000	(1,250)	7,580
Gym Bonds	4,810	2,310	(760)	6,360
Other Bonds	200	500	(400)	300
Sub-Total	12,570	7,210	(3,460)	16,320
Trust Funds				
Public Open Space Contributions	13,820	0	0	13,820
Sub-Total	13,820	0	0	13,820
	26,390	7,210	(3,460)	30,140

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2024

NOTE 16
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget Running Balance
				Adjustment	Cash	Available Cash	
				\$	\$	\$	\$
E054100.744	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		5,925		336,086
E055010.335	Emergency Management	OCM 02.24-16	Operating Expenses		3,500		339,586
E104030.327	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,000)	334,586
E104030.336	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	333,586
E031020.343	Rate General Operating Expenses	OCM 02.24-16	Operating Expenses		1,300		334,886
E042020.323	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		20,000		354,886
E042020.327	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		46,352		401,238
E042020.340	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	400,238
E053020.335	Law & PS General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,600)	397,638
POOLGO.327	Swimming Pool General Operating	OCM 02.24-16	Operating Expenses		5,000		402,638
PUMTRAC.379	Youth Precinct - Pumptrack - Loop Track, Flying Fox / Zipline Nature Play Area Youth Precinct Shed / Building (Youth Group / Girl Guide) Reserve 43158	OCM 02.24-16	Operating Expenses		3,000		405,638
YGGOP.379	Caravan Park	OCM 02.24-16	Operating Expenses		3,000		408,638
CARAOP.340	Public Toilets Robinson Road	OCM 02.24-16	Operating Expenses			(3,570)	405,068
RRTLOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(6,500)	398,568
CEMEOP.327	Cemetery	OCM 02.24-16	Operating Expenses			(3,300)	395,268
CEMEOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(1,500)	393,768
WAHPOP2.327	Water Harvesting Project Operating	OCM 02.24-16	Operating Expenses			(16,120)	377,648
MADIOP.379	Madison Square Park	OCM 02.24-16	Operating Expenses			(1,500)	376,148
TOWNOP.802	Town Street Maintenance	OCM 02.24-16	Operating Expenses		20,116		396,264
OTHMRRM.802	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(104,381)	291,883
E122090.379	INFRA RAMM	OCM 02.24-16	Operating Expenses		2,800		294,683
E142020.340	PW-OH General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,000)	291,683
ADMIOP.379	Administration Centre Unit 1 33 Whittington St Brookton - Independent	OCM 02.24-16	Operating Expenses			(3,000)	288,683
U133WS.379	Living Units Unit 1 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses		1,000		289,683
U140WS.379	Living Units Unit 2 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses			(1,500)	288,183
U240WS.379	Living Units Unit 3 33 Whittington Street Brookton -	OCM 02.24-16	Operating Expenses			(2,200)	285,983
U333WS.379	Independent Living Units Unit 3 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses		1,000		286,983
U340WS.379	Living Units Unit 4 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses			(800)	286,183
U440WS.379	Living Units	OCM 02.24-16	Operating Expenses		1,000		287,183
23WHITOP.379	23 Whittington Street Brookton	OCM 02.24-16	Operating Expenses			(3,300)	283,883
25WHITOP.379	25 Whittington Street Brookton	OCM 02.24-16	Operating Expenses		3,300		287,183
U1MSOP.379	Unit 1 Madison Square Units	OCM 02.24-16	Operating Expenses		2,000		289,183
U2MSOP.379	Unit 2 Madison Square Units	OCM 02.24-16	Operating Expenses		1,000		290,183
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.24-16	Operating Expenses		2,500		292,683
WBOP.325	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		1,500		294,183
WBOP.340	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		2,000		296,183
WBOP.379	WB Eva Pavilion	OCM 02.24-16	Operating Expenses			(3,500)	292,683
RWSTOP.379	Brookton Railway Station	OCM 02.24-16	Operating Expenses		1,000		293,683
MUSEOP.379	Historical Society Museum	OCM 02.24-16	Operating Expenses			(1,600)	292,083
E114020.379	LIBR General Operating Expenses	OCM 02.24-16	Operating Expenses		2,000		294,083
E136101.343	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	293,083
E136101.335	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,200)	287,883
E136101.340	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses		2,450		290,333
EV0005.379	Thank A Volunteer Event	OCM 02.24-16	Operating Expenses		1,100		291,433
EV0006.379	Mental Health Week Event	OCM 02.24-16	Operating Expenses		4,500		295,933
EV0007.379	Seniors Week Event	OCM 02.24-16	Operating Expenses		3,000		298,933
E041020.379	MEMB General Operating Expenses	OCM 02.24-16	Operating Expenses		500		299,433
SEWEOP.327	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		303,433
SEWEOP.340	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		307,433
E142020.335	PW-OH General Operating expenses	OCM 02.24-16	Operating Expenses		500		307,933
ADMIOP.327	Administration Centre	OCM 02.24-16	Operating Expenses		1,500		309,433
ADMIOP.340	Administration Centre	OCM 02.24-16	Operating Expenses		500		309,933
SEWEOP.379	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		20,000		329,933
U2MSUOP.379	U2 4 Matthew Street	OCM 02.24-16	Operating Expenses		4,800		334,733
10MAOP.379	10 Marsh Ave Brookton	OCM 02.24-16	Operating Expenses		9,880		344,613

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in		Amended Budget Running Balance
					Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
U3MSOP.379	Unit 3 Madison Square Units	OCM 02.24-16	Operating Expenses		3,500		348,113
Utility charges							
CARAOP.380	Caravan Park	OCM 02.24-16	Operating Expenses			(7,000)	341,113
OVALOP.380	Oval Maintenance	OCM 02.24-16	Operating Expenses			(1,500)	339,613
MEMPOP.381	Memorial Park	OCM 02.24-16	Operating Expenses			(2,000)	337,613
DRAIOP.380	Drainage Townsite	OCM 02.24-16	Operating Expenses			(700)	336,913
TOWNOP.381	Town Street Maintenance	OCM 02.24-16	Operating Expenses			(700)	336,213
DEPOOP.380	Shire Depot - Building Maintenance	OCM 02.24-16	Operating Expenses			(1,100)	335,113
RWSTOP.381	Brookton Railway Station	OCM 02.24-16	Operating Expenses			(3,000)	332,113
E102050.400	SEW Interest On Effluent Loan # 83	OCM 02.24-16	Operating Expenses		10,955		343,068
Insurance							
E042020.413	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(9,200)	333,868
Other expenditure							
E041020.420	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(700)	333,168
E041030.601	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		5,000		338,168
E041030.609	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		4,900		343,068
E033020.355	General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,150)	339,918
E136101.420	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,200)	337,718
E123499.440	POC Loss On Sale Of Asset	OCM 02.24-16	Operating Expenses	34,098			337,718
Inflows from investing activities							
CLI001.151	ESL Grant - Emergency Services Levy - Capital West Brookton Shed	OCM 02.24-16	Capital Revenue		294,762		632,480
CLI023.151	ESL Grant - Emergency Services Levy - Capital East Brookton Shed	OCM 02.24-16	Capital Revenue		12,000		644,480
CLI034.151	Railway Station Building Refurbishment - Income Wills Rd - Reconstruction & Gravel Re-Sheeting(SLK 1.04 TO 7.47) LRCI Phase 4 Part B	OCM 02.24-16	Capital Revenue			(147,349)	497,131
CLI035.151	Income Mattingly Rd - (SLK 0.13 TO 5.26) LRCI Phase 4	OCM 02.24-16	Capital Revenue		110,349		607,480
CLI036.151	Part B Income	OCM 02.24-16	Capital Revenue		37,000		644,480
CLI015.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue		40,000		684,480
I032080.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue			(40,000)	644,480
CLI013.151	Dangin-Mears Rd WSNF Income	OCM 02.24-16	Capital Revenue			(895,558)	(251,078)
CLI026.151	Brookton-Kweda Road - R2R Income	OCM 02.24-16	Capital Revenue			(55,749)	(306,827)
CLI027.151	Corberding Road - R2R Income	OCM 02.24-16	Capital Revenue			(15,753)	(322,580)
CLI028.151	McGrath Street - R2R Income	OCM 02.24-16	Capital Revenue			(21,703)	(344,283)
CLI037.151	Buckingham Road - R2R Income	OCM 02.24-16	Capital Revenue		77,367		(266,916)
CLI038.151	Concrete Effluent Pipe Repair - Brookton Hotel R2R Income	OCM 02.24-16	Capital Revenue		15,838		(251,078)
I091497.201	STAFFH - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	(45,000)			(251,078)
I091498.200	STAFFH - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue		45,000		(206,078)
I143497.201	POC - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	7,500			(206,078)
I143498.200	POC - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue			(7,500)	(213,578)
MEMPCAP.500	Memorial Park Capital	OCM 02.24-16	Capital Expenses			(14,045)	(227,623)
POOLCAP.500	Pool - Capital	OCM 02.24-16	Capital Expenses			(11,000)	(238,623)
E142519.500	Shire Depot Improvements	OCM 02.24-16	Capital Expenses		14,000		(224,623)
WBSHEDCAP.500	West Brookton Bfb - Appliance Bay Facility And Amenities (Shed)	OCM 02.24-16	Capital Expenses			(294,762)	(519,385)
EBSHEDCAP.500	East Brookton BFB Shed	OCM 02.24-16	Capital Expenses			(12,000)	(531,385)
E054530.502	Bushfire Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(8,511)	(539,896)
E102530.502	Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(6,400)	(546,296)
EP003.502	Purchase P&E - Replacement PBH4 2012 Case 581PCS Backhoe - BOS418	OCM 02.24-16	Capital Expenses		190,000		(356,296)
ITINFCAP.340	IT Infrastructure	OCM 02.24-16	Capital Expenses			(2,033)	(358,329)
Purchase and construction of infrastructure-roads							
YORKRRG.327	York-Williams Road	OCM 02.24-16	Capital Expenses			(243,000)	(601,329)
YORKRRG.379	York-Williams Road	OCM 02.24-16	Capital Expenses		25,000		(576,329)
BRKWR2R.300	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		494		(575,835)
BRKWR2R.327	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		54,214		(521,621)

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

GL Code	Description	Council Resolution	Classification	Increase in			Amended Budget Running Balance
				Non Cash Adjustment	Available Cash	Decrease in Available Cash	
				\$	\$	\$	\$
BRKWR2R.801	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		498		(521,123)
BRKWR2R.802	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		543		(520,580)
COPPR2R.379	Copping Road R2R	OCM 02.24-16	Capital Expenses			(18,800)	(539,380)
CORBR2R.300	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		494		(538,886)
CORBR2R.327	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		14,424		(524,462)
CORBR2R.801	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		498		(523,964)
CORBR2R.802	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		337		(523,627)
MCGSR2R.300	McGrath Street R2R	OCM 02.24-16	Capital Expenses		494		(523,133)
MCGSR2R.327	McGrath Street R2R	OCM 02.24-16	Capital Expenses		20,374		(502,759)
MCGSR2R.801	McGrath Street R2R	OCM 02.24-16	Capital Expenses		498		(502,261)
MCGSR2R.802	McGrath Street R2R	OCM 02.24-16	Capital Expenses		337		(501,924)
BUCKR2R.300	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,165)	(526,089)
BUCKR2R.379	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(7,500)	(533,589)
BUCKR2R.801	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,369)	(557,958)
BUCKR2R.802	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(21,333)	(579,291)
SEWER2R.379	Concrete Effluent Pipe Repair - Brookton Hotel Dangin-Mears Rd Wheatbelt Secondary Freight	OCM 02.24-16	Capital Expenses			(15,838)	(595,129)
WBSF2.300	Network 23/24 Dangin-Mears Rd Wheatbelt Secondary Freight	OCM 02.24-16	Capital Expenses		149,347		(445,782)
WBSF2.327	Network 23/24 Dangin-Mears Rd Wheatbelt Secondary Freight	OCM 02.24-16	Capital Expenses		432,187		(13,595)
WBSF2.379	Network 23/24 Dangin-Mears Rd Wheatbelt Secondary Freight	OCM 02.24-16	Capital Expenses		139,380		125,785
WBSF2.801	Network 23/24 Dangin-Mears Rd Wheatbelt Secondary Freight	OCM 02.24-16	Capital Expenses		150,659		276,444
WBSF2.802	Network 23/24	OCM 02.24-16	Capital Expenses		104,381		380,825
WILLSFC.327	Wills Road Capital Works	OCM 02.24-16	Capital Expenses			(110,349)	270,476
MATRSFC.327	Mattingly Road Capital Works	OCM 02.24-16	Capital Expenses			(37,000)	233,476
Purchase and construction of infrastructure-other							
HVCAP01.504	Happy Valley Water Extension Memorial Park, Caravan Park & Upgrade Town Oval Happy Valley Water Extension Caravan Park And	OCM 02.24-16	Capital Expenses			(31,241)	202,235
HVCAP02.504	Madison Square Park	OCM 02.24-16	Capital Expenses			(7,908)	194,327
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue		147,349		341,676
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(80,396)	261,280
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(190,000)	71,280
E102601.225	Loan Payment - Sewerage	OCM 02.24-16	Capital Expenses		25,403		96,683
Transfers to reserve accounts							
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses			(45,000)	51,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		35,000		86,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		130,000		216,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		153,317		370,000
E033551.520	Transfer Interest From Muni To Reserve	OCM 02.24-16	Operating Expenses			(370,000)	0
E031020.356	Rate General Operating Expenses	OCM 03.24-08	Operating Expenses			3,733	3,733
				18,884	5,070,035	(5,167,779)	3,733

KEY INFORMATION

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Grants, subsidies and contributions	47,053	12.22%	▲			
Fees and charges	77,042	10.56%	▲			
Interest revenue	(84,406)	(20.12%)	▼			Budget amended due to higher than expected interest rates. Term deposit interest due June 2024
Other revenue	(1,297,127)	(85.53%)	▼			Variance due to DRPWA funding budget being reclassified as reimbursements received
Profit on disposal of assets	70,757	403.19%	▲			Profit on sale of PT13 & PT12
Expenditure from operating activities						
Employee costs	274,958	13.79%	▲			
Materials and contracts	1,871,117	64.53%	▲			
Utility charges	36,793	20.36%	▲			
Finance costs	19,150	47.66%	▲			The variance relates to budget profiling as Effluent Loan 83 has not been drawn down
Other expenditure	22,554	41.53%	▲			
Loss on disposal of assets	26,952	74.92%	▲			
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,452,846)	(51.59%)	▼			
						Due to Accounting Standard AASB1058 recognition of revenue
Proceeds from disposal of assets	54,429	33.37%	▲			Higher proceeds than anticipated
Payments for inventories, property, plant and equipment and infrastructure	4,413,343	54.46%	▲			
Financing activities						
Proceeds from new debentures	(450,000)	(100.00%)	▼			
						The variance relates to the Effluent Scheme Upgrade loan not yet drawn down
Repayment of borrowings	14,099	12.12%	▲			
						Budget profiling is the cause of this variance as Effluent Loan not drawn
Transfer to reserves	(2,559,711)	(28.64%)	▼			
						Capital works program in progress. Budget profiling is the reason for this variance and will correct in June 24

14.04.24.03 REQUEST FOR MEMBERSHIP EXTENSION – BROOKTON ALL HOURS GYM

File No:	
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider an extension to all current gym memberships for the period of closure of the Brookton All Hours Gym for general maintenance due to painting.

Description of Proposal:

The Brookton All Hours Gym will be temporarily closed for essential maintenance, specifically painting. During this closure, gym members are unable to access the facility and utilize their memberships. To address this, it is proposed to extend gym memberships for the period of closure to ensure fairness and value for gym members.

The exact date for the commencement of painting project has not been finalised. With confirmation of an exact date, the Shire administration will communicate with all gym members. The anticipated closure will last approximately 1 week, however we will remain flexible in case of any unforeseen delays.

Background: Nil.

Consultation:

The Shire administration will communicate directly with all gym members over the closure of the gym..

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) *wave 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:

Nil.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

By approving the extension of gym memberships by the duration of the facility closure, it supports our members and maintains positive community relations.

It ensures fairness to existing members and shows Council’s commitment to the gym members.

OFFICER’S RECOMMENDATION

That Council supports the request to extend current gym memberships by the same duration of the closure for the painting of the Brookton All Hours Gym.

(Vote by Absolute Majority required)

14.04.24.04 REQUEST FOR FEE WAIVER – LIONS CANCER INSTITUTE WA INC.

File No:	
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	Lions Cancer Institute WA Incorporated
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider an request to waive the adopted charges for the hire of the WB Eva Pavilion on 21 April 2024 and the Powderbark, Salmon Gum and Sheoak chalets for the period 19 to 22 April 2024 associated with the delivery of health services to the Brookton and Beverley communities.

Description of Proposal:

The Lions Cancer Institute, in conjunction with the Brookton CRC, will be holding a free skin screening clinic for the residents of Brookton on Sunday 21 of April and Beverley residents on Saturday 20 April.

It is anticipated that 70 Brookton residents will be screened on Sunday 21 April 2024.

Background:

The Lions Cancer Institute provides Skin Screenings throughout the rural and remote communities of Western Australia. All people involved in the Screening program are volunteers. The Screening program is a project of the Western Australian Lions Clubs with funding for the program coming from Lions Clubs and donations from the business community of Western Australia.

Consultation:

Internal consultation has occurred through a briefing with elected members.

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:

Particulars	19/04/24	20/04/24	21/04/24
Powderbark	\$142.00	\$142.00	\$142.00
Salmon Gum	\$142.00	\$142.00	\$142.00
Sheoak	\$205.00	\$205.00	\$205.00
WB Eva Pavilion			\$347.00
TOTAL			\$1,814.00

A bond of \$250.00 will still be required to be held by the Shire of Brookton.

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

Whilst the free skin screening clinic is a significant benefit to the Brookton community, Council will be subsidizing the service for both communities with Beverley benefiting from the same service.

Waiving chalet fees for services may impact the availability of accommodation for tourists and visitors to Brookton.

Balancing service provision with fiscal responsibility is essential for long-term sustainability.

OFFICER'S RECOMMENDATION

That Council:

- 1. waive the hire fee for hire of the WB Eva Pavilion of \$347.00 for the Lions Cancer Institute WA Incorporated on Sunday 21 April 2024; and***
- 2. deny the waiver of the Powderbark, Salmon Gums and Sheok chalets for the period 19 – 22 April 2024.***

(Absolute Majority Vote required)

Attachments

Attachment 14.04.24.04A – List of Payments for March 2024.

From: [John Osborne](#)
To: [Deanne Sweeney](#)
Subject: Liond Cancer Institute Booking and Hire Application Sunday 21st April
Date: Friday, 5 April 2024 4:22:54 PM
Attachments: [Brookton Booking and Hire Application.pdf](#)

Good afternoon Deanne
My apologies for the late response to your Email.

We do not require access to power or water..

The Brookton CRC are assisting the Lions Cancer Institute in hosting a free Skin Screening Clinic for the Brookton Residents.

The Skin Screenings are provided throughout the rural and remote communities of Western Australia. All people involved in the Screening program are volunteers. The Screening program is a project of the Western Australian Lions Clubs. Funding for our program is from Lions Clubs and donations from the Business Community of Western Australia.

We anticipate that we will be screening up to 70 people on the day. This free screening Clinic is a significant benefit to the community.

I ask that the Shire assist us in this Screening by waiving any Fees that may be associated with the use of the pavilion and we would appreciate any discount on the accommodation at the Caravan park.

Thank you,

John Osborne

Screening Event Coordinator
Lions Cancer Institute (WA) Inc.
0422 622 363
john.osborne@lionscancerinstitute.org.au
www.lionscancerinstitute.org.au

The Lions Cancer Institute (WA) is a project of the Lions Clubs of Western Australia. All personnel involved with the Institute and their Screening programs are Volunteers. The Lions Cancer Institute is funded by the Lions Clubs of WA and from generous donations from WA Business.



15.04.24 GOVERNANCE REPORTS

15.04.24.01 APPOINTMENT OF FIRE CONTROL OFFICERS – 2024/2025

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

Summary of Report:

Council is to consider the annual recommendation of the Shire of Brookton Bush Fire Advisory Committee (BFAC) for appointment of Fire Control Officers (FCOs).

Description of Proposal:

A BFAC Meeting was held on Tuesday 26 March 2024 with the Minutes of the meeting included at Attachment 15.04.24.01A.

The BFAC has made the following recommendations to Council for the 2024/25 fire season:

1. appointment of Murray Hall Chief Bush Fire Control Officer. Murray is a long standing CBFCO and has been involved with the Brookton Central Bush Fire Brigade for many years.
2. Appointment of Travis Eva as Deputy Chief Bush Fire Control Officer. Travis is a long standing Deputy CBFCO and has been involved with the East Brookton Bush Fire Brigade for many years.
3. Appointment of the the following as Fire Control Officers for the regions within the Shire of Brookton:

Central Brookton BFB	Anton de Lange, Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Brad Bassett
East Brookton BFB	Bevan Walters, Travis Eva, Darrell Turner, Dennis Wilkinson, Michael Eva
West Brookton BFB	Tim Evans, Ross Evans, Len Simmons, Mark Whittington
Shire of Brookton	Jason Carrall

The appointed Fire Control Officers are authorised under Section 18 of the Bush Fires Act to issue Permits to Burn to local residents and ratepayers during the restricted burning period.

The Shire of Brookton is holding Fire Control Officer training on 26th April to accredit newly appointed FCOs.

4. Appointment of Murray Hall, Travis Eva and Tim Evans as Fire Weather Officers.

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

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

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

The recommended officers for appointment as Fire Weather Officers are the most senior and experienced of the Shire of Brookton’s Fire Control Officers.

5. seek to have neighbouring Council’s appoint the following Shire of Brookton FCOs as Dual Fire Control Officers:

Shire of Beverley	Ashley Hobbs, Troy Bassett, Blair Montague
Shire of Corrigin	Bevan Walters, Darrell Turner
Shire of Pingelly	Travis Eva, Tim Evans, Neville Messenger
Shire of Wandering	Tim Evans

Dual Fire Control Officers have authority to act in fire situations that cross or are located just across the Shire boundary.

The Shire of Brookton will consider nominations made to the Shire of Brookton by neighbouring local governments for FCO’s of those neighbouring shires to serve as Dual FCO’s in the Shire of Brookton later in 2024.

Background:

The Shire of Brookton considers annually the appointment of Fire Control Officers (FCO) recommended by the Shire of Brookton’s Bush Fire Advisory Committee (BFAC). The Minutes of the Marcy 20232 BFAC Meeting are included at Attachment 15.04.24.01A.

In July 2023 the Shire of Brookton made the following appointments.

Position	Appointment
Chief Bush Fire Control Officer	Murray Hall
Deputy Chief Bush Fire Control Officer	Travis Eva
FCO’s – Central Brigade	Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Anton de Lange, Brad Bassett.
FCO’s – East Brigade	Bevan Walters, Darrell Turner, Dennis Wilkinson, Michael Eva.
FCO’s – West Brigade	Tim Evans, Ross Evans, Len Simmons, Mark Whittington, Jamie Blight.

Consultation:

The BFAC's Recommendation reflects the Minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 26th March 2024.

Statutory Environment:

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

(1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

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

40. Local governments may join in appointing and employing bush fire control officers

(1) Two or more local governments may by agreement join in appointing, employing and remunerating bush fire control officers for the purposes of this Act.

(2) Bush fire control officers so appointed may exercise their powers and authorities and shall perform their duties under this Act in each and every one of the districts of the local governments which have joined in appointing them.

Relevant Plans and Policy:

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

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

Financial Implications: Nil**Risk Assessment:**

Without the required authorisation from Council there is a perceived medium level risk in relation to the duties performed by the newly appointed Dual Fire Control Officers, which could be deemed unlawful and potentially invalid should their actions be challenged through a judicial process. Therefore, the level of risk is assessed against the following matrix table as 'Medium'.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. *appoint Murray Hall Chief Bush Fire Control Officer;***
- 2. *appoint Travis Eva Deputy Chief Bush Fire Control Officer;***
- 3. *appoint the following persons as Fire Control Officers:***

<i>Anton de Lange,</i>	<i>Central Brookton BFB</i>
<i>Troy Bassett,</i>	<i>Central Brookton BFB</i>
<i>Andrew Pike,</i>	<i>Central Brookton BFB</i>
<i>Ashley Hobbs,</i>	<i>Central Brookton BFB</i>
<i>William Wilkinson,</i>	<i>Central Brookton BFB</i>
<i>Neville Messenger,</i>	<i>Central Brookton BFB</i>
<i>Blair Montague,</i>	<i>Central Brookton BFB</i>
<i>Brad Bassett</i>	<i>Central Brookton BFB</i>
<i>Bevan Walters,</i>	<i>East Brookton BFB</i>
<i>Travis Eva,</i>	<i>East Brookton BFB</i>
<i>Darrell Turner,</i>	<i>East Brookton BFB</i>
<i>Dennis Wilkinson,</i>	<i>East Brookton BFB</i>
<i>Michael Eva</i>	<i>East Brookton BFB</i>
<i>Tim Evans,</i>	<i>West Brookton BFB</i>
<i>Ross Evans,</i>	<i>West Brookton BFB</i>
<i>Len Simmons,</i>	<i>West Brookton BFB</i>
<i>Mark Whittington</i>	<i>West Brookton BFB</i>
<i>Jason Carrall</i>	<i>Shire of Brookton</i>
- 4. *appoint the following persons as Fire Weather Officers:***

<i>Murray Hall</i>
<i>Travis Eva</i>
<i>Tim Evans</i>
- 5. *appoint the following persons as Dual Fire Control Officers:***

<i>Ashley Hobbs,</i>	<i>Shire of Beverley</i>
<i>Troy Bassett,</i>	<i>Shire of Beverley</i>
<i>Blair Montague</i>	<i>Shire of Beverley</i>
<i>Bevan Walters,</i>	<i>Shire of Corrigin</i>
<i>Darrell Turner</i>	<i>Shire of Corrigin</i>
<i>Travis Eva,</i>	<i>Shire of Pingelly</i>
<i>Neville Messenger</i>	<i>Shire of Pingelly</i>
<i>Tim Evans,</i>	<i>Shire of Pingelly</i>
<i>Tim Evans,</i>	<i>Shire of Wandering</i>

Attachments

Attachment 15.04.24.01A – Minutes of BFAC Meeting held 26 March 2024

**SHIRE OF BROOKTON
BUSHFIRE ADVISORY COMMITTEE MEETING
MINUTES
26 MARCH 2024**

1.03.24 DECLARATION OF OPENING/ATTENDANCE

The Presiding Member Cr de Lange opened the meeting at 7:05pm and welcomed Councillors, Committee members and Staff.

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.

Elected Members (Voting)

Cr de Lange Deputy President
Cr McCabe

Committee Members (Voting)

Murray Hall	Chief Bushfire Control Officer
Travis Eva	Deputy Chief Bushfire Control Officer
Blair Montague	Central Brigade
Anton de Lange	Central Brigade
Ashley Hobbs	Central Brigade
Bevan Walters	East Brigade
Darrell Turner	East Brigade
Jarrad Turner	East Brigade
Tim Evans	West Brigade
Len Simmons	West Brigade
Cullem Pech	West Brigade
Holly Blechynden	West Brigade

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Sandie Spencer	Executive Governance Officer
Jason Carrall	Community Emergency Services Manager

Other Agencies

Adam Whitford	Department of Fire and Emergency Services Area Officer
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Apologies

Troy Bassett	Central Brigade
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2.03.24 CONFIRMATION OF PREVIOUS MINUTES

BFAC 03.24-01

BFAC RESOLUTION

MOVED M Hall

SECONDED B Montague

That the minutes of the Bushfire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 29th August 2023, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE

3.03.24 PRESENTATIONS

Nil

4.03.24. APPOINTMENT OF FIRE CONTROL OFFICERS

For 2023/24 the Shire of Brookton made the following appointments.

Position	Appointment
Chief Bush Fire Control Officer	Murray Hall
Deputy Chief Bush Fire Control Officer	Travis Eva
FCO's – Central Brigade	Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Anton de Lange, Brad Bassett.
FCO's – East Brigade	Bevan Walters, Darrell Turner, Dennis Wilkinson, Michael Eva.
FCO's – West Brigade	Tim Evans, Ross Evans, Len Simmons, Mark Whittington, Jamie Blight.
FCO – Shire of Brookton	Jason Carrall

OFFICER'S RECOMMENDATION

That the BFAC recommend that the Shire of Brookton make the following appointments for the 2024/25 fire season.

Position	Nominee(s)
Chief Bush Fire Control Officer	To be advised
Deputy Chief Bush Fire Control Officer	To be advised
FCO's – Central Brigade	Anton de Lange, Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Brad Bassett
FCO's – East Brigade	Bevan Walters, Travis Eva, Darrell Turner, Dennis Wilkinson, Michael Eva
FCO's – West Brigade	Tim Evans, Ross Evans, Len Simmons, Mark Whittington, Toby Blechynden, Tristan Guinness
FCO – Shire of Brookton	Jason Carrall
Dual FCO – Shire of Beverley	To be advised
Dual FCO – Shire of Corrigin	To be advised
Dual FCO – Shire of Pingelly	To be advised
Dual FCO – Shire of Wandering	To be advised

BFAC 03.24-02**BFAC RESOLUTION****MOVED B Montague SECONDED Cr McCabe**

That the BFAC recommend that the Shire of Brookton make the following appointments for the 2024/25 fire season.

Position	Nominee(s)
<i>Chief Bush Fire Control Officer</i>	<i>Murray Hall</i>
<i>Deputy Chief Bush Fire Control Officer</i>	<i>Travis Eva</i>
<i>FCO's – Central Brigade</i>	<i>Anton de Lange, Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Brad Bassett</i>
<i>FCO's – East Brigade</i>	<i>Bevan Walters, Travis Eva, Darrell Turner, Dennis Wilkinson, Michael Eva</i>
<i>FCO's – West Brigade</i>	<i>Tim Evans, Ross Evans, Len Simmons, Mark Whittington</i>
<i>FCO – Shire of Brookton</i>	<i>Jason Carrall</i>
<i>Fire Weather Officers</i>	<i>Murray Hall, Travis Eva, Tim Evans</i>
<i>Dual FCO's – Shire of Beverley</i>	<i>Ashley Hobbs, Troy Bassett, Blair Montague</i>
<i>Dual FCO's – Shire of Corrigin</i>	<i>Bevan Walters, Darrell Turner</i>
<i>Dual FCO's – Shire of Pingelly</i>	<i>Travis Eva, Tim Evans, Neville Messenger</i>
<i>Dual FCO's – Shire of Wandering</i>	<i>Tim Evans</i>

CARRIED BY SIMPLE MAJORITY VOTE

5.03.24 REPORTS

5.03.24.01 CHIEF BUSHFIRE CONTROL OFFICER – MURRAY HALL

- Low incidence of fire within the Shire this season. Couple of potential large fires shut down miraculously by fast response. Literally cut off fire metres from massive fuel loads and looming protracted bad weather.
- Supported Pingelly, Corrigin and Beverley fires. Lightning and header fires.
- Ongoing mitigation work. Ranging from forestry mulching, breaks, cool burning, spraying, as per Shire planning. Thank you to Shire & CESM.
- Recommended railway corridor to be better mitigated.
- More mitigation planned for Autumn in risk areas north of town.
- Been a slight increase in new volunteers joining brigades.
- Still advocating for improved communication between our region and Wheatbelt Goldfields Region.
- One shed for West Brigade currently being build and soon to be finished.
- East shed going to tender and expected before next fire season.
- Now moved into Restricted Season. Permits restricted with due to Fire Danger Rating / FBI index.
- Reporting to DFES Consent to register burn.
- ROAC – focus on safety and procedure to prevent injuries.
- Uniforms – Captains to report back to Chief & Deputy regarding uniform requirements.

5.03.24.02 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER – TRAVIS EVA
Nil.

5.03.24.03 WEST BRIGADE – CAPTAIN: TIM EVANS

Brigade Changes:

Captain – Tim Evans

Vice-Captain – Cullem Pech

Secretary – Holly Blechynden

FCO's – Tim Evans, Ross Evans, Len Simmons, Mark Whittington.

- Jamie Blight has moved down south. Radio to be moved from Jamie's vehicle to Cullem's.
- 8 fires
- BIC to 2" camlock fittings.
- Prescribed burn – Lupton Reserve.
- 4 to do FCO course.
- Request for the Shire to write a letter to landowners regarding the padlocked gate on Beecroft road.
- Lack of firebreaks – Buckingham Road.

5.03.24.04 CENTRAL BRIGADE – CAPTAIN: ANTON DE LANGE

Fires reported within central brigade 23/24 Fire season:

- Youraling Rd / Roses Rd – Travis Eva's – 13th January 24
- White St fire towns s/w corner - 19th December 23
- Tiller St near school – 21st November 23
- Smart Rd / Mattingly Rd – Pine plantation - Troy Bassett's – 22 October.

The Brookton Central Bridge attended the above fires.

The Brookton Central Brigade also attend fires outside its brigade including:

- Corrigin Airport Fire – 17th October 23
- Young Rd Fire - Chris Mallick – 4th November 23
- York Williams / North Wandering Rd – Hardie's – 23rd November 23
- Bennett Rd Fire – 27th November 23
- Lange's Fire Pingelly - 20th December 23

Brigade Changes:

- Anton de Lange replaces Troy Bassett as Captain.
- Blair Montague replaces Andrew Pike as Vice-Captain.
- Nic McCabe is removed from BFAC Proxy.
- Brad Bassett, Anton De Lange and Blair Montague are added to BFAC Proxy.
- Central drivers list has been reviewed and can be found in minutes below.

Business Arising from Meeting:

- There are high levels of timber on roadsides after recent storms, Corberding Rd has high levels of dry timber. Central brigade suggests that this timber should be removed by the shire prior to next fire season.
- BP Volunteer fuel cards are now in use, Account at Nola's roadhouse has been cancelled.
- We have one member enrolled in the FCO course (Anton) to be held on the 26th April at the Aldersyde hall.

5.03.24.05 EAST BRIGADE – CAPTAIN: BEVAN WALTERS

East Brigade Position appointments for 2024

Captain – Bevan Walters

Vice – Captain – Jarrad Turner

FCO's – Bevan Walters, Travis Eva, Darrell Turner, Dennis Wilkinson, Michael Eva (Pending due to awaiting training)

BFAC Proxy – Jarrad Turner

East Tender Drivers - Bevan Walters, Travis Eva, Rodney Bowring, Shane Bowron, Brad Mills, Dennis Wilkinson, Gavin Whittington, Paul Wilkinson, John Bowring, Geoff MacInnes, Gary Eva, Don Eva, Grahame Sudholz, Ben Sudholz, Suzanne Turner, Jarrad Turner, Michael Eva, Sarah Walters, Luke Blechynden, Tyrone Fulwood, Andrew Craig.

Incident Report

Attended 3 fires over the summer.

1. 17th October 2023 – East Truck assisted at Corrigin Fire – had 2 shifts.
2. 22nd October 2023 – Troy Bassett/Peter Meeres location
3. 20th December 2024 – Crew went to assist a shift/relieve Central Brigade Truck

General

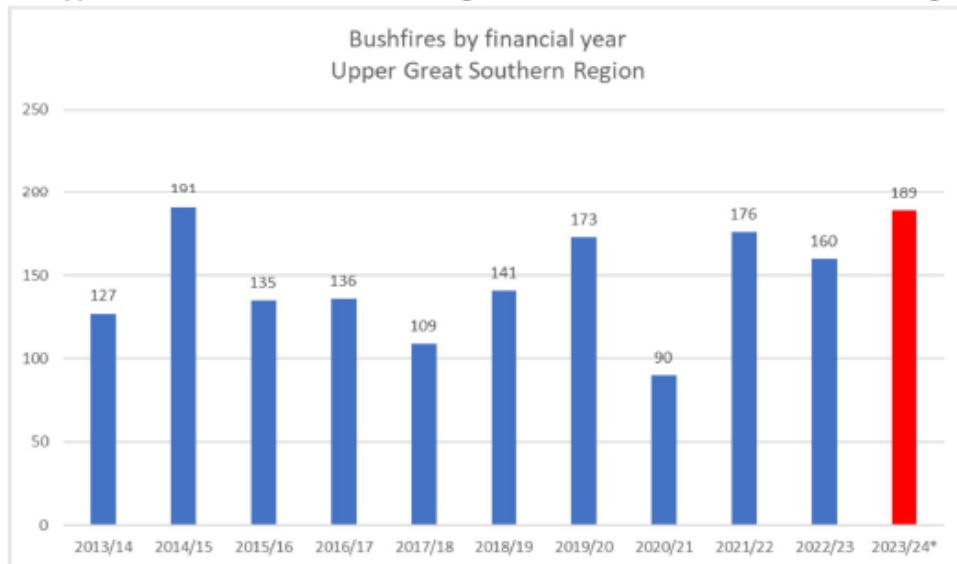
- East Brookton Brigade shed project finally underway. The pad and surroundings need to be significantly raised due to low lying water.
- Water tank at CBH – fire and community use.



Brookton BFAC Report – 27th March 2024

Bushfire Season Summary

- There have been 3757 bushfires across the State since October, an increase of 33 per cent for the same period last season (2816 bushfires between 1 October 2022 – 24 Feb 2023).
- In Our Region we had some early significant fires at Corrigin, Shire of Pingelly and Cuballing including a run of deliberately lit fires commencing early in October 2023.
- Grain Harvest Strategy with forward basing of fixed wing bombers in Geraldton, Cunderdin, Narrogin and Esperance during harvest. These and other water bombers have been deployed to over 30 bushfires across the Upper Great Southern Region.
As many people know, water bombers can't operate without trained ground controllers on site and firefighters understanding the importance of clearing the drop zone. We strongly encourage shires to have more trained ground controllers and let their firefighters know about clearing the drop zone.
- Header Fires record through Incident Reporting System this season in Upper great Southern stand at 15 with a further 11 from other machinery. A correlation to a brand or cause is not evident in our data
- The regional staff and volunteers supported many deployments (currently we are at Nanga Brook fire in Waroona) during this season. These include deployments to fires within the region and outside including Wyndham, Halls Creek, Forrestania, Toodyay, Esperance and Balladonia.
- State Operational Support Fleet (SOSF) - This season there has been 15 SOSF appliances out to shires and brigades. This program has meant that shires have additional resources available for fires within their shire. These firefighting appliances are also available to be deployed as per need as they remain state resources. It is important to ensure that they are well used and fire reports are completed to assist the business case for future use. These appliances are sent to the areas with the greatest need and can be moved around the region.



Shire of Brookton BF Report (attached)



Key Learnings/ Considerations

Three areas of learning for us as an BFAC to consider post this season

- **Safety** – There was a tragic incident resulting in loss of life in Esperance and in our own region several injuries. The importance of good training, PPE and safe practise to keep all responders safe is continued to be significant.
- **Weather Event – Power disruption** – there was a significant event earlier this year that caused us to consider emergency communications and their importance when power and comms are lost for long period of time and how that plays on service delivery. What are your contingencies on the outbreak of a fire?
- **Fire Risk season continues:** It is probable that April 2024 is hotter than normal, and likely that it is drier than normal based on seasonal outlook even though we have had some patches of rainfall in the UGSR.

Key Reminders

There are some important reminders for the effective operations;

- **Machine costs:** If requesting DFES to meet contractor costs you need to have this confirmed before engaging the contractor. Calling the Regional Duty Co-ordinator 1800 865 103 and confirming the rate and length of time is best way to do this and invoices get emailed to rocqsnar@dfes.wa.gov.au
- **Reporting all fires (as they are happening or as close to):** This is key to activate you under the Bushfires Act and allows coverage for your insurance and for the expenditure of money. 000 is how the community do it but for FCO's and brigade members calling COMCEN. Attached to this is a useful sheet for all FCO's and Captains. This sheet helps you give a sitrep (in the first 15 minutes of arrival) and get public information out or support.
- **Fire Bombing:** Importance of requesting water bombers early (you will need to give a sitrep PAFTAC) and having ground controllers available at the fire to direct water bombers. We strongly encourage shires to have more trained ground controllers and let their firefighters know about clearing the drop zone
- **Training:** Is well underway – make use of the regional calendar and eAcademy to support your shire training.

Thank you for your support of your communities and your neighbouring communities.

Thanks,

Adam Whitford
Area Officer Narrogin West
0475 397 201
aowestuppergreatsouthern@dfes.wa.gov.au

OPERATIONAL CONSIDERATIONS (Checklist for first arriving Firefighters)

The checklist below is a list of operational **considerations** for the first arriving fire crew when giving the first SITREP to COMCEN (first **15 minutes** then every 1hour afterwards). COMCEN can get you Incident Weather also.

P	POSITION AND PROPERTY THREATENED <ul style="list-style-type: none"> Assess the situation – where is it? Nearest cross road? Exposures at risk/critical infrastructure? House? Shed? Tower?
A	AREA <ul style="list-style-type: none"> Size of fire (Length x Width) – estimate only
F	FUEL DENSITY AND TYPE <ul style="list-style-type: none"> What is burning? And estimate how fast it is moving (ROS)
T	TIME TO CONTROL <ul style="list-style-type: none"> Establish IMT (Who is IC, what Sectors?) Decide on strategies to extinguish/ make safe Delegating key functions – get help from others How many hours to get it contained? Roughly?
A	ASSISTANCE REQUIRED <ul style="list-style-type: none"> Traffic Management & Road closures? Regional Manager to assist? What do you need help with? Additional resources (ask early as it takes time to arrive)?
C	COMMUNICATIONS AND CONTROL POINT <ul style="list-style-type: none"> Radio frequencies/Communications plan Location of control point Media and public advice/warnings – 1800 718 288
S	SURFACE WIND STRENGTH AND DIRECTION <ul style="list-style-type: none"> Send SITREP Safety is first priority

COMCEN: 1800 198 140

UGS RDC 1800 865 103

DFES Communication Centre (ComCen)	1800 198 140
<ul style="list-style-type: none"> 000 to report bushfire Email: dfescomcen@dfes.wa.gov.au Provide an incident update / situation report (see below) Request Incident Weather Forecast Request DFES assistance / to attend. Contact WA Police, Main Roads, Western Power 	
DFES Regional Duty Coordinator	1800 865 103
<ul style="list-style-type: none"> Request water bombers Request DFES assistance / to attend. Request DFES to meet machinery costs before engaging contractors 	
DFES Public Information	1800 718 288
<p style="text-align: right;">Email: statepublicinfo@dfes.wa.gov.au</p> <ul style="list-style-type: none"> Issue Community Warning (Advice, Watch & Act, Emergency Warning) Update or change an existing Community Warning 	
Telephone Warning System	1300 566 588
<ul style="list-style-type: none"> Sends alerts to home phones & mobiles. Must be used for Emergency Warnings 	



Shire of Brookton Bushfire Ignitions

For all Bushfires, of any size.

This report shows the number of Bushfire incidents recorded in IRS within the Locality shown. A bushfire is uncontrolled fire to bush, grass, scrub, forest or any other vegetation; of any size.

The information contained within this report has been provided by the Operational Information Systems Branch of the Department of Fire and Emergency Services (WA). Contact: reports@dfes.wa.gov.au

Data Date: 26/03/2024

	2023/2024
Total Number of Bushfires:	12
Weather Conditions - Lightning	5
Unreported	4
Vehicles (incl. Farming Equipment/Activities)	2
Undetermined	1

Locality	Incident No	Date / Time	Suburb	Street
BROOKTON (S)	644339	22/10/2023 36:14	BROOKTON	MATTINGLY RD
BROOKTON (S)	644480	23/10/2023 22:12	JELCOBINE	WOODS LOOP
BROOKTON (S)	646761	04/11/2023 39:08	JELCOBINE	BUCKINGHAM RD
BROOKTON (S)	646778	04/11/2023 20:10	ALDERSYDE	BROOKTON-KWEDA RD
BROOKTON (S)	646812	04/11/2023 54:11	JELCOBINE	YOUNG RD
BROOKTON (S)	646814	04/11/2023 56:11	ALDERSYDE	ALDERSYDE-PINGELLY RD
BROOKTON (S)	648887	21/11/2023 15:13	BROOKTON	TILLER ST
BROOKTON (S)	649433	25/11/2023 55:09	BROOKTON	CUMMING ST
BROOKTON (S)	651494	14/12/2023 30:15	BROOKTON	WALWALLING RD
BROOKTON (S)	652004	19/12/2023 41:13	BROOKTON	WHITE ST
BROOKTON (S)	654578	13/01/2024 05:23	BROOKTON	ROSES RD
BROOKTON (S)	659482	02/03/2024 57:05	JELCOBINE	YORK-WILLIAMS RD



Shire of Brookton Bushfire Ignitions

For all Bushfires, of any size.

This report shows the number of Bushfire incidents recorded in IRS within the Locality shown. A bushfire is uncontrolled fire to bush, grass, scrub, forest or any other vegetation; of any size.

The information contained within this report has been provided by the Operational Information Systems Branch of the Department of Fire and Emergency Services (WA). Contact: reports@dfes.wa.gov.au

Data Date: 26/03/2024

Ignition Cause	Size (hect)	Latitude	Longitude	Location Description
Weather Conditions - Lightning	48	-32.26967	117.06811	
Weather Conditions - Lightning	< 1	-32.42271	116.75754	
Weather Conditions - Lightning	< 1	-32.37610	116.61804	
Unreported	< 1	-32.36488	117.33149	MILLBROOK HOMESTEAD ALDERSYDE
Weather Conditions - Lightning	20	-32.47848	116.78604	
Unreported	< 1	-32.34860	117.27500	
Vehicles (incl. Farming Equipment/Activities)	< 1	-32.37393	117.00818	
Vehicles (incl. Farming Equipment/Activities)	< 1	-32.37133	117.00675	
Unreported	Unknown	-32.40135	117.01510	
Undetermined	< 1	-32.37522	117.01196	
Unreported	2	-32.31157	116.98487	
Weather Conditions - Lightning	< 1	-32.39749	116.81922	

6.03.24 COMMUNITY EMERGENCY SERVICES MANAGER (CESM)

- Support provided to surrounding Shires for fires.
- Mitigation – golf course, waiting on rain before this can commence.
- 5 escape burns in surrounding Shires. Wind conditions of 25km/hr on permits is too high.
- No issue with permits issued with Shire of Brookton.
- Sheds - Fitted out by next fire season.
- Applying for next round of mitigation funding.

6.03.24.01 TRAINING UPDATE

- Fire Control Officer Course 26 April 2024.
- Fire Weather Officer – 3rd week July

6.03.24.02 STATUS TABLE

Task	Current Status	Comment
Shire of Brookton - New FCO	Current	Provide new FCO with permit book, access to WhatsApp, Booked a FCO's course for March 2024 and once completed books will be issued and training given.
Brookton Pingelly Corrigin Training certificates	Current	Certificates organised and received via email. Printed out and will sort out for each shire over next few days. All certificates have now been printed for all three shires. Message sent out to brigade members for collection and to date only have one reply from members. Sandie to look at posting out to members.
Shire of Brookton ESL 2023-2024		Meeting held Friday 19-01-2024 in relation to expenses for rest of the season and plan put in place to have this work completed before 30 June 2024.
Shire of Brookton ESL Budget submission 2024-2025	TBA	Tender B class service forms created for each Tender ready for servicing. Request for quote sent out to Brookton 24/7 Towing for quoting. Request for update with current work orders requested from Brookton 24/7 Towing. Progress 2023-2024 expenditure spreadsheet updated. Meeting with Gary, Sandy and Deanne completed and all relevant required information needed for 2024-2025 submission received. ESL submission now completed for the shire of Brookton and passed onto CEO for signing before I can send off to DFES.
Brookton Mitigation Program	Current	relying on weather at the current time and should have finished by end of October. Site meeting with BRMO from DFES Narrogin office in relation to maintenance works on UCL land in town site. 2022-2023 acquittal completed and sent to CEO for signing. acquittal sent off to DFES. Did drive around with Les to go through UCL works to be completed by end of October
Brookton Mitigation program submission 2024-2025 round one	TBA	
Brookton Golf Club Control Burn	Attending	Waiting for golf events to finish and a time were members are available to carry out burn. Anticipating second week of October Control burn booked in for October 5th and 6th October. Currently have Brookton west sending one truck. Burn Cancelled due to weather

Task	Current Status	Comment
Brookton BFB Thermal Imaging Cameras	Current	Purchase order sent to Frontline Fire and Rescue. Awaiting delivery Spoke to frontline fire and rescue with follow up of where cameras are. they advise me they will look into it and get back to me. Cameras have arrived and will organise contractor to install into fire appliances. Cameras have been marked with identification labels and batteries charged ready for installation.
Maintenance on Fire Trucks Brookton	Current	Arrange for service on pumps of all four fire trucks. Brookton Central has now been serviced and back in the shed. Brookton East and West trucks now finalised. Brookton Central truck off line due to diff issues. Diff has now been looked at and repaired and Mechanic has given the all clear for operational duties again and is back in the shed. all fire tenders have now been serviced.
Maintenance on Fire Trucks Brookton	Current	Arrange for AVL upgrades on all four fire trucks request for purchase order sent to shire with quote for works to be completed. Brookton Central has now been completed. CESM vehicle has now been completed. Brookton Central and Brookton East have been completed.
Brookton West BFB Shed	Current	plans reviewed and suggested changes made through Kevin Project manager Brookton. Meeting with contractor to go over plans and suggested final changes. Construction of shed has started with concrete slab being installed. Shed well underway with all frames installed, roofs completed, and cladding being finalised. Fast fill trailer shed now completed, water tank has been installed.
Brookton East Fire Shed	Current	with shire to continue Site has been cleared.

7.03.24 GENERAL BUSINESS

- Firebreak Notice. 6 infringement notices within townsite.
- Shire to enforce requirements of Fire Break Notice on properties outside the Brookton townsite.
- Restricted period to be reviewed at time, with possible extension.

8.03.24 FOR INFORMATION/CIRCULARS

Nil.

9.03.24 NEXT MEETING & CLOSURE

Tuesday 3rd September 2024 at 7.00pm

There being no further business, the Presiding Member Cr de Lange declared the meeting closed at 9:21pm.

15.04.24.02 FREEDOM OF INFORMATION STATEMENT – REVIEW 2024

File No:	COR001
Date of Meeting:	18 April 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider a reviewed Freedom of Information (FOI) Statement.

Description of Proposal:

An updated FOI Statement is included at Attachment 15.04.24.02A. This draft updated FOI statement has amendments made to reflect changes in Council's operations since April 2023.

It is expected that this review will be an annual occurrence.

Background:

The Shire of Brookton reviewed their FOI Statement required by the Freedom of Information Act 1992 in April 2023.

Local Governments are required to have an information statement made available for inspection or purchase by members of the public. Some agencies have elected to publish their information statement electronically on their website. Others have elected to have both a hard copy and a copy available on their website. Another option is to have a hard copy version incorporated in the agency's annual report.

Whichever manner the agency chooses to publish its information statement in, it is required to provide a copy to the Information Commissioner.

Information statements are an important part of FOI legislation. They assist members of the public to exercise their rights under the FOI Act, by describing the information and records available, together with a summary of the responsibilities and functions carried out by each agency.

The provisions in the FOI Act concerning information statements require that subsequent republishing of the information statement occurs at intervals of not more than 12 months.

Consultation: Nil at this time.

Statutory Environment:

Freedom of Information Act 1992.

Relevant Plans and Policy:

Council “Policy 2.9 – Access to Administration Records” is relevant to this report.

Financial Implications:

There are no financial implications in regard to this matter.

Risk Assessment:

The Shire of Brookton is required to have published a Freedom of Information Statement. The consequence from non-compliance are minor, with a likelihood of likely.

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:

Shire of Brookton – Corporate Business Plan

16.6 Governance and compliance improvement program.

Comment: Nil

OFFICER’S RECOMMENDATION

That Council adopts the Freedom of Information Statement included in Attachment 15.04.24.02A.

Attachments

Attachment 15.04.24.02A – Freedom of Information Statement.



FREEDOM OF INFORMATION STATEMENT 2024

This Information Statement is published by the Council in accordance with the requirements of Section 96 of the Freedom of Information Act 1992 (Western Australia).

The Council is pleased to comply with the legislation and welcomes enquiries.

An updated Information Statement will be published at least every 12 months.

Date of Adoption: 18 April 2024

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1. MISSION STATEMENT

The Shire of Brookton operates in a relatively stable environment in which the expectations and requirements of the community and government, as well as environmental and economic factors impact on its activities and overall performance.

Council is committed to improve the quality of life of the residents of the Shire of Brookton through services based on the principles of quality, equity, value and responsiveness and to ensure operations of the Shire are conducted in a cost efficient and effective manner as not to unfairly impose upon its ratepayers and residents.

The objectives of Council are to ensure that the Shire of Brookton is a progressive, diverse and caring community, with access to modern services and infrastructure, in a unique part of the world.

By these means, the community confidence in the Shire as an efficient provider of services and an effective manager of its resources will be gained.

2. DETAILS OF LEGISLATION ADMINISTERED

Including, yet not limited to:

- Local Government Act 1995;
- Freedom of Information Act 1992;
- Dog Act 1976;
- Planning and Development Act 2005; and
- all other legislation relevant to Local Government functions

3. COUNCIL STRUCTURE

The Shire of Brookton consists of seven (7) Councillors including the Shire President.

Local Government Elections are held in October of every second year. Councillors are elected for a four year term with three members retiring at each election.

Extraordinary elections are held to fill any vacancies which may have occurred during the year.

The President of the Council is elected by the Councillors at the first meeting following each ordinary election.

Council is the decision making body of all policy matters. The Chief Executive Officer reports to Council and the present Shire organisational structure is shown in Figure 1 (attached).

4. DETAIL OF DECISION MAKING PROCESS

Ordinary meetings of full Council are generally held on the third Thursday of each month with exception that no meeting is held in January.

Council Meetings normally commence at 6:00pm and the date and time of the meeting are advertised locally. Members of the public are welcome to attend, and Public Question Time is an early item of business.

The main business of the meeting is to consider and make decisions.

Correspondence and applications on any matters to be considered by Council should be received at the Council office at least two weeks prior to the week of the Council meeting if they are to be

guaranteed of being dealt with at this meeting.

4.1 Minutes

Minutes of Full Council are placed on display in Council's Library and on the Shire of Brookton website within 14 days after Ordinary Council Meeting.

5 SHIRE OF BROOKTON SHIRE COUNCILORS

Councillor Katrina Crute	Shire President	Term expires October 2025
Councillor Tamara de Lange	Deputy Shire President	Term expires October 2027
Councillor Harold Bell		Term expires October 2025
Councillor Beryl Copping		Term expires October 2027
Councillor Charlene Hayden		Term expires October 2025
Council Lachlan McCabe		Term expires October 2027
Councillor Rod Wallis		Term expires October 2027

Council has appointed the following as members of Committees of Council and as delegates of Council to the respective committee or organisation as included in the following table:

Committee/Service	Councillor	Other/External
<i>Internal Committees of Councillors</i>		
Audit & Risk Committee	Cr Crute Cr de Lange Cr Bell	1. E Pech 2. Vacant
Employment Committee	Cr Crute Cr de Lange Cr Bell Cr Hayden Cr McCabe	
Bushfire Advisory Committee	Cr de Lange Cr McCabe	1. Community Emergency Services Manager- J Carrall 2. M Hall 3. T Eva 4. T Bassett 5. B Walters 6. T Evans 7. W Wilkinson 8. S Atkins 9. Fire Control Officers
Local Emergency Management Committee	Cr Crute Cr de Lange	1. WAPOL 2. Dept. Communities 3. Brookton CBFCO 4. Brookton District High School 5. St Johns Ambulance 6. Dept. Fire & Emergency Services 7. Baptist Care 8. DPIRD 9. RoadWise WALGA 10. Silverchain 11. Brookton VRFS Captain

Committee/Service	Councillor	Other Representation
<i>Council Advisory Groups</i>		
Community Enterprise Advisory Reference Group	Cr Crute Cr de Lange Cr Hayden Cr McCabe	6x Community Reps 1. M Nelson 2. D Keatley R Pech-Eva
Business and Economic Advisory Reference Group	Cr Crute Cr de Lange Cr Lilly Cr Macnab	Businesses to nominate their own representation: 1. ARH 2. BALCO 3. Baptist Care 4. Bendigo Bank 5. BBAG 6. CBH 7. Seabrook Aboriginal Corp
Brookton Recreation Advisory Group	Cr Crute Cr Hayden	1. Playgroup 2. Auskick Centre 3. Brookton Cricket Club 4. Seabrook Cricket Club 5. Brookton Ladies Netball Club 6. Brookton Tennis Club 7. Brookton-Pingelly Football Club 8. Brookton Women's Hockey Club 9. Gym user representation 10. Community representation
Brookton Natural Resource Management Group	Cr Lilly Cr Hayden	1. UWA Representation 2. DPIRD Representation 3. Brookton District High School Representation 4. Seabrook Corporation Representation 5. Community Representation
<i>External Committees of Councillors</i>		
WALGA Central Country Zone	Cr Crute Cr de Lange	Cr Hayden CEO
WALGA AGM (Voting)	Cr Crute Cr Walker	Cr Hayden CEO
Main Roads WA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr de Lange	Cr McCabe
Brookton District School Board	Cr Bell	N/A
Regional Joint Development Assessment Panel	Cr McCabe Cr Bell	Cr de Lange Cr Hayden
RoadWise Council	Cr de Lange	MIW

6. DELEGATIONS

The Chief Executive Officer has the delegated authority from Council to make decisions on a number of specified administrative and policy matters. These delegations are listed in Council's Delegation Register and are reviewed by Council annually. The Chief Executive Officer has the power under the Local Government Act 1995 to sub-delegate these Authorities.

In keeping with the legislative requirements:

- to determine policies to be applied by the Council in exercising its discretionary powers;
- to determine the type, range and scope of projects to be undertaken by the Council; and
- to develop comprehensive management plans, budgets, financial controls and performance objectives and indicators for the operations of the Council

The Council makes decisions which direct and/or determine its activities and functions. Such decisions include the approval of works and services to be undertaken, and the allocation of resources to works and services.

Decisions are also made to determine whether or not approvals are to be granted for applications from residents for various forms of development.

7. SERVICES FOR THE COMMUNITY

Full Council makes decisions on policy issues relating to services that are provided for members of the public.

These services currently include, but one not limited to:

Roads/Footpaths/Kerbing	Traffic Control Devices	Stormwater Drainage
Hire of Facilities & Equipment	Aquatic Centre	Street Lighting
Parks and Reserves	Community Information	Town Planning
Street Tree Planting	Council Property	Occupational Health and
Community Resource Centre	Management	Safety
Public Toilets	Waste & Recycling	Public Library
Aged Accommodation	Strategic Planning	Noxious Weed Controls
Dog /Cat Control	Cemetery	Gymnasium
Environmental Health Matters	Housing	Citizenship Ceremonies
	Statutory Building Control	

8. PUBLIC PARTICIPATION

8.1 Council Meetings

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations - With the permission of the Presiding Officer or President, a member of the public can address a Committee or Council personally or on behalf of a group of residents for a period of time determined by the Committee and/or Council on any issue relevant to Council;
2. Presentation to Council with prior notification, approval and arrangement with Council, a member of the public can address Council on any issue relevant to Council;
3. Petitions - Written petitions can be addressed to the Council on any issue within the Council's jurisdiction;
4. Written Requests - A member of the public can write to the Council on any Council policy, activity or service; and
5. Elected Members - Member of the Public can contact their Elected Members of Council, to discuss any issue relevant to Council.

Council allocates at least 15 minutes at each Council Meeting for electors and members of the public to ask questions of Council without the need for prior notice or reservation. The time allocated to public questions is scheduled soon after the start of each Council Meeting.

8.2 Community Consultation

The Council consults with local residents on particular issues that affect their neighbourhood as per the following examples:

1. Electors are invited to attend the annual general meeting of electors to discuss any specific issues over a large range of topics. All residents may attend, but only electors on the Council Electoral roll, are eligible to vote
2. Working Party/Sub-Committee - Local residents are invited to work with Members of Council and staff, to develop strategies to address various matters as they may arise.

9. ACCESS TO DOCUMENTS

9.1 Documents Available for Inspection

The following documents are available for public inspection at the Council Office or on the Shire of Brookton website free of charge.

Members of the public may purchase printed copies of these documents and the charges are shown below:

Document	Fee
Council Agenda	at the set photocopying rate
Council Minutes	at the set photocopying rate
Policy Manual	at the set photocopying rate
Council Budget	at the set photocopying rate
Council Annual Financial Statements	at the set photocopying rate
Council Local Laws	at the set photocopying rate

Document	Fee
Community Strategic Plan	at the set photocopying rate
Corporate Business Plan	at the set photocopying rate
Long Term Financial Plan	at the set photocopying rate
Workforce Plan	at the set photocopying rate
Asset Management Plans	at the set photocopying rate
Rate Book	\$97.00
Delegation Register	at the set photocopying rate
Building Plans	at the set photocopying rate
Planning/Building documents.	\$20.00

10. OTHER INFORMATION REQUESTS

10.1 FOI Operations:

It is the aim of the agency to make information available promptly and at the least possible cost, and whenever possible documents will be provided outside the FOI process.

If information is not routinely available, *the Freedom of Information Act 1992* provides the right to apply for documents held by the agency and to enable the public to ensure that personal information in the document is accurate, complete, up to date and not misleading.

10.2 Freedom of Information Applications:

Access applications have to:

- be in writing,
- give enough information so that the documentation requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator:-

Postal Address:

Shire of Brookton
PO Box 42
BROOKTON WA 6306

In Person:

Shire of Brookton Administration Building
14 White Street
BROOKTON WA 6306

An application will be acknowledged in writing and the applicant will be notified of the decision within 45 (calendar) days.

10.3 Freedom of Information Charges

A scale of fees and charges are set under the Freedom of Information Regulations 1993. Apart from the application fee for non – personal information all charges are discretionary. The charges are as follows:-

1.	<u>Type of Fee</u>	
	Personal information about the applicant	No Fee
	Application fee (for non-personal information)	\$30
2.	<u>Type of Charge</u>	
	Charge for time dealing with application (per hour, or pro rata)time supervised by staff (per hour, or pro rata)	\$30
	Photocopying staff time (per hour, or pro rata)	\$30
	Per photocopy (Black & White)	\$0.20
	Transcribing from tape, film or computer (per hour, or pro rata)	\$30
	Duplicating a tape, film or computer information	Actual Cost
	Delivery, packaging and postage	Actual Cost
3.	<u>Deposits</u>	
	Advance deposit may be required of the estimated charges	25%
	Further advance deposit may be required to meet the charges for dealing with the application.	75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the Charge is reduced by 25%.

11. ACCESS ARRANGEMENTS

Access to documents can be granted by way of inspection of a document, a copy of a computer disk or USB drive.

12. NOTICE OF DECISION

As soon as possible, but in any case within 45 days, the applicant will be provided with a notice of decision which will include details such as –

- the date the decision was made;
- the name and designation of the officer who made the decision;
- if the document is an exempt document the reasons for classifying the matter exempt or the fact that access is given to an edited document;
- information on the right to review and the procedures to be followed to exercise those rights.

13. REFUSAL OF ACCESS

Applicants who are dissatisfied with a decision of the agency are entitled to ask for an internal review by the agency. Applications should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If the applicant disagrees with the result the applicant can apply to the Information Commissioner for an external review, and details would be advised to applicants when the internal review is issued.

14. ATTACHMENTS

Attachment 1 Application for Access to Documents

Figure 1 Shire of Brookton Organisational Structure at February 2024

Attachment 1 - Application for Access to Documents

SHIRE OF BROOKTON

PO Box 42 Brookton WA 6306
 Phone: 08 9642 1106
 Email: mail@brookton.wa.gov.au

APPLICATION FOR ACCESS TO DOCUMENTS
 (Under Freedom of Information Act 1992, S.12)

DETAILS OF APPLICATION
<i>Surname:</i>
<i>Given name(s):</i>
<i>Australian Postal Address:</i>
<i>Postcode:</i>
<i>Telephone Number:</i>
If application is on behalf of an organization:
<i>Name of Organisation/Business:</i>
Type of Request (Please Tick Appropriate Box)
<input type="checkbox"/> <i>Personal Information relating to the application</i> <input type="checkbox"/> <i>Non-Personal Documents</i>
DOCUMENTS DETAILS
<i>I am applying for access to documents(s) concerning (Please be as specific as possible)</i>

FORM OF ACCESS (Please Tick Appropriate Box)
<i>I wish to inspect the document(s)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>I require a copy of the document(s)</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>I require access in another form.</i>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(Specify):</i> _____

Attached is a cheque/cash to the amount of \$_____ to cover the application fee. I understand that before I obtain access to documents, I may be required to pay

processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

In certain cases, a reduction in fees and charges may apply – See Freedom of Information Procedures and Access Arrangements Form. If you consider you are entitled to a reduction submit a request with copies of documents, which support your application for a fee reduction.

For more information, please visit the Office of the Information Commission website.

I am requesting a reduction in fees and charges Yes No

Note

Your completed application form can be lodged;

By Post – FOI, Shire of Brookton – PO Box 42 Brookton WA 6306

In person – Shire of Brookton, 14 White Street Brookton, 6306

By email – mail@brookton.wa.gov.au

Application Forms can be obtained via the Shire Website, www.brookton.wa.gov.au or from the Shire Administration Office.

APPLICANTS SIGNATURE: _____

DATE: ____/____/____

(Office Use Only)

FOI Reference Number:

Received on: _____ Deadline for response _____

Acknowledgement sent on: _____

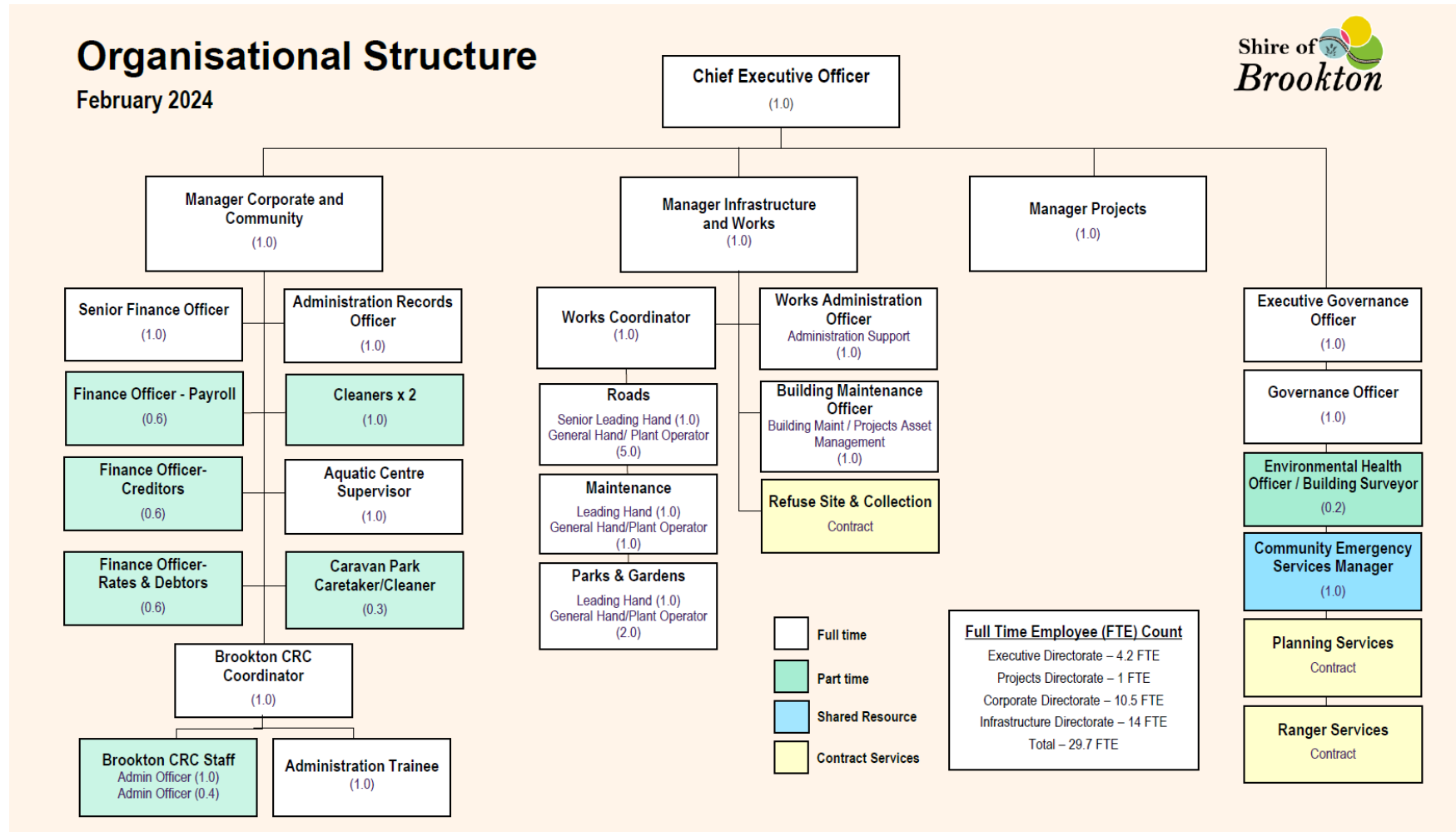
Proof of Identity (if applicable)

Type _____ Sighted _____

Figure 1 – Shire of Brookton Organisational Structure at February 2024

Organisational Structure

The Shire manages its responsibilities and services through the organisational structure illustrated below:



16.04.24 Elected Members Motions of which previous notice has been given

Nil.

17.04.24 New Business of an Urgent Nature Introduced by Decision of Meeting

Nil at this time.

18.04.24 Confidential Reports

Nil.

19.04.24 Next Meeting & Closure

The next Ordinary meeting of the Council will be held on Thursday 16th May 2024 commencing at 6.00 pm.