



# AGENDA

## Ordinary Meeting of Council

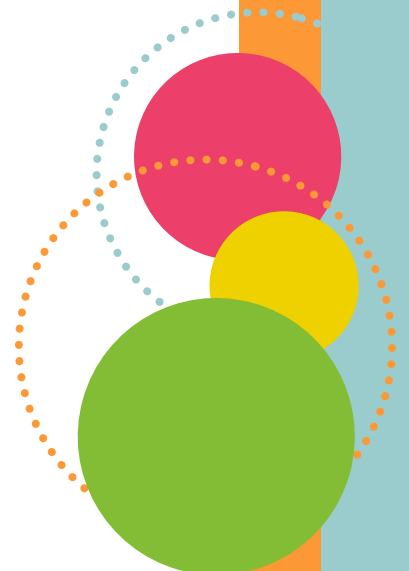
To be held:

**Thursday 18 June 2026 at 6:00pm**

Shire of Brookton Council Chambers

14 White Street, Brookton

**This meeting will be recorded in line  
with Local Government Act.**





## NOTICE OF MEETING

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 18<sup>th</sup> June 2026 in the Council Chambers at the Shire Administration Centre commencing at 6.00pm.

The business to be transacted is shown in the agenda.

A handwritten signature in blue ink, appearing to read "G. Sherry".

**Gary Sherry**  
**CHIEF EXECUTIVE OFFICER**  
10 June 2026

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

The Shire President, Cr Rod Wallis, will declare the meeting open.

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

### **Recording of proceedings**

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

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

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

### Elected Members (Voting)

Cr RJ Wallis	President
Cr L McCabe	Deputy President
Cr BJ Copping	
Cr G Crouch	
Cr PL Harben	
Cr KA Toop	

### Staff (Non-Voting)

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

### Apologies

### Leave of Absence

### Members of the Public

Nil at this time.

**3.06.26 USE OF COMMON SEAL**

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

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

**4.06.26 DELEGATED AUTHORITY – ACTIONS PERFORMED**

The tables below detail the actions of Council performed under delegated authority.

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
13-25/26	94 Jose Street Brookton	Dwelling	22/05/2026

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
A902	P2026-001	91 Copping Road Brookton	New Hay Shed	20/05/2026

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

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

Nil.

**6.06.26 PUBLIC QUESTION TIME**

Nil at this time.

**7.06.26 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.06.26 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

**9.06.26 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**9.06.26.01 ORDINARY MEETING OF COUNCIL – 21 MAY 2026**

*That the minutes of the Ordinary Meeting of Council held in the Shire of Brookton Council Chambers, on 21<sup>st</sup> May 2026, be confirmed as a true and correct record of the proceedings.*

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

Nil at this time.

**11.06.26 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.

Nil at this time.

**12.06.26 TECHNICAL & DEVELOPMENT SERVICES REPORTS****13.06.26 COMMUNITY SERVICES REPORTS**

Nil.

**14.06.26 CORPORATE SERVICES REPORTS****14.06.26.01 LIST OF PAYMENTS – 31 MAY 2026**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	14 White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Katie Rigg – Finance Officer Creditors
<b>Authorising Officer:</b>	Stuart Billingham – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	21 May 2026

**Summary of Report:**

The purpose of this report is to present the list of payments for the month of May 2026, as required under the *Local Government (Financial Management) Regulations 1996*.

**Description of Proposal:**

The accounts paid under Delegation 1.1, Power to Make Payments, are included within Attachment 14.06.26.01A.

A detailed transaction listing of credit card expenditure paid for the period ended 31 May 2026 is contained within Attachment 14.06.26.01B.

A detailed transaction listing of purchasing expenditure paid for the period ended 31 May 2026 is contained within Attachment 14.06.26.01C.

**Background:**

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

**Consultation:**

There has been no consultation on this matter.

**Statutory Environment:**

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

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

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

#### *Local Government (Administration) Regulations 1996*

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

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

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

Policy 2.15 Procurement.

#### **Financial Implications:**

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

#### **Risk Assessment:**

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

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

### Comment:

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

### OFFICER'S RECOMMENDATION

#### *That Council receive:*

- 1. the list of accounts, totalling \$672,232.79 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of May 2026, as contained within Attachment 14.06.26.01A;*
- 2. the list of credit card transactions, totalling \$3,776.70 paid in May 2026, as contained within Attachment 14.06.26.01B; and*
- 3. the list of purchasing card transactions, totalling \$1,251.06 paid in May 2026, as contained within Attachment 14.06.26.01C.*

*(Simple majority vote required)*

### Attachments

Attachment 14.06.26.01A – List of accounts paid.

Attachment 14.06.26.01B – Credit card transactions.

Attachment 14.06.26.01C – Fuel card transactions.

## List of Payments Paid in May 2026

Chq/EFT	Date	Name	Description	Amount
EFT18352	07/05/2026	AUSTRALIAN NATIONAL CHARACTER CHECK	NATIONAL POLICE CLEARANCE CHECK TRAINEE APRIL 26	\$53.00
EFT18353	07/05/2026	BEVERLEY MEDICAL PRACTICE / BB HEALTH SERVICES PTY LTD	PRE EMPLOYMENT MEDICAL - TRAINEE APRIL26	\$120.00
EFT18354	07/05/2026	BOC GASES	RENTAL CHARGES OXYGEN, ACETYLENE, ARGOSHIELD, OXYGEN MEDICAL 29/03/26 - 27/04/26 DEPOOP, POOLOP	\$58.00
EFT18355	07/05/2026	BOOKEASY AUSTRALIA PTY LTD	ONLINE BOOKING SYSTEM ROOM MANAGER MONTHLY FEE APRIL 26 CARAOP	\$242.00
EFT18356	07/05/2026	BROOKTON PLUMBING	REPLACE INLET VALVE TO CISTERN MAY 26 U3MSOP	\$269.50
EFT18357	07/05/2026	CARROLL & RICHARDSON FLAGWORLD PTY LTD	AUSTRALIAN, ABORIGINAL, TSI FLAG SET WITH BASE, ADDITIONAL AUSTRALIAN, ABORIGINAL & STATE FLAGS APRIL 26	\$1,556.14
EFT18358	07/05/2026	COTERRA ENVIRONMENT	ENVIRONMENTAL SERVICES DANGIN MEARS ROAD 23.02.26 - 25.04.26	\$7,812.75
EFT18359	07/05/2026	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	WORKS MONTHLY PURCHASES MARCH 26 BROOM	\$17.25
EFT18360	07/05/2026	EARTHSTYLE CONTRACTING PTY LTD	REPAIRS TO DANGIN MEARS ROAD APRIL 26	\$10,450.00
EFT18361	07/05/2026	FLEET FITNESS	ANNUAL GYM EQUIPMENT SERVICING & CALLOUT FEE APRIL 26	\$572.00
EFT18362	07/05/2026	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING SUPPLIES ORDER APRIL 26 RRTLOP, DEPOOP, CARAOP, MHALLOP, WBOP	\$449.44
EFT18363	07/05/2026	HARRIYANDLE FAMILY TRUST	TECHNICAL & PROJECT MANAGEMENT SERVICES INCLUDING TRAVEL APRIL 26 DANGIN-MEARS ROAD	\$3,663.00
EFT18364	07/05/2026	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA	PROFESSIONAL CERTIFICATE INFRASTRUCTURE FINANCIAL MANAGEMENT COURSE CONTINUED MIW APRIL 26	\$1,705.00
EFT18365	07/05/2026	JESSIKA ASHWORTH	REIMBURSEMENT GYM STORAGE FURNITURE APRIL 26	\$200.65

EFT18366	07/05/2026	LEIGH ANDERSON	REIMBURSEMENT OF MCC FAREWELL GIFT APRIL 26	\$80.00
EFT18367	07/05/2026	OFFICEWORKS BUSINESS DIRECT	LIBRARY ITEMS LBW TRUST LIBRARY GRANT APRIL 26 EV0015	\$564.10
EFT18368	07/05/2026	RISE N FIT	YOGA CLASSES & TRAVEL 01.04.26, 14.04.26, 15.04.26, 28.04.26, 29.04.26	\$737.00
EFT18369	07/05/2026	SAFER COMMUNITIES PTY LTD	COMMUNITY MENTAL HEALTH FIRST AID TRAINING BCRCC MAY 26	\$405.00
EFT18370	07/05/2026	THE LOCAL GUYS - TEST AND TAG WA TNT	TESTING & TAGGING APRIL 26 ADMiop, BOWLOP, MENSshed, MHALLOP, WBOP, CARAOP, YGGOP, KHALLOP, POOLOP, BCRC, PF8, PF9, PF10, PF11, WBSHEDOP, EBSHEDOP, DEPOOP, U1MSOP, U2MSOP, U3MSOP, U4MSOP, 28AWSOP, 28BWSOP, U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS, 23WHITOP, 25WHITOP, U133WS, U233WS, U333WS, 10MAOP, U1MSUOP	\$5,170.88
EFT18371	07/05/2026	TJ & SJ NANKIVELL PTY LTD NARROGIN SMASH REPAIRS	PAV8 REPAIR TO TAILGATE INSURANCE EXCESS MAY 26	\$300.00
EFT18372	07/05/2026	TYREPOWER LTD	NEW TYRES MARCH 26 PU39 X4 NEW TYRES, PT14 4X DRIVE TYRES, PCB1 2X STEER TYRES	\$6,093.49
EFT18373	07/05/2026	WA CONTRACT RANGER SERVICES	RANGER SERVICES 15.04.26 3.5HRS, 22.04.26 5.25HRS, 24.04.26 1HR	\$1,147.58
EFT18374	07/05/2026	WA ERGO SUPPLIES	CDO SIT STAND DESK INCLUDING DELIVERY & INSTALLATION APRIL 26	\$1,520.20
EFT18375	07/05/2026	WA LOCAL GOVERNMENT ASSN	ELEARNING - CME MODULE 4 MEETING PROCEDURES CR TOOP APRIL 26	\$587.00
EFT18376	12/05/2026	JEFF DURAN	GYM KEY BOND REFUND	\$70.00
EFT18377	12/05/2026	LAUREN BIRD	GYM KEY BOND REFUND	\$70.00
EFT18378	12/05/2026	TYRIE SINCLAIR	GYM KEY BOND REFUND	\$70.00
EFT18379	12/05/2026	YVONNE HENRIETTA CHALLENGER	GYM KEY BOND REFUND	\$70.00
EFT18380	21/05/2026	AC ELECTRICS WA	SUPPLY & REPLACE OYSTER LIGHTS APRIL 26 ADMiop	\$759.00
EFT18381	21/05/2026	AFGRI EQUIPMENT AUSTRALIA PTY LTD	8500HR SERVICE & PARTS MARCH 26 PG8	\$18,347.91

EFT18382	21/05/2026	AMPAC DEBT RECOVERY	RATES DEBT RECOVERY FEE MARCH 26 A2919: JUDGEMENT PROFESSIONAL FEE, A388: PALISADE PROFESSIONAL FEES, A2682: PALISADE PROFESSIONAL FEES, RATES DEBT RECOVERY FEE FEBRUARY 26 A2919: FILING FEE, BAILIFF SERVICE FEE, PROFESSIONAL FEE, BAILIFF SERVICE TRAVEL FEE, A2682: PALISADE PROFESSIONAL FEES	\$2,713.00
EFT18383	21/05/2026	ATO	BAS RETURN APRIL 2026	\$69,114.00
EFT18384	21/05/2026	AUSTRALIA POST	ADMIN & BCRC MONTHLY POSTAGE APRIL 26	\$233.72
EFT18385	21/05/2026	AYLMORE FABRICATION & WELDING	PURCHASE VENDING MACHINE SECURITY CAGE FOR CARAVAN PARK MAY 26	\$6,791.40
EFT18386	21/05/2026	B & N EYRE BROOKTON NEWSAGENCY	ADMIN MONTHLY PURCHASES APRIL 26 A3 PAPER, A4 PAPER, PENS	\$164.40
EFT18387	21/05/2026	BAILIWICK LEGAL	GUEST SPEAKER DANIELLE EDWARDS DUCKS IN A ROW WORKSHOP 17.04.26	\$825.00
EFT18388	21/05/2026	BEDFORD ARMS HOTEL	STAFF REFRESHMENTS PULSE SURVEY & DEBRIEF 01.05.26	\$600.00
EFT18389	21/05/2026	BULLIVANTS PTY LTD	ONSITE INSPECTION OF LIFTING & RIGGING GEAR APRIL 26	\$668.01
EFT18390	21/05/2026	BUNNINGS TRADE	PAINT FOR DOOR REPLACEMENT MARCH 26 MHALLOP	\$54.24
EFT18391	21/05/2026	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$292.04
EFT18392	21/05/2026	CORSIGN WA PTY LTD	PURCHASE RURAL STREET ADDRESS PLATE X10 APRIL 26	\$313.50
EFT18393	21/05/2026	CUBALLING WINDSCREENS	WINDSCREEN INSURANCE EXCESS MAY PT16	\$300.00
EFT18394	21/05/2026	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	PURCHASE 450X450 GALV METER BOX WITH LOCK APRIL 26 MADIOP, PURCHASE NEW DRILL BITS SET APRIL 26 DEPOOP, NON SLIP MATS & DOOR MATS APRIL 26 CARAOP, ANZAC BAKE OFF COMPETITION PRIZES APRIL 26 BCRC, 1X HONEYCOMB MAT & 3X ROB HOOKS APRIL 26 CARAOP	\$979.69
EFT18395	21/05/2026	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES APRIL 26 7.75HRS	\$1,265.96

EFT18396	21/05/2026	ELECTRON ENERGY PTY LTD	DISCONNECT / RECONNECT POWER TO METER BOX MAY 26 MADIOP	\$300.00
EFT18397	21/05/2026	FUEL DISTRIBUTORS OF WA	5007L DIESEL @ \$3.43050L APRIL 26	\$17,176.51
EFT18398	21/05/2026	FULTON HOGAN	CEMENT STABILISATION WORKS YORK/WILLIAMS ROAD MARCH 26	\$225,306.30
EFT18399	21/05/2026	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FEBRUARY 26 MCC, CEO, CESM	\$1,251.06
EFT18400	21/05/2026	GREENFIELD TECHNICAL SERVICES	PROVISION OF SITE INSPECTION, PROJECT & FINANCIAL MANAGEMENT FOR AGRN1061 MAY 26	\$1,526.53
EFT18401	21/05/2026	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	STANDPIPES REMOTE ACCESS 01.01.26-30.06.26 WAHPOP2	\$1,422.30
EFT18402	21/05/2026	JESSIKA ASHWORTH	REIMBURSEMENT REQUEST WORKING WITH CHILDREN CHECK CDO MAY 26	\$87.00
EFT18403	21/05/2026	JOHN TERACE-SMITH	CARAVAN PARK REFUND #16281446 2X NIGHTS UNPOWERED CARAVAN BAY 01.05.26-03.05.26	\$58.00
EFT18404	21/05/2026	JOMAR CONTRACTING	CARAVAN PARK REFUND 316061206 & 16061233 10X NIGHTS SALMON GUM CHALET MAY 26	\$1,360.00
EFT18405	21/05/2026	KEVIN D'ALTON	REIMBURSEMENT OF INTERNET SERVICE AS PER MIW EMPLOYMENT CONTRACT 26/10/25 - 31/03/26	\$620.92
EFT18406	21/05/2026	NICHOLLS BUS & COACH SERVICE	ANNUAL INSPECTION & 128000KM SERVICE OF COMMUNITY BUS MARCH 26 PCB1	\$1,880.00
EFT18407	21/05/2026	NOURISH BROOKTON	CATERING FIREFIGHTER TRAINING ALDERSYDE 31 MARCH 26, WORKS MONTHLY PURCHASES APRIL 26 STAFF REFRESHMENTS, ADMIN MONTHLY PURCHASES APRIL 26 STAFF REFRESHMENTS, HAND SOAP, BANDAIDS, CATERING PULSE SURVEY DEBRIEF WORKSHOP, BCRC MONTHLY PURCHASES APRIL 26 STAFF REFRESHMENTS, CUSTOMER REFRESHMENTS, TISSUES, SANITISER	\$399.04
EFT18408	21/05/2026	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER APRIL 26 MANILLA FOLDERS, KEYBOARDS, DESK PLANNERS, DIARIES	\$362.55
EFT18409	21/05/2026	PINGLE CAFE	CATERING CITIZENSHIP CEREMONY 13.03.26	\$320.00

EFT18410	21/05/2026	RUSHMORE HOLDINGS PTY LTD	CARTAGE OF STEEL DRUM ROLLER FROM SOUTH DALE ROAD TO SHIRE YARD APRIL 26	\$440.00
EFT18411	21/05/2026	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$2,200.00
EFT18412	21/05/2026	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	BROOKTON RAILWAY STATION QUANTITY SURVEYING SERVICES MAY 24	\$4,620.00
EFT18413	21/05/2026	STUMPYS GATEWAY ROADHOUSE	FCO TRAINING CATERING 11.03.26	\$120.00
EFT18414	21/05/2026	TOLL TRANSPORT PTY LTD	TRANSPORTING ROAD SIGNS APRIL 26	\$113.28
EFT18415	21/05/2026	WA CONTRACT RANGER SERVICES	RANGER SERVICES 29.04.26 3.5HRS, 06.05.26 4HRS	\$882.75
EFT18416	21/05/2026	WA LOCAL GOVERNMENT ASSN	HR TOOLKIT FOR MANAGERS TRAINING - FO PAYROLL 22.07.26 - 23.07.26	\$1,243.00
EFT18417	21/05/2026	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	MONTHLY STORAGE CHARGES 214 X ARCHIVE BOXES APRIL 26	\$56.73
DD9265.1	04/05/2026	TYRO PAYMENTS LIMITED	EFTPOS TRANSACTION & MACHINE RENTAL FEES BCRC 28/03/26 - 27/04/26	\$30.35
DD9265.2	01/05/2026	SYNERGY	ELECTRICITY CHARGES 24.01.26 - 25.03.26 U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS	\$1,168.85
DD9268.1	05/05/2026	TELSTRA CORPORATION	MONTHLY WIRELESS M2M DATA PLAN 16/04/26 TO 15/05/26 OVALOP, SEWEOP, PT19, PT20, RWPKOP	\$56.79
DD9281.1	12/05/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$5,119.06
DD9281.2	12/05/2026	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$837.69
DD9281.3	12/05/2026	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$623.80
DD9281.4	12/05/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$401.00
DD9281.5	12/05/2026	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$803.32
DD9281.6	12/05/2026	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$319.84
DD9281.7	12/05/2026	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD9281.8	12/05/2026	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,573.65
DD9281.9	12/05/2026	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD9283.1	12/05/2026	TELSTRA CORPORATION	MESSAGE BANK FOR HARVEST & FIRE BANS 23.04.26 - 22.05.26	\$6.00
DD9287.1	14/05/2026	SHIRE OF BROOKTON - MASTERCARD - CESM	CESM CREDIT CARD PURCHASES APRIL 26 FEE ONLY	\$4.00

DD9287.2	14/05/2026	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD PURCHASES APRIL 26 TARGET - BEDDING, LINEN, TOWELS CARAOP	\$936.00
DD9287.3	14/05/2026	SHIRE OF BROOKTON - MASTERCARD - CEO	CEO CREDIT CARD PURCHASES APRIL 26 STARLINK - INTERNET CHARGES WB EVA PAVILION, WBSHEDOP, EBSHEDOP 06/04/26 - 05/05/2026, UNITED PINJARRA - FUEL CEO VEHICLE, STARLINK - INTERNET CHARGES CESM VEHICLE 06/04/26 TO 05/05/26, SINCH MESSAGE MEDIA - MONTHLY ACCESS FEE 01/04/26 - 30/04/26, WHEATBELT BUSINESS NETWORK - WHEATBELT FUTURE FORUM CR CROUCH, CR WALLIS, CR TOOP, VISTAPRINT - STAFF & COUNCILLOR BUSINESS CARDS, SURVEY MONKEY - ANNUAL SUBSCRIPTION FEE, EXPEDIA - ACCOMMODATION FO-PAYROLL FOR STAFF TRAINING 21-23 JULY 26	\$2,836.70
DD9287.4	14/05/2026	3E ADVANTAGE PTY LTD	BCRC PRINTING & PHOTOCOPIER COSTS APRIL 26 10,300 B&W, 9,000 COLOUR	\$1,707.92
DD9287.5	15/05/2026	WA TREASURY CORPORATION	PRINCIPAL & INTEREST PAYMENT LOAN 81 & 82 01/5/26 TO 30/07/26	\$65,222.77
DD9289.1	14/05/2026	3E ADVANTAGE PTY LTD	REVERSAL ADMIN PRINTING & PHOTOCOPIER COSTS APRIL 26 4,500 B&W, 4,500 COLOUR	-\$1,010.79
DD9291.1	14/05/2026	3E ADVANTAGE PTY LTD	ADMIN PRINTING & PHOTOCOPIER COSTS APRIL 26 4,500 B&W, 4,500 COLOUR	\$1,010.79
DD9294.1	14/05/2026	3E ADVANTAGE PTY LTD	REVERSAL ADMIN PRINTING & PHOTOCOPIER COSTS APRIL 26 4,500 B&W, 4,500 COLOUR	\$1,010.79
DD9297.1	19/05/2026	UNISUPER	SUPERANNUATION CONTRIBUTIONS CR TOOP 3RD QTR 01.01.26 TO 31.03.26	\$120.60
DD9297.2	19/05/2026	GOVT OF WA DEPT OF THE ATTORNEY GENERAL FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR FINE FP-DD-2605180003 19.05.26	\$531.00
DD9297.3	19/05/2026	THE TRUSTEE FOR DE LANGE & LILLY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS CR DE LANGE 3RD QTR 01.01.26 TO 31.03.26	\$120.60
DD9297.4	19/05/2026	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS CR WALLIS 3RD QTR 01.01.26 TO 31.03.26	\$442.95

DD9297.5	19/05/2026	AMP SIGNATURE SUPER	SUPERANNUATION CONTRIBUTIONS CR HARBEN 3RD QTR 01.01.26 TO 31.03.26	\$120.60
DD9300.1	21/05/2026	WATER CORPORATION OF WA	WATER CHARGES 19.02.26 - 17.04.26 CARAOP, WBOP	\$1,141.55
DD9300.2	21/05/2026	TELSTRA CORPORATION	ADMIN MOBILE CHARGES APRIL 26 BMO, CEO, WC, MCC, MIW, CESM, TIO, CARAOP, POOLGO	\$657.79
DD9302.1	22/05/2026	SYNERGY	ELECTRICITY CHARGES 28.03.26 - 30.04.26 POOLGO	\$895.50
DD9307.1	26/05/2026	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$5,366.36
DD9307.2	26/05/2026	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$615.77
DD9307.3	26/05/2026	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	\$401.00
DD9307.4	26/05/2026	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$890.49
DD9307.5	26/05/2026	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD9307.6	26/05/2026	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,326.05
DD9307.7	26/05/2026	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD9307.8	26/05/2026	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$631.02
DD9307.9	26/05/2026	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$837.69
DD9309.1	27/05/2026	SYNERGY	ELECTRICITY CHARGES 25.03.26 - 24.04.26 185X STREETLIGHTS	\$3,059.18
1574.1	06/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$15.25
1574.1	05/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$34.40
1574.1	07/05/2026	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2.40
1574.1	07/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$48.17
1574.1	04/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$34.60
1574.1	01/05/2026	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE	\$50.00
1574.1	01/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.96
1575.1	08/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.60
1576.1	13/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.42
1576.1	12/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.24
1576.1	11/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.42
1577.1	15/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.12
1577.1	14/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.95
1578.1	20/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.32

1578.1	18/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.12
1578.1	21/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.80
1579.1	25/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.66
1579.1	26/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.74
1580.1	29/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.64
1580.1	28/05/2026	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$19.26
DD9281.10	12/05/2026	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$631.02
DD9281.11	12/05/2026	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$521.66
DD9281.12	12/05/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
DD9307.10	26/05/2026	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$545.69
DD9307.11	26/05/2026	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
PAYJRUN*1324	12/05/2026	SALARIES & WAGES	WEEK 46 - PPE DATE 12/05/2026	\$83,400.25
PAYJRUN*1326	26/05/2026	SALARIES & WAGES	WEEK 48 - PPE DATE 26/05/2026	\$71,254.32
				<b>\$672,232.79</b>

## List of Credit Card Transactions Paid in May 2026

## Shire of Brookton - Bendigo Bank Mastercard – CESM

Direct Debit	Date	Description	Amount
DD9287.1	14.05.2026	CREDIT CARD FEES	\$4.00
		<b>TOTAL</b>	<b>\$4.00</b>

## Shire of Brookton - Bendigo Bank Mastercard – MCC

Direct Debit	Date	Description	Amount
DD9287.2	14.05.26	02.04.26 TARGET - BEDDING, LINEN, TOWELS CARAOP	\$932.00
		APRIL CREDIT CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$936.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD9287.3	14.05.26	06.04.26 STARLINK - INTERNET CHARGES WB EVA PAVILION 06/04/2026 - 05/05/2026	\$108.00
		06.04.26 STARLINK - INTERNET CHARGES WEST BROOKTON FIRESHED 06/04/2026 - 05/05/2026	\$108.00
		06.04.26 STARLINK - INTERNET CHARGES EAST BROOKTON FIRESHED 06/04/2026 - 05/05/2026	\$108.00
		07.04.26 UNITED PINJARRA - FUEL CEO VEHICLE	\$127.15
		07.04.26 STARLINK - INTERNET CHARGES FOR CESM VEHICLE - MINI MONTHLY SUBSCRIPTION 06/04/2026 - 05/05/2026	\$80.00
		SINCH MESSAGE MEDIA - MONTHLY ACCESS FEE 01/04/26 - 30/04/26	\$487.73
		16.04.26 WHEATBELT BUSINESS NETWORK - WHEATBELT FUTURE FORUM CR TOOP	\$260.00
		16.04.26 WHEATBELT BUSINESS NETWORK - WHEATBELT FUTURE FORUM CR WALLIS	\$260.00
		16.04.26 VISTAPRINT - COUNCILLOR BUSINESS CARDS	\$154.95
		16.04.26 VISTAPRINT - STAFF BUSINESS CARDS	\$123.96
		18.04.26 VISTAPRINT - WHEATBELT BUSINESS NETWORK - WHEATBELT FUTURE FORUM CR CROUCH	\$260.00
		20.04.26 SURVEY MONKEY - ANNUAL SUBSCRIPTION	\$384.00
		26.04.26 EXPEDIA - FO-PAYROLL ACCOMMODATION FOR STAFF TRAINING 22.07.26	\$187.27
		26.04.26 EXPEDIA - FO-PAYROLL ACCOMMODATION FOR STAFF TRAINING 21.07.26	\$183.64
		APRIL CREDIT CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$2,836.70</b>

## List of Fuel Card Transactions Paid in May 2026

## Shire of Brookton - Fuel card - CESM

EFT	Date	Description	Amount
EFT18399	21.05.26	02.02.26 66.94L @ \$1.9149	\$128.18
		04.02.26 57.36L @ \$1.7591	\$100.90
		09.02.26 55.50L @ \$1.9149	\$106.28
		13.02.26 58.59L @ \$1.7489	\$102.47
		16.02.26 71.92L @ \$1.7590	\$126.51
		19.02.26 58.18L @ \$1.9149	\$111.41
		24.02.26 38.49L @ \$1.9149	\$73.70
		26.02.26 29.72L @ \$1.9149	\$56.91
		28.02.26 44.73L @ \$1.9149	\$85.65
		6X CARD FEES	\$2.28
		<b>TOTAL</b>	<b>\$ 894.29</b>

## Shire of Brookton - Fuel Card - MCC

EFT	Date	Description	Amount
EFT18399	21.05.26	06.02.26 33.05L @ \$1.85	\$61.14
		12.02.26 27.38L @ \$1.85	\$50.65
		20.02.26 34.51L @ \$1.85	\$63.84
		3X CARD FEES	\$1.14
		1X DISTRIBUTOR CARD	\$2.75
		<b>TOTAL</b>	<b>\$179.52</b>

## Shire of Brookton - Fuel Card - CEO

EFT	Date	Description	Amount
EFT18399	21.05.26	19.02.26 54.78L @ \$1.85	\$101.34
		26.02.26 40.62L @ \$1.85	\$75.15
		2X CARD FEES	\$0.76
		<b>TOTAL</b>	<b>\$177.25</b>

**14.06.26.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2026**

<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Bob Waddell - Bob Waddell and Associates Pty Ltd
<b>Authorising Officer:</b>	Stuart Billingham - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	21 May 2026

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**Summary of Item:**

The Statement of Financial Activity for the period ending 31 April 2026 together with associated commentaries are present for Council's consideration.

**Description of Proposal:**

That Council receives the Statement of Financial Activity for the period ended 31 May 2026, as presented.

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.06.26.02A.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment:**

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

**OFFICER'S RECOMMENDATION**

***That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 31 May 2026, as presented in Attachment 14.06.26.02A.***

*(Simple majority vote required)*

**Attachment**

**Attachment 14.06.26.02A – Statement of Financial Activity for 31 May 2026.**

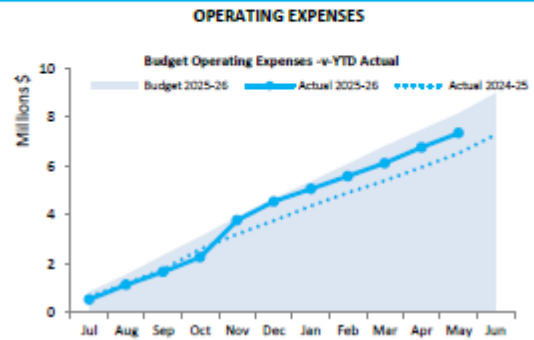
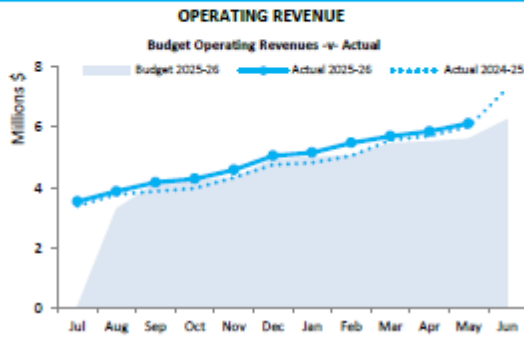
**SHIRE OF BROOKTON**  
**MONTHLY FINANCIAL REPORT**  
 (Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 31 MAY 2026**

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

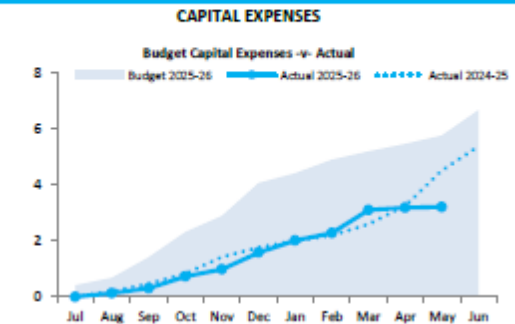
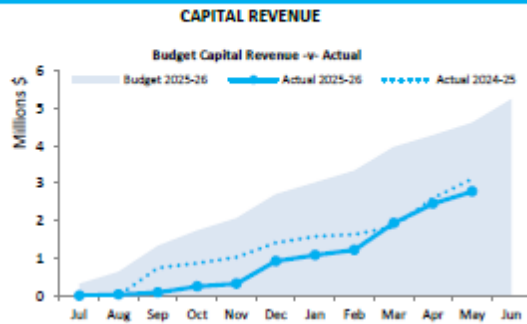
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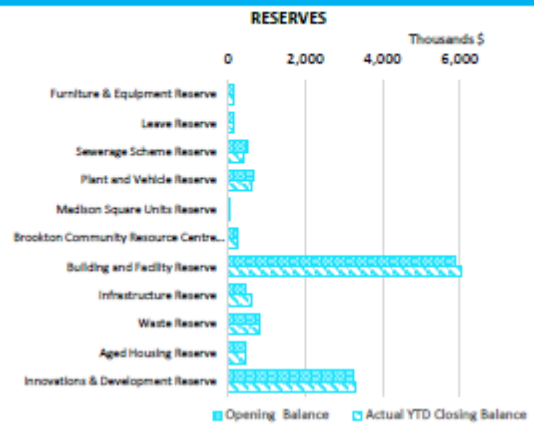
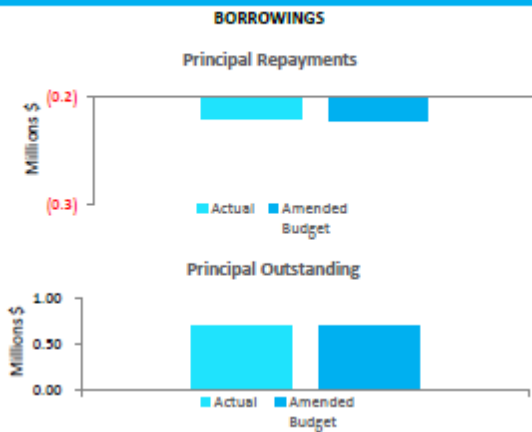
OPERATING ACTIVITIES



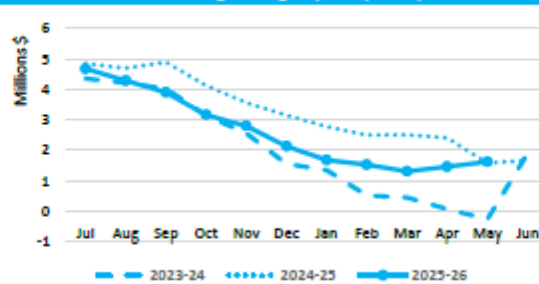
INVESTING ACTIVITIES



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	\$1.58 M	\$1.66 M	\$1.66 M	\$0.00 M
Closing	\$0.00 M	\$0.24 M	\$1.61 M	\$1.37 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$1.46 M	10.2%
Restricted Cash	\$12.85 M	89.8%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.05 M	
0 to 30 Days		92.0%
Over 30 Days		0.0%
Over 90 Days		8%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.32 M	91.5%
Trade Receivable	\$0.65 M	
Over 30 Days		19.4%
Over 90 Days		2.1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.28 M)	\$1.22 M	\$1.50 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$3.27 M	
YTD Budget	\$3.26 M	0.1%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
	\$	% Variance
YTD Actual	\$1.19 M	
YTD Budget	\$0.99 M	20.1%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.86 M	
YTD Budget	\$0.66 M	29.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$3.22 M)	(\$2.94 M)	(\$0.80 M)	\$2.14 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.13 M	
Adopted Budget	\$0.16 M	(14.8%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$2.77 M	
Adopted Budget	\$5.20 M	(46.8%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
	\$	% Received
YTD Actual	\$1.82 M	
Adopted Budget	\$1.80 M	1.4%

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.12 M	\$1.80 M	(\$0.47 M)	(\$2.27 M)

Refer to Statement of Financial Activity

Borrowings		
	\$	
Principal repayments	\$0.22 M	
Interest expense	\$0.04 M	
Principal due	\$0.71 M	

Refer to Note 9 - Borrowings

Reserves		
	\$	
Reserves balance	\$12.85 M	
Interest earned	\$0.25 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 MAY 2026**

**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 MAY 2026

BY NATURE

	Ref Note	Adopted Budget (a)	Amended Budget	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Rates		3,264,056	3,264,056	3,264,056	3,266,487	2,431	0.07%	
Grants, subsidies and contributions	13	1,183,646	1,237,525	988,509	1,186,780	198,271	20.06%	▲
Fees and charges		695,934	745,166	663,206	856,662	193,376	29.15%	▲
Interest revenue		309,326	513,836	282,523	338,626	56,103	19.86%	▲
Other revenue		459,197	490,562	398,081	472,683	74,602	18.74%	▲
Profit on disposal of assets	7	23,502	23,502	23,502	1,852	(21,650)	(92.12%)	▼
		<b>5,935,661</b>	<b>6,274,647</b>	<b>5,619,957</b>	<b>6,123,091</b>	<b>503,134</b>	<b>8.95%</b>	
<b>Expenditure from operating activities</b>								
Employee costs		(2,947,669)	(2,860,829)	(2,513,840)	(2,275,354)	238,486	9.49%	
Materials and contracts		(2,797,644)	(2,932,951)	(2,706,981)	(2,116,730)	590,251	21.80%	▲
Utility charges		(262,666)	(257,166)	(235,422)	(167,666)	67,756	28.78%	▲
Depreciation		(2,428,295)	(2,428,295)	(2,225,707)	(2,400,757)	(175,050)	(7.86%)	
Finance costs		(53,632)	(53,632)	(53,624)	(44,434)	9,190	17.14%	
Insurance expenses		(232,447)	(232,447)	(232,412)	(232,068)	344	0.15%	
Other expenditure		(103,278)	(152,442)	(133,574)	(63,936)	69,638	52.13%	▲
Loss on disposal of assets	7	(45,524)	(45,524)	(45,524)	(30,617)	14,907	32.75%	▲
		<b>(8,871,155)</b>	<b>(8,963,286)</b>	<b>(8,147,084)</b>	<b>(7,331,561)</b>	<b>815,523</b>	<b>(10.01%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	2,247,729	2,429,521	181,792	8.09%	
Amount attributable to operating activities		<b>(485,177)</b>	<b>(238,322)</b>	<b>(279,398)</b>	<b>1,221,051</b>	<b>1,500,449</b>	<b>(537.03%)</b>	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	1,796,744	2,118,900	1,731,765	1,822,187	90,422	5.22%	
Proceeds from disposal of assets	7	156,000	156,000	156,000	132,848	(23,152)	(14.84%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	32,086	18,706	(13,380)	(41.70%)	
		<b>1,984,830</b>	<b>2,306,986</b>	<b>1,919,851</b>	<b>1,973,742</b>	<b>53,891</b>	<b>2.81%</b>	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,098,512)	(4,857,067)	(2,768,827)	2,088,240	42.99%	▲
		<b>(5,202,033)</b>	<b>(5,098,512)</b>	<b>(4,857,067)</b>	<b>(2,768,827)</b>	<b>2,088,240</b>	<b>(42.99%)</b>	▲
Amount attributable to investing activities		<b>(3,217,203)</b>	<b>(2,791,526)</b>	<b>(2,937,216)</b>	<b>(795,085)</b>	<b>2,142,131</b>	<b>(72.93%)</b>	▲
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Transfer from reserves	11	3,383,589	2,938,129	2,693,284	804,320	(1,888,964)	(70.14%)	▼
		<b>3,383,589</b>	<b>2,938,129</b>	<b>2,693,284</b>	<b>804,320</b>	<b>(1,888,964)</b>	<b>(70.14%)</b>	▼
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(222,321)	(222,321)	(222,316)	(219,857)	2,459	1.11%	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	(1,622)	(1,622)	0	0.03%	
Transfer to reserves	11	(1,035,169)	(1,345,095)	(672,547)	(1,055,577)	(383,030)	(56.95%)	▼
		<b>(1,259,112)</b>	<b>(1,569,038)</b>	<b>(896,485)</b>	<b>(1,277,055)</b>	<b>(380,570)</b>	<b>42.45%</b>	▼
Amount attributable to financing activities		<b>2,124,477</b>	<b>1,369,091</b>	<b>1,796,799</b>	<b>(472,735)</b>	<b>(2,269,534)</b>	<b>(126.31%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,577,903	1,660,757	1,660,757	1,660,758	1	0.00%	
Amount attributable to operating activities		(485,177)	(238,322)	(279,398)	1,221,051	1,500,449	(537.03%)	▲
Amount attributable to investing activities		(3,217,203)	(2,791,526)	(2,937,216)	(795,085)	2,142,131	(72.93%)	▲
Amount attributable to financing activities		2,124,477	1,369,091	1,796,799	(472,735)	(2,269,534)	(126.31%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	<b>0</b>	<b>0</b>	<b>240,942</b>	<b>1,613,989</b>	<b>1,373,047</b>	<b>(569.87%)</b>	▲

KEY INFORMATION

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

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

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

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<p><b>GOVERNANCE</b> To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p><b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose grants and interest revenue.</p>
<p><b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer community.</p>	<p>Supervision of various by-laws, fire prevention, emergency services and animal control.</p>
<p><b>HEALTH</b> To provide an operational framework for good community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.</p>
<p><b>EDUCATION AND WELFARE</b> The Shire of Brookton provides low cost housing and Seniors accommodation units.</p>	<p>Support and provide assistance to senior citizens and other voluntary services.</p>
<p><b>HOUSING</b> Provision and maintenance of rental housing to staff and non-staff tenants.</p>	<p>Provision and maintenance of rental housing to staff and non-staff tenants.</p>
<p><b>COMMUNITY AMENITIES</b> Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences</p>
<p><b>RECREATION AND CULTURE</b> To establish and manage efficiently infrastructure and resources which will help the social well being of the community. To establish and manage efficiently infrastructure and resources which will help the social well being of the community.</p>	<p>Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.</p>
<p><b>TRANSPORT</b> Construction and maintenance of RAV network including traffic signs, footpaths, bridges, culverts and other drains, street cleaning and lighting of streets. Townscape projects and the maintenance of a works depot.</p>	<p>Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.</p>
<p><b>ECONOMIC SERVICES</b> Tourism and promotion of Brookton, operation of Brookton Caravan Park, Brookton Community Resource Centre, building control and land care development of the Brookton district.</p>	<p>Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.</p>
<p><b>OTHER PROPERTY AND SERVICES</b> 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 MAY 2026

BY PROGRAM

	Note	Adopted Annual Budget (c) \$	Amended Annual Budget (d) \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
						\$	%		
<b>OPERATING ACTIVITIES</b>									
<b>Revenue from operating activities</b>									
Governance		5,010	5,875	5,705	7,797	2,092	36.68%	▲	
General Purpose Funding - Rates	6	3,264,056	3,264,056	3,264,056	3,266,487	2,431	0.07%	▲	
General Purpose Funding - Other		779,663	1,051,152	636,210	884,556	248,346	39.04%	▲	\$
Law, Order and Public Safety		394,225	398,475	324,814	288,548	(36,266)	(11.17%)	▼	\$
Health		300	300	275	221	(54)	(19.53%)	▼	
Education and Welfare		57,338	62,780	57,541	67,556	10,015	17.40%	▲	\$
Housing		136,186	136,186	84,315	108,642	24,327	28.83%	▲	\$
Community Amenities		470,081	493,721	490,548	501,808	11,260	2.30%	▲	
Recreation and Culture		34,540	39,940	37,566	52,152	14,586	38.83%	▲	\$
Transport		338,025	338,025	294,099	275,385	(18,714)	(6.38%)	▼	
Economic Services		430,837	428,737	374,063	543,979	169,916	45.42%	▲	\$
Other Property and Services		25,400	55,400	50,765	125,959	75,194	148.12%	▲	\$
		5,935,661	6,274,647	5,619,957	6,123,091	503,134	8.95%	▲	
<b>Expenditure from operating activities</b>									
Governance		(735,385)	(784,896)	(639,630)	(574,522)	65,108	10.18%	▲	\$
General Purpose Funding		(485,778)	(510,179)	(468,111)	(391,423)	76,688	16.38%	▲	\$
Law, Order and Public Safety		(780,050)	(774,378)	(705,850)	(692,633)	13,217	1.71%	▲	
Health		(24,067)	(23,567)	(20,945)	(18,125)	2,820	13.47%	▲	
Education and Welfare		(135,811)	(120,111)	(110,269)	(80,228)	30,041	27.45%	▲	\$
Housing		(186,353)	(162,853)	(149,519)	(108,475)	41,044	27.45%	▲	\$
Community Amenities		(763,673)	(786,456)	(725,112)	(597,743)	127,369	17.37%	▲	\$
Recreation and Culture		(1,165,801)	(1,195,088)	(1,109,532)	(1,014,335)	95,197	8.38%	▲	
Transport		(3,593,672)	(3,599,442)	(3,304,693)	(3,159,901)	144,792	4.38%	▲	
Economic Services		(946,337)	(910,403)	(831,144)	(654,043)	177,101	21.31%	▲	\$
Other Property and Services		(54,428)	(95,913)	(82,279)	(40,131)	42,148	51.23%	▲	\$
		(8,871,155)	(8,963,286)	(8,147,084)	(7,331,561)	815,523	10.01%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	2,247,729	2,429,521	181,792	8.09%		
Amount attributable to operating activities		(485,177)	(238,322)	(279,398)	1,221,051	1,500,449	(537.03%)		
<b>INVESTING ACTIVITIES</b>									
<b>Inflows from investing activities</b>									
Proceeds from capital grants, subsidies and contributions	14	1,796,744	2,118,900	1,731,765	1,822,187	90,422	5.22%	▲	
Proceeds from Disposal of Assets	7	156,000	156,000	156,000	132,848	(23,152)	(14.84%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	32,086	18,706	(13,380)	(41.70%)	▼	\$
		1,984,830	2,306,986	1,919,851	1,973,742	55,891	2.81%	▲	
<b>Outflows from investing activities</b>									
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,098,512)	(4,857,067)	(2,768,827)	2,088,240	42.99%	▲	\$
		(5,202,033)	(5,098,512)	(4,857,067)	(2,768,827)	2,088,240	(42.99%)	▲	
Amount attributable to investing activities		(3,217,203)	(2,791,526)	(2,937,216)	(795,085)	2,142,131	(72.93%)	▲	
<b>FINANCING ACTIVITIES</b>									
<b>Inflows from financing activities</b>									
Transfer from Reserves	11	3,383,589	2,938,129	2,693,284	804,320	(1,888,964)	(70.14%)	▼	\$
		3,383,589	2,938,129	2,693,284	804,320	(1,888,964)	(70.14%)	▼	
<b>Outflows from financing activities</b>									
Repayment of borrowings	9	(222,321)	(222,321)	(222,316)	(219,857)	2,459	1.11%	▲	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	(1,622)	(1,622)	0	0.03%	▲	
Transfer to Reserves	11	(1,035,169)	(1,345,095)	(672,547)	(1,055,577)	(383,030)	(56.95%)	▼	\$
		(1,259,112)	(1,569,038)	(896,485)	(1,277,055)	(380,570)	42.42%	▼	
Amount attributable to financing activities		2,124,477	1,369,091	1,796,799	(472,735)	(2,269,534)	(126.31%)	▼	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
Net current assets at start of financial year - surplus/(deficit)	1	1,577,903	1,660,757	1,660,757	1,660,758	1	0.00%	▲	
Amount attributable to operating activities		(485,177)	(238,322)	(279,398)	1,221,051	1,500,449	(537.03%)	▲	
Amount attributable to investing activities		(3,217,203)	(2,791,526)	(2,937,216)	(795,085)	2,142,131	(72.93%)	▲	
Amount attributable to financing activities		2,124,477	1,369,091	1,796,799	(472,735)	(2,269,534)	(126.31%)	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	0	240,942	1,613,989	1,373,047	(569.87%)	▲	

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 17 for an explanation of the reasons for the variance.

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

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

#### BASIS OF PREPARATION

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

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

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

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

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

#### SIGNIFICANT ACCOUNTING POLICIES

##### CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

##### GOODS AND SERVICES TAX

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

##### ROUNDING OFF FIGURES

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

##### PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 May 2026

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>					
		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	7	(23,502)	(23,502)	(23,502)	(1,852)
Add: Loss on asset disposals	7	45,524	45,524	45,524	30,617
Add: Depreciation on assets		2,428,295	2,428,295	2,225,707	2,400,757
<b>Total non-cash items excluded from operating activities</b>		<b>2,450,317</b>	<b>2,450,317</b>	<b>2,247,729</b>	<b>2,429,521</b>

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

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

		Adopted Budget Opening 30 June 2025	Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 May 2026
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	11	(12,600,298)	(12,600,298)	(12,600,298)	(12,851,555)
Less: - Financial assets at amortised cost - self supporting loans	4	(32,086)	(32,086)	(32,086)	(13,380)
Add: Borrowings	9	222,321	222,321	222,321	2,464
Add: Lease liabilities	10	1,622	1,622	1,622	0
<b>Total adjustments to net current assets</b>		<b>(12,408,441)</b>	<b>(12,408,441)</b>	<b>(12,408,442)</b>	<b>(12,862,471)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	2,089,647	2,089,647	2,172,337	3,855,483
Financial assets at amortised cost	4	12,632,384	12,632,384	12,600,298	10,453,177
Rates receivables	3	152,766	152,766	152,766	248,497
Receivables	3	356,315	356,315	356,315	650,222
Other current assets	4	105,749	105,749	137,836	71,021
<b>Less: Current liabilities</b>					
Payables	5	(593,222)	(593,222)	(608,764)	(211,954)
Borrowings	9	(222,321)	(222,321)	(222,321)	(2,464)
Contract liabilities	12	(160,528)	(160,528)	(144,822)	(214,697)
Lease liabilities	10	(1,622)	(1,622)	(1,622)	0
Provisions	12	(372,824)	(372,824)	(372,824)	(372,824)
<b>Less: Total adjustments to net current assets</b>	<b>1(b)</b>	<b>(12,408,441)</b>	<b>(12,408,441)</b>	<b>(12,408,442)</b>	<b>(12,862,471)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,577,903</b>	<b>1,577,903</b>	<b>1,660,758</b>	<b>1,613,989</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

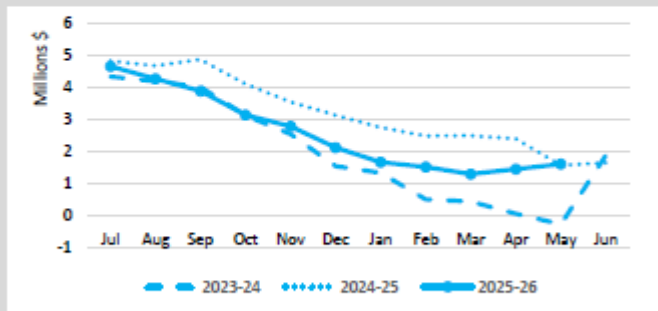
Adjusted Net Current Assets	Note	Last Years Closing	This Time Last Year	Year to Date Actual
		30/06/2025	31/05/2025	31/05/2026
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,172,337	1,850,819	1,457,105
Cash Restricted - Reserves	2	12,600,298	12,470,253	12,851,555
Receivables - Rates	3	152,766	179,609	248,497
Receivables - Other	3	356,315	729,378	650,222
Other Financial Assets	4	32,086	0	13,380
Inventories	4	57,012	31,384	57,641
		<b>15,419,552</b>	<b>15,261,444</b>	<b>15,278,399</b>
<b>Less: Current Liabilities</b>				
Payables	5	(591,407)	(529,376)	(190,867)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(144,822)	(312,143)	(214,697)
Bonds & Deposits	5	(17,357)	(18,633)	(21,087)
Loan and Lease Liability	9	(223,942)	0	(2,464)
Provisions	12	(372,824)	(353,756)	(372,824)
		<b>(1,350,352)</b>	<b>(1,213,909)</b>	<b>(801,939)</b>
Less: Cash Reserves	11	(12,600,298)	(12,470,253)	(12,851,555)
Add Back: Loan and Lease Liability		223,942	0	2,464
Less: Loan Receivable - clubs/institutions		(32,086)	0	(13,380)
<b>Net Current Funding Position</b>		<b>1,660,758</b>	<b>1,577,282</b>	<b>1,613,989</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD
Surplus(Deficit)
<b>\$1.61 M</b>
Last Year YTD
Surplus(Deficit)
<b>\$1.58 M</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Cash Floats	Cash and cash equivalents	550		550		N/A	NIL	On hand
<b>At Call Deposits</b>								
Municipal Cash At Bank	Cash and cash equivalents	900,312		900,312		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	35,683		35,683		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	500,000		500,000		WATC	3.55%	OCD
Bond Cash At Bank	Cash and cash equivalents	20,560		20,560		Bendigo	0.00%	N/A
<b>Term Deposits</b>								
Reserves Cash At Bank	Cash and cash equivalents		2,398,378	2,398,378		Bendigo	2.95%	20/06/2026
Reserves Cash At Bank	Financial assets at amortised cost		10,453,177	10,453,177		WATC	4.01%	22/06/2026
<b>Total</b>		<b>1,457,105</b>	<b>12,851,555</b>	<b>14,308,660</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,457,105	2,398,378	3,855,483	0			
Financial assets at amortised cost		0	10,453,177	10,453,177	0			
		<b>1,457,105</b>	<b>12,851,555</b>	<b>14,308,660</b>	<b>0</b>			

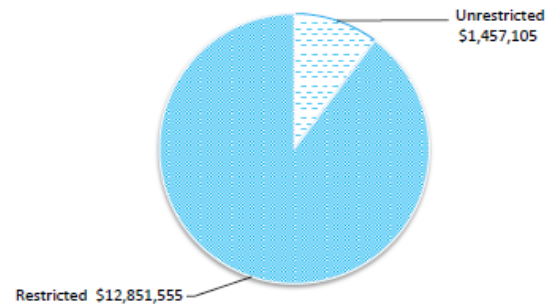
**KEY INFORMATION**

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

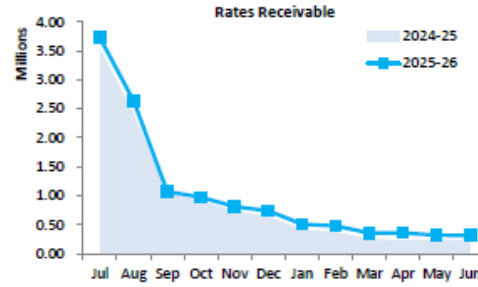
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2025	31 May 2026
	\$	\$
Opening arrears previous years	167,905	221,097
Levied this year	3,375,487	3,502,934
Less - collections to date	(3,322,294)	(3,407,203)
<b>Gross rates collectable</b>	<b>221,097</b>	<b>316,828</b>
<b>Net rates collectable</b>	<b>221,097</b>	<b>316,828</b>
% Collected	93.8%	91.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	428,706	55,176	50,919	11,741	546,543
Percentage	0.0%	78.4%	10.1%	9.3%	2.1%	
<b>Balance per trial balance</b>						
Sundry receivable						546,543
GST receivable						12,860
Other Receivables						35,458
Receivable - Employee Related Provisions - Current						55,361
<b>Total receivables general outstanding</b>						<b>650,222</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

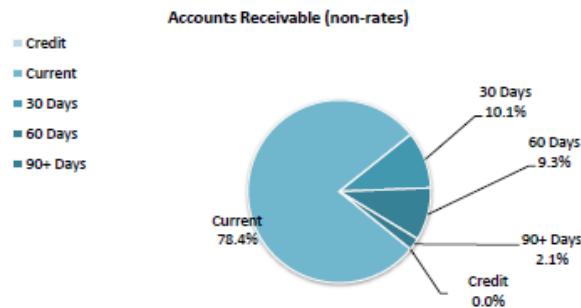
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 May 2026
<b>Other current assets</b>	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	32,086	0	(18,706)	13,380
<b>Inventory</b>				
Fuel and materials (including gravel)	57,012	629	0	57,641
Accrued income/prepayments	48,737	0	(48,737)	0
<b>Total other current assets</b>	<b>137,836</b>	<b>629</b>	<b>(67,443)</b>	<b>71,021</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Other financial assets at amortised cost**

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

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

**Inventory**

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	43,440	0	0	3,800	47,240
Percentage	0%	92%	0%	0%	8%	
<b>Balance per trial balance</b>						
Sundry creditors						48,251
Other creditors						7,898
ATO liabilities						51,211
Payroll creditors						46,950
Bonds and deposits held						21,087
Prepaid (Excess) Rates						36,558
<b>Total payables general outstanding</b>						<b>211,954</b>

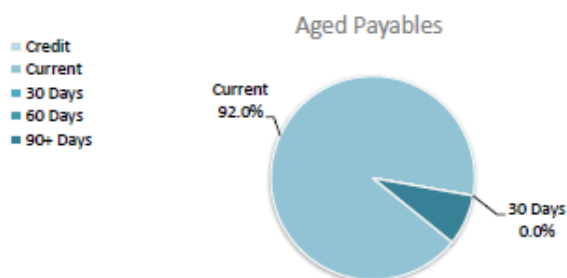
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026

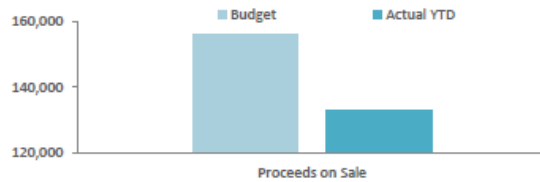
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.07217	257	4,991,820	360,260	0	0	360,260	360,260	3,350	115	363,724
Industrial	0.07217	5	106,990	7,721	0	0	7,721	7,721	0	0	7,721
Commercial	0.07217	19	867,425	63,739	0	0	62,602	65,729	(313)	0	65,416
GRV	0.07217	2	387,500	27,966	0	0	27,966	27,966	0	0	27,966
<b>Unimproved value</b>											
Unimproved	0.00535	201	404,271,000	2,162,850	0	0	2,162,850	2,162,850	(1,427)	(3,309)	2,158,114
<b>Sub-Total</b>		<b>484</b>	<b>410,624,735</b>	<b>2,622,536</b>	<b>0</b>	<b>0</b>	<b>2,621,399</b>	<b>2,624,526</b>	<b>1,610</b>	<b>(3,194)</b>	<b>2,622,941</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
Residential	995	73	235,473	72,635	0	0	72,635	72,635	0	0	72,635
Industrial	995	2	10,920	1,990	0	0	1,990	1,990	0	0	1,990
Commercial	995	14	108,046	13,930	0	0	13,930	13,930	0	0	13,930
GRV	995	1	8,100	995	0	0	995	995	0	0	995
Unimproved	1,663	174	29,400,490	289,362	0	0	289,362	289,362			289,362
<b>Sub-total</b>		<b>264</b>	<b>29,763,029</b>	<b>378,912</b>	<b>0</b>	<b>0</b>	<b>378,912</b>	<b>378,912</b>	<b>0</b>	<b>0</b>	<b>378,912</b>
		<b>748</b>	<b>440,387,764</b>	<b>3,001,448</b>	<b>0</b>	<b>0</b>	<b>3,000,311</b>	<b>3,003,438</b>	<b>1,610</b>	<b>(3,194)</b>	<b>3,001,853</b>
Concession							(1,900)				(1,039)
<b>Amount from general rates</b>							<b>2,998,411</b>				<b>3,000,814</b>
Sewerage - GRV - Rate in Dollar	0.05411	163	369,085	196,911			196,911	198,790	(237)	0	198,554
Sewerage Rates Minimum	731	36	190,314	26,316			26,316	24,854	0	0	24,854
Ex-gratia rates (CBH)	Tonnage	2		42,418			42,418				42,266
<b>Total general rates</b>							<b>3,264,056</b>		<b>0</b>	<b>0</b>	<b>3,266,487</b>
<b>Total</b>		<b>748</b>					<b>3,264,056</b>				<b>3,266,487</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2025 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
<b>Plant and equipment</b>									
<b>Governance</b>									
PAV6	2021 MAZDA CX-8 DIESEL FWD -	39,570	25,000	0	(14,570)	42,000	25,455	0	(16,545)
PAV317	2022 MITSUBISHI TRITON	28,113	25,000	0	(3,113)	30,344	29,091	0	(1,254)
PU38	2022 ISUZU D-MAX 4X2 SINGLE	25,925	15,000		(10,925)	25,630	22,727	0	(2,903)
<b>Transport</b>									
PR9	2012 BOMAG SMOOTH DRUM	37,292	50,000	12,708	0	34,662	34,260	0	(403)
PPT4	BARTCO PORTABLE TRAFFIC	7,792	1,000	0	(6,792)	0	0	0	0
PT5	PORTABLE MESSAGE BOARD	10,062	5,000	0	(5,062)	0	0	0	0
PT6	PORATABLE MESSAGE BOARD	10,062	5,000	0	(5,062)	9,919	407	0	(9,512)
PU33	MITSUBISHI MR4L20 GLX 4.2	15,000	15,000	0	0	15,000	16,364	1,364	0
PU37	2014 FOTON TUNLAND UTE	4,206	15,000	10,794	0	4,057	4,545	489	0
		<b>178,022</b>	<b>156,000</b>	<b>23,502</b>	<b>(45,524)</b>	<b>161,613</b>	<b>132,848</b>	<b>1,852</b>	<b>(30,617)</b>



Capital acquisitions	Adopted	Amended		YTD Actual	YTD Actual Variance
	Budget	Budget	YTD Budget		
	\$	\$	\$	\$	\$
Buildings	2,684,583	2,562,704	2,364,592	452,066	(1,912,526)
Furniture and equipment	151,500	152,892	150,138	138,279	(11,859)
Plant and equipment	593,000	593,000	593,000	508,764	(84,236)
Infrastructure - roads	1,320,111	1,338,088	1,327,600	1,370,013	42,413
Infrastructure - footpaths	75,000	75,000	72,913	62,858	(10,055)
Infrastructure - parks and gardens	41,000	41,000	41,000	12,045	(28,955)
Infrastructure - sewerage	329,339	329,339	301,884	218,312	(83,572)
Infrastructure - water	7,500	6,489	5,940	6,489	549
<b>Payments for Capital Acquisitions</b>	<b>5,202,033</b>	<b>5,098,512</b>	<b>4,857,067</b>	<b>2,768,827</b>	<b>(2,088,240)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,796,744	2,118,900	1,697,893	1,822,187	124,294
Other (disposals & C/Fwd)	156,000	156,000	156,000	132,848	(23,152)
Plant and Vehicle Reserve	593,000	593,000	508,138	508,138	0
Furniture & Equipment Reserve	178,710	178,710	132,203	132,203	0
Sewerage Scheme Reserve	199,680	199,680	130,950	130,950	0
Building and Facility Reserve	304,583	304,583	33,029	33,029	0
Infrastructure Reserve	97,616	97,616	0	0	0
Innovations & Development Reserve	1,564,540	1,564,540	0	0	0
Contribution - operations	311,160	(114,517)	2,198,853	9,471	(2,189,382)
<b>Capital funding total</b>	<b>5,202,033</b>	<b>5,098,512</b>	<b>4,857,067</b>	<b>2,768,827</b>	<b>(2,088,240)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

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

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

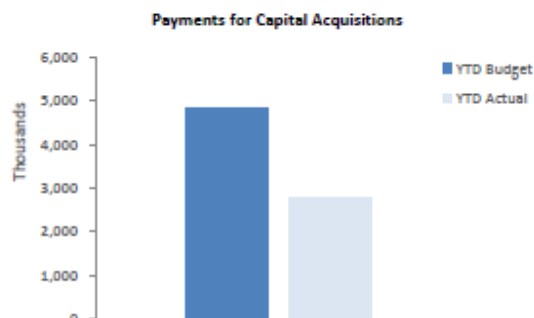
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

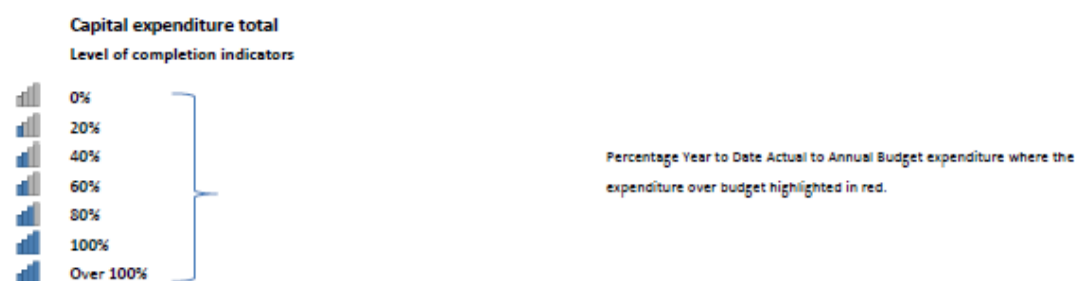
#### Initial recognition and measurement for assets held at cost

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

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

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

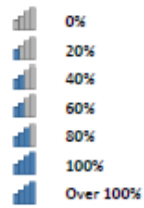




Level of completion indicator, please see table at the end of this note for further detail.

Account Number	Job Number	Sheet Category	Account/Job Description	Adopted	Amended	YTD Budget	YTD Actual	Variance (Under)/Over
				Budget	Budget			
				\$	\$	\$	\$	\$
<b>Buildings</b>								
E042510	SHADCAP	9230	SHADE SHETER - ADMINISTRATION OFFICE	(15,000)	(15,000)	(15,000)	(10,169)	(4,831)
<b>Total - Governance</b>				(15,000)	(15,000)	(15,000)	(10,169)	(4,831)
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(56,583)	(56,583)	(51,865)	(49,933)	(1,932)
<b>Total - Law, Order &amp; Public Safety</b>				(56,583)	(56,583)	(51,865)	(49,933)	(1,932)
E087511	U133CAP	9230	INDE U1 33 WHITTINGTON ST IMPROVEMENTS	0	(14,172)	(12,991)	(6,789)	(6,202)
<b>Total - Education &amp; Welfare</b>				0	(14,172)	(12,991)	(6,789)	(6,202)
<b>Housing</b>								
E091511	SHCOSFC3	9230	HOSUING PROGRAM ADDITIONAL STAFF HOUSING	(500,000)	0	0	0	0
E091515	10MACAP	9230	10 MARSH AVE	(12,000)	(12,000)	(11,000)	(11,770)	770
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(45,000)	(41,250)	0	(41,250)
<b>Total - Housing</b>				(557,000)	(57,000)	(52,250)	(11,770)	(40,480)
<b>Community Amenities</b>								
E105510	ROBIATU	9230	FUJICLEAN ATU SEWER TREATMENT SYSTEM ROBINSON RD PUB	0	(26,300)	(24,101)	(26,300)	2,199
<b>Total - Community Amenities</b>				0	(26,300)	(24,101)	(26,300)	2,199
<b>Recreation And Culture</b>								
E111512		9230	KWEDA HALL RENEWAL	(8,500)	0	0	0	0
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(100,000)	(100,000)	(100,000)	0	(100,000)
E112510	POOLCAP	9230	POOL - CAPITAL	(51,000)	(51,000)	(51,000)	(30,865)	(20,135)
E112510	STBLOC	9230	STARTING BLOCKS - POOL	(20,000)	(20,000)	(19,998)	0	(19,998)
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,700,000)	(2,077,529)	(1,904,397)	(311,120)	(1,593,277)
E112510	POOLFP	9230	FOOTPATHS BROOKTON AQUATIC CENTRE	(20,000)	(20,000)	(18,326)	0	(18,326)
E115510	MUSECAP	9230	MUSEUM - CAPITAL	(10,500)	0	0	0	0
E113510	TENNCAP	9230	OLD TENNIS PAVILION - REFURBISHMENT	(50,000)	(50,000)	(45,826)	0	(45,826)
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(20,000)	0	0	0	0
<b>Total - Recreation And Culture</b>				(1,980,000)	(2,318,529)	(2,139,547)	(341,985)	(1,797,562)
<b>Economic Services</b>								
E132510		9230	PURCHASE BUILDINGS	(20,000)	(20,000)	(18,326)	0	(18,326)
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(50,000)	(50,000)	(45,826)	0	(45,826)
E136510	SEACON	9230	SEA CONTAINER STORAGE	(6,000)	(5,120)	(4,686)	(5,120)	434
<b>Total - Economic Services</b>				(76,000)	(75,120)	(68,838)	(5,120)	(63,718)
				0	0	0	0	0
<b>Total - Buildings</b>				(2,684,583)	(2,562,704)	(2,364,592)	(452,066)	(1,912,526)
<b>Plant &amp; Equipment</b>								
<b>Governance</b>								
E042531		9234	ADMIN PURCHASE CEO VEHICLE	(60,000)	(60,000)	(60,000)	(60,626)	626
E042534		9234	ADMIN PURCHASE MIW VEHICLE	(55,000)	(55,000)	(55,000)	(54,525)	(475)
E042533		9234	ADMIN PURCHASE BMO VEHICLE	(48,000)	(48,000)	(48,000)	(41,267)	6,733
<b>Total - Governance</b>				(163,000)	(163,000)	(163,000)	(156,418)	6,884
<b>Community Amenities</b>								
<b>Total - Community Amenities</b>				0	0	0	0	0
<b>Other Property &amp; Services</b>								
E143530	EP005	9234	PURCHASE P&E - REPLACEMENT PR9 2012 BOMAG SMOOTH DR	(230,000)	(230,000)	(230,000)	(179,990)	(50,010)
E143530	LIGHTV6	9234	PURCHASE P&E - REPLACEMENT PPT4 BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	(30,000)	(30,000)	(30,000)	(29,285)	(715)
E143530	LIGHTV7	9234	PURCHASE P&E - REPLACEMENT PT5 PORTABLE MESSAGE	(40,000)	(40,000)	(40,000)	(30,365)	(9,635)
E143530	LIGHTV8	9234	PURCHASE P&E - REPLACEMENT PT6 PORTABLE MESSAGE	(40,000)	(40,000)	(40,000)	(30,365)	(9,635)
E143530	LIGHTV9	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(45,000)	(45,000)	(45,000)	(41,113)	(3,888)
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND UTE	(45,000)	(45,000)	(45,000)	(41,228)	(3,773)
<b>Total - Other Property &amp; Services</b>				(430,000)	(430,000)	(430,000)	(352,346)	(77,654)
<b>Total - Plant &amp; Equipment</b>				(593,000)	(593,000)	(593,000)	(508,764)	(70,769)
<b>Furniture &amp; Equipment</b>								
<b>Governance</b>								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(31,500)	(31,500)	(31,500)	(27,159)	(4,341)
E042520	SERVCAP	9232	ADMIN SERVER	(75,000)	(75,000)	(75,000)	(72,596)	(2,404)
E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS MANAC	0	0	0	0	0
<b>Total - Governance</b>				(106,500)	(106,500)	(106,500)	(99,755)	(6,745)
<b>Recreation &amp; Culture</b>								
E115520	ARTCAP	9232	ARTWORK - PUBLIC AND VISUAL	(20,000)	(15,000)	(13,750)	(15,000)	1,250
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	(18,000)	(18,000)	(16,500)	(17,350)	850
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(7,000)	(7,000)	(6,996)	0	(6,996)
<b>Total - Recreation &amp; Culture</b>				(45,000)	(40,000)	(37,246)	(32,350)	(4,896)
<b>Economic Services</b>								
E132520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(6,392)	(6,392)	(6,174)	218
<b>Total - Economic Services</b>				0	(6,392)	(6,392)	(6,174)	218
<b>Total - Furniture &amp; Equipment</b>				(151,500)	(152,892)	(150,138)	(138,279)	(11,423)
<b>Infrastructure - Roads</b>								
<b>Transport</b>								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(709,036)	(709,036)	(709,032)	(742,591)	33,559
E121560	RICHR2R	9250	RICHARDSON STREET - RESEAL (RTR)	(55,000)	(55,000)	(55,000)	(57,112)	2,112
E121560	YOURR2R	9250	YOURALLING ROAD R2R	(85,097)	(85,097)	(85,096)	(88,388)	3,292
E121560	YOUNR2R	9250	YOUNG ROAD R2R	(57,000)	(57,000)	(57,000)	(58,379)	1,379
E121560	MCGSR2R	9250	MCGRATH STREET R2R	(12,000)	(12,000)	(12,000)	(12,262)	262
E121560	RAMR2R	9250	RAMSAY ROAD R2R	(88,785)	(88,785)	(88,785)	(89,731)	946
E121560	WHISR2R	9250	WHITE STREET	(55,000)	(55,000)	(55,000)	(55,442)	442
E121565	SODAR2R	9250	SOUTH DALE ROAD R2R	(91,927)	(91,927)	(91,926)	(97,355)	5,429
E121565	WBSF3	9250	DANGIN-MEARS ROAD WBSF ENVIRONMENTAL REPORTS	(38,000)	(61,747)	(56,595)	(42,103)	(14,493)
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT	(63,696)	(63,696)	(58,366)	(67,851)	9,485

Capital expenditure total  
Level of completion indicators



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

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

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted	Amended	YTD Budget	YTD Actual	Variance (Under)/Over
				Budget	Budget			
				\$	\$	\$	\$	\$
E121570	BRIDGE11	9250	BRIDGE 3150A ALDERSYDE NORTH ROAD	(39,017)	(28,000)	(28,000)	(28,000)	0
E121570	BRIDGE12	9250	BRIDGE 4878A BROOKTON KWEDA ROAD	(25,553)	(30,800)	(30,800)	(30,800)	0
<b>Total - Transport</b>				<b>(1,320,111)</b>	<b>(1,338,088)</b>	<b>(1,327,600)</b>	<b>(1,370,013)</b>	<b>42,413</b>
<b>Total - Infrastructure - Roads</b>				<b>(1,320,111)</b>	<b>(1,338,088)</b>	<b>(1,327,600)</b>	<b>(1,370,013)</b>	<b>42,413</b>
<b>Infrastructure - Sewerage</b>								
<b>Community Amenities</b>								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(172,292)	(172,292)	(157,927)	(87,362)	(70,565)
E107541	HVCAPO5	9262	HAPPY VALLEY SMART TECH BORE TANK CONTROL SYSTEM	(7,500)	(6,489)	(5,940)	(6,489)	549
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND -	(157,047)	(157,047)	(143,957)	(130,950)	(13,007)
<b>Total - Community Amenities</b>				<b>(336,839)</b>	<b>(335,828)</b>	<b>(307,824)</b>	<b>(224,801)</b>	<b>(83,023)</b>
<b>Total - Infrastructure - Sewerage</b>				<b>(336,839)</b>	<b>(335,828)</b>	<b>(307,824)</b>	<b>(224,801)</b>	<b>(83,023)</b>
<b>Infrastructure - Footpaths</b>								
<b>Transport</b>								
E121575	CORBFP	9252	FOOTPATH - CORBERDING ROAD - GAYNOR AND MCGRATH ST	(50,000)	(50,000)	(50,000)	(46,946)	(3,054)
E121575	ROBIAR	9252	ACCESSIBLE RAMP - ROBINSON ROAD	(5,000)	(9,600)	(8,800)	(512)	(8,288)
E121575	MEMPPF	9252	MEMORAL PARK FOOTPATH	(20,000)	(15,400)	(14,113)	(15,400)	1,287
<b>Total - Transport</b>				<b>(75,000)</b>	<b>(75,000)</b>	<b>(72,913)</b>	<b>(62,858)</b>	<b>(10,055)</b>
<b>Total - Infrastructure - Footpaths</b>				<b>(75,000)</b>	<b>(75,000)</b>	<b>(72,913)</b>	<b>(62,858)</b>	<b>(10,055)</b>
<b>Infrastructure - Parks &amp; Gardens</b>								
<b>Recreation And Culture</b>								
E111550	WBSPCAP	9256	WB EVA SPORT PAVILION	(41,000)	(41,000)	(41,000)	(12,045)	(28,955)
<b>Total - Recreation And Culture</b>				<b>(41,000)</b>	<b>(41,000)</b>	<b>(41,000)</b>	<b>(12,045)</b>	<b>(28,955)</b>
<b>Total - Infrastructure - Parks &amp; Gardens</b>				<b>(41,000)</b>	<b>(41,000)</b>	<b>(41,000)</b>	<b>(12,045)</b>	<b>(28,955)</b>
<b>Grand Total</b>				<b>(5,202,033)</b>	<b>(5,098,512)</b>	<b>(4,857,067)</b>	<b>(2,768,827)</b>	<b>(2,074,338)</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2025	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
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>														
Kalkarni Residency (20%)	80	12,124	0	0	0	(12,124)	(12,124)	(12,124)	(0)	0	0	(395)	(593)	(593)
<b>Housing</b>									0					
Staff Housing (33%)	80	20,005	0	0	0	(20,005)	(20,005)	(20,005)	0	(0)	(0)	(632)	(979)	(979)
<b>Community amenities</b>									0					
Sewerage (14%)	80	8,487	0	0	0	(8,487)	(8,487)	(8,487)	0	(0)	(0)	(268)	(415)	(415)
Effluent Loan	83	575,905	0	0	0	(49,272)	(49,825)	(49,825)	526,634	526,080	526,080	(21,367)	(29,148)	(29,148)
<b>Recreation and culture</b>									0					
Sport & Recreation	81	210,174	0	0	0	(78,426)	(79,789)	(79,789)	131,748	130,385	130,385	(18,728)	(14,947)	(14,947)
<b>Other property and services</b>									0					
Grader (33%)	80	20,005	0	0	0	(20,005)	(20,005)	(20,005)	0	(0)	(0)	(632)	(978)	(978)
		<b>846,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(188,319)</b>	<b>(190,235)</b>	<b>(190,235)</b>	<b>658,381</b>	<b>656,465</b>	<b>656,465</b>	<b>(42,023)</b>	<b>(47,060)</b>	<b>(47,060)</b>
<b>Self supporting loans</b>														
<b>General purpose funding</b>														
Country Club	82	84,518	0	0	0	(31,538)	(32,086)	(32,086)	52,980	52,431	52,431	(1,851)	(6,012)	(6,012)
		<b>84,518</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(31,538)</b>	<b>(32,086)</b>	<b>(32,086)</b>	<b>52,980</b>	<b>52,431</b>	<b>52,431</b>	<b>(1,851)</b>	<b>(6,012)</b>	<b>(6,012)</b>
<b>Total</b>		<b>931,218</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(219,857)</b>	<b>(222,321)</b>	<b>(222,321)</b>	<b>711,361.78</b>	<b>708,896</b>	<b>708,896</b>	<b>(43,873)</b>	<b>(53,072)</b>	<b>(53,072)</b>
Current borrowings		222,321							2,464					
Non-current borrowings		708,898							708,898					
		<b>931,218</b>							<b>711,362</b>					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 30-06-2025	Borrowed During Year	Expended During Year	Unspent Balance 31 May 2026
		\$	\$	\$	\$
Effluent Loan	2/09/2024	148,862	0	(87,362)	61,500
		<b>148,862</b>	<b>0</b>	<b>(87,362)</b>	<b>61,500</b>

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 MAY 2026

FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES

Movement in carrying amounts

Particulars	Lease No.	1 July 2025	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
Community amenities		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Re-Use Water Dam	LE-03	17,469	0	0	0	(1,622)	(1,622)	(1,622)	15,847	15,847	15,847	(560)	(560)	(560)
<b>Total</b>		<b>17,469</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,622)</b>	<b>(1,622)</b>	<b>(1,622)</b>	<b>15,847</b>	<b>15,847</b>	<b>15,847</b>	<b>(560)</b>	<b>(560)</b>	<b>(560)</b>
Current lease liabilities		1,622							0					
Non-current lease liabilities		15,847							15,847					
		<b>17,469</b>							<b>15,847</b>					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	153,337	5,517	5,036	129,000	129,525	(178,710)	(132,203)	109,144	155,694
Leave Reserve	159,363	5,734	3,043	0	0	0	0	165,097	162,406
Sewerage Scheme Reserve	520,587	18,732	7,622	0	0	(199,680)	(130,950)	339,639	397,259
Plant and Vehicle Reserve	655,510	23,587	17,292	531,000	447,727	(593,000)	(508,138)	617,097	612,392
Madison Square Units Reserve	35,732	1,286	688	311	311	0	0	37,329	36,731
Brookton Community Resource Centre	241,385	8,686	4,610	0	0	0	0	250,071	245,995
Building and Facility Reserve	5,857,969	210,785	113,044	78,347	78,347	(304,583)	(33,029)	5,842,518	6,016,331
Infrastructure Reserve	474,945	17,090	9,070	138,534	138,534	(97,616)	0	532,953	622,549
Waste Reserve	796,986	28,678	15,476	14,511	14,511	0	0	840,175	826,974
Aged Housing Reserve	462,222	16,632	8,827	0	0	0	0	478,854	471,049
Innovations & Development Reserve	3,242,262	116,665	61,915	0	0	(1,564,540)	0	1,794,387	3,304,177
	<b>12,600,298</b>	<b>453,392</b>	<b>246,623</b>	<b>891,703</b>	<b>808,955</b>	<b>(2,938,129)</b>	<b>(804,320)</b>	<b>11,007,264</b>	<b>12,851,555</b>

	Note	Opening Balance 1 July 2025	Liability Increase	Liability Reduction	Closing Balance 31 May 2026
		\$	\$	\$	\$
<b>Other current liabilities</b>					
<b>Other liabilities</b>					
- Contract liabilities		33,872	20,500	(49,473)	4,898
- Capital grant/contribution liabilities		110,951	1,921,035	(1,822,187)	209,799
<b>Total other liabilities</b>		<b>144,822</b>	<b>1,941,535</b>	<b>(1,871,661)</b>	<b>214,697</b>
<b>Employee Related Provisions</b>					
Annual leave		181,697	0	0	181,697
Long service leave		150,841	0	0	150,841
Provision for long service leave oncosts - Current		14,744	0	0	14,744
Provision for annual leave oncosts - Current		25,542	0	0	25,542
<b>Total Employee Related Provisions</b>		<b>372,824</b>	<b>0</b>	<b>0</b>	<b>372,824</b>
<b>Total other current assets</b>		<b>517,646</b>	<b>1,941,535</b>	<b>(1,871,661)</b>	<b>587,521</b>
Amounts shown above include GST (where applicable)					

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 13  
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Current	Adopted	Adopted	Amended	YTD
	1 July 2025	in Liability	Reduction (As revenue)	Liability 31 May 2026	Budget Revenue	YTD Budget	Annual Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>								
Grants Commission - General (WALGGC)	0	0	0	0	454,038	364,617	486,157	486,157
Grants Commission - Roads (WALGGC)	0	0	0	0	201,237	176,697	235,597	235,597
<b>Law, order, public safety</b>	0					0		
DFES Grant - Fire Mitigation Activity Fund 24/25	33,872	0	(33,872)	0	143,430	131,472	143,430	33,872
DFES Grant - ESL operating Grant	0	0	0	0	105,000	78,750	105,000	105,000
<b>Transport</b>	0							
MRWA Direct Grant Funding	0	0	0	0	130,413	130,413	130,413	130,413
<b>Economic services</b>	0							
Seniors Week Event	0	0	0	0	1,000	1,000	1,000	1,000
Other Community Events Revenue	0	0	0	0	100	913	1,000	1,000
Community Christmas Party Revenue	0	0	0	0	2,000	0	0	0
Nadc (National Australia Day Council)	0	10,000	(10,000)	0	10,000	10,000	10,000	10,000
Youth Week Event Revenue	0	0	0	0	2,000	0	0	0
Grant Revenue - Stay On Your Feet	0	0	0	0	5,000	0	0	0
Grant Revenue - Dpirid Crc Development Grant	0	0	0	0	3,000	2,750	3,000	0
Grant Revenue - Fitness Initiatives	0	0	0	0	5,000	0	0	0
Grant Revenue - Carers Week Grant	0	3,000	(500)	2,500	0	500	500	500
Grant Revenue - Technology and Digital Inclusion	0	5,000	(5,000)	0	0	0	0	5,000
Grant Revenue - End of Life Planning Capacity	0	2,500	(102)	2,398	0	0	0	102
CRC Operating Grant Revenue	0	0	0	0	119,428	89,571	119,428	174,227
Grant Funding The Lbw Trust Library Grant	0	0	0	0	2,000	1,826	2,000	2,000
	33,872	20,500	(49,473)	4,898	1,183,646	988,509	1,237,525	1,186,780

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026**

**NOTE 14**

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 May 2026	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
<b>General purpose funding</b>								
LRCI 4 - Woods Loop Road	0	110,349	(110,349)	0	110,349	82,761	110,349	110,349
LRCI 4 - Mattingly Road	0	36,595	(36,595)	0	37,000	27,750	37,000	36,595
Refurbishment/Construction BCI Old Tennis Court Building	0	0	0	0	50,000	45,826	50,000	0
WBDC & BPFS - Railway Station Building Refurbishment	20,000	470,000	(311,120)	178,880	240,000	405,000	540,000	311,120
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	13,671	(13,671)	0	13,671	10,251	13,671	13,671
<b>Law, order, public safety</b>								
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	342,730	(342,730)	0	333,055	305,294	333,055	342,730
<b>Transport</b>								
Dangin-Mears Road WBSFN Stage 2- Environmental Reports	0	0	0	0	35,454	43,206	57,610	0
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	98,770	(67,851)	30,919	59,715	44,784	59,715	67,851
Mcgrath Street - R2R Income	0	12,000	(12,000)	0	12,000	9,000	12,000	12,000
Youralling Road - R2R Income	0	85,097	(85,097)	0	85,097	63,822	85,097	85,097
Young Road - R2R Income	0	57,001	(57,001)	0	57,000	42,750	57,000	57,001
Ramsay Road - R2R Income	0	88,785	(88,785)	0	88,785	66,588	88,785	88,785
Richardson Street - R2R Income	0	55,000	(55,000)	0	55,000	41,250	55,000	55,000
White Street - R2R Income	0	55,000	(55,000)	0	55,000	41,250	55,000	55,000
Southdale Road - R2R Income	0	91,927	(91,927)	0	91,927	68,943	91,927	91,927
York Williams Road RRG	0	495,061	(495,061)	0	472,691	433,290	472,691	495,061
Davis Road - R2R Income	10,030	(10,030)	0	0	0	0	0	0
Mattingly Road - R2R Income	20,896	(20,896)	0	0	0	0	0	0
Mattingly Road Culvert - R2R Income	60,024	(60,024)	0	0	0	0	0	0
	<b>110,951</b>	<b>1,921,035</b>	<b>(1,822,187)</b>	<b>209,799</b>	<b>1,796,744</b>	<b>1,731,765</b>	<b>2,118,900</b>	<b>1,822,187</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2026**

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

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

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 May 2026
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	1,730	370	(350)	1,750
Facility Hire Bonds	7,360	9,140	(7,500)	9,000
Gym Bonds	8,040	4,060	(2,590)	9,510
Other Bonds	0	1,380	(1,080)	300
<b>Sub-Total</b>	<b>17,130</b>	<b>14,950</b>	<b>(11,520)</b>	<b>20,560</b>
	<b>17,130</b>	<b>14,950</b>	<b>(11,520)</b>	<b>20,560</b>

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget adoption</b>						
DEPOOP	Shire depot - Building Maintenance	OCM 10.25-02	Operating Expenditure		7,000		7,000
RWSTCAP	Railway Station Building Refurbishment	OCM 08.25-04	Capital Expenditure			(322,989)	(315,989)
RWSTCAP	Railway Station Building Refurbishment	OCM 09.25-03	Capital Expenditure			(36,540)	(352,529)
ROUTCAP	Pioneer Park Refurbishment	OCM 10.25-02	Capital Expenditure			(15,500)	(368,029)
KWHCAP	Kweda Hall Renewal	OCM 10.25-02	Capital Expenditure		8,500		(359,529)
I033550	Transfer from Reserve - Railway Station Building Refurbishment	OCM 09.25-03	Capital Revenue		36,540		(322,989)
	Adjustment of C/F Surplus Budgeted for 2024/2025	OCM 02.25-11	Opening Surplus(Deficit)		82,854		(240,135)
	<b>Grants, subsidies and contributions</b>						(240,135)
I032010	Gpg Grants Commission - General	OCM 02.25-11	Operating Revenue		32,119		(208,016)
I032020	Gpg Grants Commission - Roads	OCM 02.25-11	Operating Revenue		34,360		(173,656)
CLI062	Grant Revenue - Other Community Events	OCM 02.25-11	Operating Revenue		500		(173,156)
GR0006	Community Christmas Party Revenue	OCM 02.25-11	Operating Revenue			(2,000)	(175,156)
GR0008	Other Community Events Revenue	OCM 02.25-11	Operating Revenue		900		(174,256)
GR0009	Youth Week Event Revenue	OCM 02.25-11	Operating Revenue			(2,000)	(176,256)
GR0011	Grant Revenue - Stay On Your Feet	OCM 02.25-11	Operating Revenue			(5,000)	(181,256)
GR0013	Grant Revenue - Fitness Initiatives	OCM 02.25-11	Operating Revenue			(5,000)	(186,256)
	<b>Fees and charges</b>						(186,256)
I051010	Fire Fees & Charges	OCM 02.25-11	Operating Revenue		1,750		(184,506)
I052010	Anim Fees & Charges	OCM 02.25-11	Operating Revenue		1,500		(183,006)
I052010	Anim Fees & Charges	OCM 02.25-11	Operating Revenue		1,000		(182,006)
I104010	Tpb Fees & Charges	OCM 02.25-11	Operating Revenue		4,000		(178,006)
I031020	Rate Other Rates Income	OCM 02.25-11	Operating Revenue		500		(177,506)
I087040	Independent Living Units - Other Income	OCM 02.25-11	Operating Revenue		5,442		(172,064)
I102011	Sewerage Rates Charges	OCM 02.25-11	Operating Revenue		6,640		(165,424)
I105010	Amen Fees & Charges	OCM 02.25-11	Operating Revenue		8,000		(157,424)
I111011	Halls Fees & Charges - Memorial Hall	OCM 02.25-11	Operating Revenue		700		(156,724)
I111012	Halls Fees & Charges Wb Eva Pavilion	OCM 02.25-11	Operating Revenue		1,500		(155,224)
I112010	Pool Fees & Charges	OCM 02.25-11	Operating Revenue		1,600		(153,624)
I113010	Oth-Rec Fees & Charges	OCM 02.25-11	Operating Revenue		1,600		(152,024)
I132010	Tour Fees & Charges	OCM 02.25-11	Operating Revenue		10,000		(142,024)
I101010	Refuse Fees & Charges	OCM 02.25-11	Operating Revenue		5,000		(137,024)
	<b>Interest revenue</b>						(137,024)
I031030	Rate Interest Earnings	OCM 02.25-11	Operating Revenue		1,000		(136,024)
I031030	Rate Interest Earnings	OCM 02.25-11	Operating Revenue		1,900		(134,124)
I033020	Genfin Interest On Investments	OCM 02.25-11	Operating Revenue		30,218		(103,906)
I033020	Genfin Interest On Investments	OCM 02.25-11	Operating Revenue		171,392		67,486
	<b>Other revenue</b>						67,486
I042030	Admin Reimbursements & Donations	OCM 02.25-11	Operating Revenue		500		67,986
I042040	Admin Other Revenue	OCM 02.25-11	Operating Revenue		365		68,351
I147010	Sal Reimbursement - Workers Comp	OCM 02.25-11	Operating Revenue		30,000		98,351
GR0006	Community Christmas Party Revenue	OCM 02.25-11	Operating Revenue		500		98,851
	<b>Employee costs</b>						98,851
E055010	Emergency Management	OCM 02.25-11	Operating Expenses		1,000		99,851
E071010	Hea Employee Costs	OCM 02.25-11	Operating Expenses		500		100,351
E134020	Build-B General Operating Expenses	OCM 02.25-11	Operating Expenses		500		100,851
E042010	Admin Employee Costs	OCM 02.25-11	Operating Expenses			(2,700)	98,151
E042010	Admin Employee Costs	OCM 02.25-11	Operating Expenses		2,000		100,151
E042010	Admin Employee Costs	OCM 02.25-11	Operating Expenses		2,000		102,151
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses		67,749		169,900
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses		9,959		179,859
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses			(1,683)	178,176
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses		600		178,776
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses		2,000		180,776
E112010	Pool Employee Costs	OCM 02.25-11	Operating Expenses		1,200		181,976
DEPOOP	Shire Depot - Building Maintenance	OCM 02.25-11	Operating Expenses			(7,000)	174,976
E142010	Pw-Oh Employee Costs	OCM 02.25-11	Operating Expenses			(1,485)	173,491
E142010	Pw-Oh Employee Costs	OCM 02.25-11	Operating Expenses		4,000		177,491
E136100	Crc Employee Costs	OCM 02.25-11	Operating Expenses		1,200		178,691
	<b>Materials and contracts</b>						178,691
E041020	Memb General Operating Expenses	OCM 02.25-11	Operating Expenses			(4,500)	174,191
E041020	Memb General Operating Expenses	OCM 02.25-11	Operating Expenses			(10,000)	164,191
E041020	Memb General Operating Expenses	OCM 02.25-11	Operating Expenses			(4,587)	159,604
FIREGO	Fire General Operating	OCM 02.25-11	Operating Expenses		672		160,276

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
FIREGO	Fire General Operating	OCM 02.25-11	Operating Expenses		4,000		164,276
E042020	Admin General Operating Expenses	OCM 02.25-11	Operating Expenses		4,000		168,276
E042020	Admin General Operating Expenses	OCM 02.25-11	Operating Expenses			(27,124)	141,152
E042020	Admin General Operating Expenses	OCM 02.25-11	Operating Expenses			(11,000)	130,152
E042020	Admin General Operating Expenses	OCM 02.25-11	Operating Expenses			(1,600)	128,552
POOLGO	Swimming Pool General Operating	OCM 02.25-11	Operating Expenses		500		129,052
POOLGO	Swimming Pool General Operating	OCM 02.25-11	Operating Expenses			(101,250)	27,802
		OCM 02.25-11					27,802
E115040	Oth-Cult Community Events	OCM 02.25-11	Operating Expenses			(5,000)	22,802
GYMOP	Gymnasium Operating	OCM 02.25-11	Operating Expenses		2,000		24,802
GYMOP	Gymnasium Operating	OCM 02.25-11	Operating Expenses		2,500		27,302
	Youth Precinct - Pumptrack - Loop Track, Flying						
PUMTRAC	Fox / Zipline Nature Play Area	OCM 02.25-11	Operating Expenses		1,500		28,802
	Youth Precinct Shed / Building (Youth Group /						
	Girl Guide) Reserve 43158	OCM 02.25-11	Operating Expenses		2,500		31,302
CARAOP	Caravan Park	OCM 02.25-11	Operating Expenses		10,000		41,302
CARAOP	Caravan Park	OCM 02.25-11	Operating Expenses		4,290		45,592
E148020	Unclass Insurance Claims Expense	OCM 02.25-11	Operating Expenses			(27,000)	18,592
RRTLOP	Public Toilets Robinson Road	OCM 02.25-11	Operating Expenses			(4,000)	14,592
CEMEOP	Cemetery	OCM 02.25-11	Operating Expenses		500		15,092
CEMEOP	Cemetery	OCM 02.25-11	Operating Expenses		3,000		18,092
MEMPOP	Memorial Park	OCM 02.25-11	Operating Expenses			(1,000)	17,092
RESEOP	Reserve 43158 Beautification Works	OCM 02.25-11	Operating Expenses		2,000		19,092
RWPKOP	Railway Station Park	OCM 02.25-11	Operating Expenses		2,000		21,092
ROTUOP	Rotunda - Pioneer Park	OCM 02.25-11	Operating Expenses			(4,073)	17,019
BRDGOP	Bridge Maintenance	OCM 02.25-11	Operating Expenses			(5,770)	11,249
DEPOOP	Shire Depot - Building Maintenance	OCM 02.25-11	Operating Expenses		3,250		14,499
DEPOOP	Shire Depot - Building Maintenance	OCM 02.25-11	Operating Expenses			(3,250)	11,249
E143020	Poc General Operating Expenses	OCM 02.25-11	Operating Expenses			(17,000)	(5,751)
ADMIOOP	Administration Centre	OCM 02.25-11	Operating Expenses		1,500		(4,251)
ADMIOOP	Administration Centre	OCM 02.25-11	Operating Expenses		500		(3,751)
ADMIOOP	Administration Centre	OCM 02.25-11	Operating Expenses			(2,000)	(5,751)
	Unit 1 33 Whittington Street Brookton -						
U133WS	Independent Living Units	OCM 02.25-11	Operating Expenses			(1,500)	(7,251)
	Unit 1 40 White Street Brookton - Independent						
U140WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		(5,751)
	Unit 2 33 Whittington Street Brookton -						
U233WS	Independent Living Units	OCM 02.25-11	Operating Expenses		1,000		(4,751)
	Unit 2 40 White Street Brookton - Independent						
U240WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		(3,251)
	Unit 3 33 Whittington Street Brookton -						
U333WS	Independent Living Units	OCM 02.25-11	Operating Expenses		1,000		(2,251)
	Unit 3 40 White Street Brookton - Independent						
U340WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		(751)
	Unit 4 40 White Street Brookton - Independent						
U440WS	Living Units	OCM 02.25-11	Operating Expenses		2,500		1,749
	Unit 5 40 White Street Brookton - Independent						
U540WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		3,249
	Unit 6 40 White Street Brookton - Independent						
U640WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		4,749
	Unit 7 40 White Street Brookton - Independent						
U740WS	Living Units	OCM 02.25-11	Operating Expenses		1,500		6,249
	Unit 8 40 White Street Brookton - Independent						
U840WS	Living Units	OCM 02.25-11	Operating Expenses		3,500		9,749
10MAOP	10 Marsh Ave Brookton	OCM 02.25-11	Operating Expenses		2,500		12,249
23WHITOP	23 Whittington Street Brookton	OCM 02.25-11	Operating Expenses		2,500		14,749
28AWSOP	U5 28 William Street	OCM 02.25-11	Operating Expenses		2,500		17,249
28BWSOP	U6 28 William Street	OCM 02.25-11	Operating Expenses		4,000		21,249
U2MSUOP	U2 4 Matthew Street	OCM 02.25-11	Operating Expenses		2,000		23,249
U1MSOP	Unit 1 Madison Square Units	OCM 02.25-11	Operating Expenses		2,500		25,749
U2MSOP	Unit 2 Madison Square Units	OCM 02.25-11	Operating Expenses		2,500		28,249
U3MSOP	Unit 3 Madison Square Units	OCM 02.25-11	Operating Expenses		2,500		30,749
WBOP	Wb Eva Pavilion	OCM 02.25-11	Operating Expenses		2,000		32,749
WBOP	Wb Eva Pavilion	OCM 02.25-11	Operating Expenses			(2,000)	30,749
MUSEOP	Historical Society Museum	OCM 02.25-11	Operating Expenses			(3,889)	26,860
E136101	Crc General Operating Expenses	OCM 02.25-11	Operating Expenses			(4,000)	22,860
E136101	Crc General Operating Expenses	OCM 02.25-11	Operating Expenses			(450)	22,410
E136101	Crc General Operating Expenses	OCM 02.25-11	Operating Expenses		1,320		23,730
EV0002	Community Christmas Party	OCM 02.25-11	Operating Expenses		2,000		25,730
EV0003	Christmas Decoration	OCM 02.25-11	Operating Expenses		4,645		30,375

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
EV0004	Noongar Sport Event	OCM 02.25-11	Operating Expenses		1,000		31,375
EV0007	Seniors Week Event	OCM 02.25-11	Operating Expenses		1,667		33,042
EV0008	Other Community Events	OCM 02.25-11	Operating Expenses			(3,150)	29,892
EV0009	Youth Week Event	OCM 02.25-11	Operating Expenses		2,000		31,892
EV0011	Stay On Your Feet	OCM 02.25-11	Operating Expenses		5,000		36,892
EV0013	Fitness Initiatives	OCM 02.25-11	Operating Expenses		5,000		41,892
BOWLOP	Bowling Club	OCM 02.25-11	Operating Expenses			(4,900)	36,992
	<b>Utility charges</b>						36,992
MADIOP	Madison Square Park	OCM 02.25-11	Operating Expenses		3,000		39,992
25WHITOP	25 Whittington Street Brookton	OCM 02.25-11	Operating Expenses		1,000		40,992
28AWSOP	U5 28 William Street	OCM 02.25-11	Operating Expenses		1,000		41,992
U1MSUOP	U1 4 Matthew Street	OCM 02.25-11	Operating Expenses		500		42,492
	<b>Other expenditure</b>						42,492
E041030	Memb Councillors Fees/Expenses/Allowances	OCM 02.25-11	Operating Expenses		4,000		46,492
E031030	Rates Write Off	OCM 02.25-11	Operating Expenses			(24,401)	22,091
CARAOP	Caravan Park	OCM 02.25-11	Operating Expenses			(1,480)	20,611
E102060	Sewerage Prior Year Adjustments	OCM 02.25-11	Operating Expenses			(22,283)	(1,672)
E115050	Oth-Cult Community Chest Fund	OCM 02.25-11	Operating Expenses			(5,000)	(6,672)
	<b>Capital grants, subsidies and contributions</b>						(6,672)
CLI015	Railway Station Building Refurbishment Income	OCM 02.25-11	Capital Revenue		300,000		293,328
CLI061	Dangin-Mears Rd Wsfm Income Environmental Reports	OCM 02.25-11	Capital Revenue		22,156		315,484
	<b>Purchase of land and buildings</b>						315,484
SHCOSFC3	Housing Program Additional Staff Housing	OCM 02.25-11	Capital Expenses		500,000		815,484
MENSCAP	Mensshed - Old Bowling Club Capital	OCM 02.25-11	Capital Expenses		20,000		835,484
ROUTCAP	Rotunda - Pioneer Park Refurbishment	OCM 02.25-11	Capital Expenses		15,500		850,984
SEACON	Sea Container Storage	OCM 02.25-11	Capital Expenses		880		851,864
ROBIATU	Rd Public Toilets	OCM 02.25-11	Capital Expenses			(26,300)	825,564
MUSECAP	Museum - Capital	OCM 02.25-11	Capital Expenses		10,500		836,064
U133CAP	Inde U1 33 Whittington St Improvements	OCM 02.25-11	Capital Expenses			(14,172)	821,892
	<b>Purchase of furniture and equipment</b>						821,892
ARTCAP	Artwork - Public And Visual	OCM 02.25-11			5,000		826,892
	<b>Purchase and construction of infrastructure-roads</b>						826,892
WBSF3	Dangin-Mears Road Wbsf Environmental Reports 25/26	OCM 02.25-11	Capital Expenses			(23,747)	803,145
BRIDGE11	Bridge 3150A Aldersyde North Road	OCM 02.25-11	Capital Expenses		11,017		814,162
BRIDGE12	Bridge 4878A Brookton Kweda Road	OCM 02.25-11	Capital Expenses			(5,247)	808,915
	<b>Purchase and construction of infrastructure-footpath</b>						808,915
MEMPPFP	Memoral Park Footpath	OCM 02.25-11	Capital Expenses		4,600		813,515
ROBIAR	Accessible Ramp - Robinson Road	OCM 02.25-11	Capital Expenses			(4,600)	808,915
	<b>Purchase and construction of infrastructure-water</b>						808,915
HVCAP05	Happy Valley Smart Tech Bore Tank Control System	OCM 02.25-11	Capital Expenses		1,011		809,926
	<b>Transfers from reserve accounts</b>						809,926
I033550	Transfer From Reserve To Muni	OCM 02.25-11	Capital Revenue			(500,000)	309,926
	<b>Transfers to reserve accounts</b>						309,926
E033551	Transfer Interest From Muni To Reserve	OCM 02.25-11	Capital Expenses			(171,392)	138,534
E033550	Transfer To Reserve From Muni	OCM 02.25-11	Capital Expenses			(138,534)	0
							0
RWSTCAP	Railway Station Building Refurbishment	OCM 02.25-17	Capital Expenditure			(18,000)	(18,000)
I033550	Transfer from Reserve - Railway Station Building Refurbishment	OCM 02.25-17	Capital Revenue		18,000		0
				0	1,606,096	(1,606,096)	0

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

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

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
<b>Revenue from operating activities</b>	\$	%				
Grants, subsidies and contributions	198,271	20.06%	▲	Financial Assistance Grants, the ESL operating grant and CRC operating grants have been received in advance of budget phasing.		
Fees and charges	193,376	29.15%	▲		Independent Living Unit Charges, Shire Housing Rental Charges, Refuse Rate Charges, Caravan Park and Private Works Income is coming in higher than budget for the year.	
Interest revenue	56,103	19.86%	▲		Actual interest revenue is currently greater than budgeted to be received.	
Other revenue	74,602	18.74%	▲	Flood damage funding funding is currently ahead of budget phasing.	Workers compensation claim income received but not budgeted for.	
Profit on disposal of assets	(21,630)	(92.12%)	▼			The budget phasing for profit on the disposal of assets is currently ahead of actual profit.
<b>Expenditure from operating activities</b>						
Materials and contracts	390,251	21.80%	▲	The budget phasing of material and contract expenditure is currently ahead of actual expenditure.		
Utility charges	67,736	28.78%	▲	The budget phasing of utility expenditure is currently ahead of actual expenditure.		
Other expenditure	69,638	32.13%	▲	A prior year sewerage rate refund/adjustment and rate write offs have been budgeted for but have not yet happened.		
Loss on disposal of assets	14,907	32.75%	▲	The budget phasing for loss on the disposal of assets is currently ahead of actual expenditure.		
<b>Investing activities</b>						
Proceeds from disposal of assets	(23,132)	(14.84%)	▼			The budget phasing of the disposal of assets is currently ahead of actual expenditure.
Payments for inventories, property, plant and equipment and infrastructure	2,088,240	42.99%	▲	The variance relates to a number of capital projects which have not yet been completed in FY25/26 (Refer to Note 8 for details)		
<b>Financing activities</b>						
Transfer from reserves	(1,888,964)	(70.14%)	▼			The budget phasing of transfers from reserves is currently ahead of actual transfers.
Transfer to reserves	(383,030)	(56.95%)	▼			Actual transfers to reserves are currently ahead of budgeted transfers.

### 14.06.26.03 SHIRE OF BROOKTON DRAFT 2026/27 FEES AND CHARGES

<b>File No:</b>	FIN006C
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Stuart Billingham – Manager Corporate and Community
<b>Authorising Officer:</b>	Stuart Billingham – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item.
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

#### Summary of Item:

Council is to consider the Shire of Brookton 2026/27 Draft Fees & Charges.

#### Description of Proposal:

Staff have completed a review of Annual Fees and Charges on the premise of a 3.00% (rounded) increase of fees and charges, which is consistent with the Shire of Brookton Strategic Resource Plan assumptions.

Some fees and charges are set by legislation and have been identified in the fees and charges as being charges levied by statute. The Shire of Brookton has no control over the amounts charged when fees are set by legislation.

#### Background:

Most Shire of Brookton fees and charges are levied on a cost recovery basis. In the past the Shire of Brookton has subsidised the use of community facilities by local community and sporting groups in recognition of the overall benefit to the community that the group provides through use of the facility.

#### Consultation:

Consultation has occurred between relevant staff members, Chief Executive Officer, Acting Manager Infrastructure Works and Manager Corporate & Community.

#### Statutory Environment:

Pursuant to sections 6.16 and 6.17 of the *Local Government Act 1995*, the fees and charges may be determined through an absolute majority decision of Council.

#### 6.16. Imposition of fees and charges

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

\* Absolute majority required.

(2) *A fee or charge may be imposed for the following —*

- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) *supplying a service or carrying out work at the request of a person;*
- (c) *subject to section 5.94, providing information from local government records;*
- (d) *receiving an application for approval, granting an approval, making an*

- inspection and issuing a license, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —*
  - (a) imposed\* during a financial year; and*
  - (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

**6.17. Setting level of fees and charges**

- (1) In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
  - (a) the cost to the local government of providing the service or goods; and*
  - (b) the importance of the service or goods to the community; and*
  - (c) the price at which the service or goods could be provided by an alternative provider.*
- (2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
  - (a) under section 5.96; or*
  - (b) under section 6.16(2)(d); or*
  - (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) Regulations may —*
  - (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
  - (b) limit the amount of a fee or charge in prescribed circumstances.*

The recommendation that follows is consistent with the legislation requirements.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

There are no know financial implication upon either the council’s current budget or Strategic Community Plan.

**Risk Assessment:**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the 2026/27 Draft Fees and Charges, the organisation will have reduced income.

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

Rare	Low	Low	Low	Low	Medium
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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:**

It is appropriate that Council gives consideration to the draft fees and charges for 2026/27 to allow the 2026/27 draft budget to be prepared.

**OFFICER'S RECOMMENDATION**

*That Council, pursuant to sections 6.16 and 6.17 of the Local Government Act 1995, endorses the 2026/27 schedule of annual Fees and Charges as contained in Attachment 14.06.26.03B, noting the relevant legislative fees and charges may be amended upon gazettal.*

*(Absolute majority vote required)*

**Attachments**

Attachment 14.06.26.03A – New Fees and Charges

Attachment 14.06.26.03B – 2026/27 Fees and Charges.

## New Fees and Charges are as follows:

SCHEDULE 05 - LAW, ORDER AND PUBLIC SAFETY				
Proposed Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Straying livestock - Mustering	Local Government (Miscellaneous Provisions) Act 1960 - Act is only a minimum guide	Council		Cost plus 20%
SCHEDULE 10 - COMMUNITY AMENITIES				
Proposed Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Rubbish Service Charge - Additional Waste Bin (weekly pickup)		Council	Exempt - D81	\$190.00
Rubbish Service Charge - Additional Recycle Bin (fortnightly pickup)		Council	Exempt - D81	\$232.00
SCHEDULE 13 - ECONOMIC SERVICES				
Proposed Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Self-serve instant prints 2 prints, or part there of 6x4		Council	\$0.05	\$0.50
Self-serve instant prints 2 prints, or part there of 6x8		Council	\$0.09	\$1.00
Per print - Passport Photo 35mm–40mm wide by 45mm–50mm high		Council	\$0.73	\$8.00
Australia Adventure Passport		Council	\$1.09	\$12.00

## Amendments to Fees and Charges are as follows:

SCHEDULE 10 - COMMUNITY AMENITIES				
Amendment Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Asbestos burial - Per tonne	Increase 6% due to fuel crisis	Council	\$9.09	\$100.00
Asbestos burial - Minimum disposal cost	Increase 6% due to fuel crisis	Council	\$9.09	\$100.00
Rubbish Service Charge - Includes Waste Bin (weekly pickup) & Recycle Bin (fortnightly pickup)	No Increase - Costs recovered under contract	Council	Exempt-D81	\$422.00
Sewerage Rates - Minimum – GRV - (Charged under Section 41 of the Health (Miscellaneous Provisions) Act 1911)	Increase 6% s per SRP	Council	OOS	\$775.00
Sewerage Rates GRV (Charged under Section 41 of the Health (Miscellaneous Provisions) Act 1911) Rate-in-Dollar Charge	Increase 6% s per SRP	Council	OOS	5.7357 Cents
Pedestal (The base structure supporting a toilet bowl, connected to the sewer for waste disposal) (Charged Under Section 106 of Health (Miscellaneous Provisions) Act 1911)	No increase 26/27	Council	OOS	\$250.00
Water Closet (A flush toilet unit that discharges waste into the sewerage system)) (Charged Under Section 106 of Health (Miscellaneous Provisions) Act 1911)	No increase 26/27	Council	OOS	\$250.00

Slophopper/Cleaners Sink (A fixture used for disposing of dirty water or waste from cleaning, connected to the sewerage system)) (Charged Under Section 106 of Health (Miscellaneous Provisions) Act 1911)	No increase 26/27	Council	OOS	<b>\$250.00</b>
Universal Rundle (U.R.C) (A floor drain or gully trap that collects wastewater from various sources and directs it to the sewerage system)) (Charged Under Section 106 of Health (Miscellaneous Provisions) Act 1911)	No increase 26/27	Council	OOS	<b>\$250.00</b>
SCHEDULE 13 - ECONOMIC SERVICES				
Amendment Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Caravan Club - powered site - per van (The \$10.00 booking fee does not apply to this booking)	Description updated for clarity	Council	\$2.91	\$32.00
Caravan Club - unpowered site - per van (The \$10.00 booking fee does not apply to this booking)	Description updated for clarity	Council	\$2.27	\$25.00
2 Bedroom (sleeps 4) self contained chalet unit (Linen included) - Per Night	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$19.41	\$213.50
2 Bedroom (sleeps 4) self contained chalet unit (Linen included)- Per Week	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$116.45	\$1281.00
2 Bedroom (sleeps 5) self contained chalet unit (Linen included) - Per Night	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$20.68	\$227.50
2 Bedroom (sleeps 5) self contained chalet unit (Linen included) - Per Week	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$124.09	\$1365.00
1 Bedroom (sleeps 2) self contained chalet unit (Linen included) - Per Night	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$14.32	\$157.50
1 Bedroom (sleeps 2) self contained chalet unit (Linen included) - Per Week	Room Manager prorates 6 nights over 7 days, which can create cent variations	Council	\$\$85.91	\$945.00
Caravan Park - No refunds are provided for chalets, bays, or sites without a minimum of 7 days' written notice prior to the booking or arrival date. Bookings may be rescheduled with at least 7 days' notice, and an additional \$10.00 booking fee applies	For consistency and reduced administration	N/A	N/A	N/A
<b>Brookton Telegraph - Yearly Subscription</b>	<b>Remove no longer required</b>	<b>Council</b>	<b>\$0.00</b>	<b>\$0.00</b>
Telegraph - Gold Tier Sponsor (financial year)	Description updated for clarity	Council	\$239.36	\$2633.00
Telegraph - Silver Tier Sponsorship (financial year)	Description updated for clarity	Council	\$134.73	\$1482.00
Telegraph - Bronze Tier Sponsorship (financial year)	Description updated for clarity	Council	\$52.00	\$572.00
Scanning & email -1- 50 pages	No change for 1–50 pages; bulk-scan fee adjusted to streamline admin	Council	\$0.18	\$2.00
Scanning additional page 50 plus pages	No change for 1–50 pages; bulk-scan fee adjusted to streamline admin	Council	\$0.09	\$1.00
SCHEDULE 14 - OTHER PROPERTY AND SERVICES				
Amendment Fee/Charge	Comment	Statutory/Council	GST	26/27 Fee
Front End Loader	Increase 7% due to fuel crisis	Council	\$19.27	\$212.00
Grader	Increase 7% due to fuel crisis	Council	\$23.64	\$260.00

Multi Tyred Roller	Increase 7% due to fuel crisis	Council	\$22.82	\$251.00
Backhoe	Increase 7% due to fuel crisis	Council	\$21.82	\$240.00
Tip Truck (Canter)	Increase 7% due to fuel crisis	Council	\$21.00	\$231.00
Tip Truck (Tandem)	Increase 7% due to fuel crisis	Council	\$24.36	\$268.00
Bobcat	Increase 7% due to fuel crisis	Council	\$14.82	\$163.00
Utility	Increase 7% due to fuel crisis	Council	\$21.00	\$231.00
Tree Planter	Increase 7% due to fuel crisis	Council	\$5.73	\$63.00
Cub Cadet Slasher	Increase 7% due to fuel crisis	Council	\$14.09	\$155.00
Labourer	Increase 7% due to fuel crisis	Council	\$10.18	\$112.00
Water Truck	Increase 7% due to fuel crisis	Council	\$21.00	\$231.00
Street Sweeper Tow Behind	Increase 7% due to fuel crisis	Council	\$5.73	\$63.00
Toro - Mower	Increase 7% due to fuel crisis	Council	\$14.82	\$163.00

## 2026/2027 Fees &amp; Charges

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Photocopying	Per A4 Sheet (Strictly Library Use Only)			<b>As per CRC Charges</b>
<b>OTHER ADMINISTRATION</b>					
C	Lost Keys	Per Key	\$65.45	\$6.55	<b>\$72.00</b>
<b>RATES &amp; PROPERTY</b>					
C	Rates Account Enquiry (Orders & Requisitions)	per enquiry		Exempt-D81	<b>\$181.00</b>
C	Rates Special Arrangement Administration Fee	per assessment		Exempt-D81	<b>\$28.00</b>
C	Debt Recovery - Debt Clearance Letter	per enquiry	\$59.09	\$5.91	<b>\$65.00</b>
C	Rate Book (Printed or Electronic) * Before purchase a statutory declaration must be made stating that it will not be copied, used for any commercial purpose, and/or provided to any other person	per roll	\$97.27	\$9.73	<b>\$107.00</b>
C	Certificate of Title Search Fee	per enquiry	Cost Recovery	GST Included	<b>At Cost</b>
<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>					
Statutory – Freedom of Information Regulations 1993 Sch 1					
S	Application Fee	Per application		Exempt-D81	<b>\$30.00</b>
S	Staff Time dealing with FOI application	Per Hour (pro rata)		Exempt-D81	<b>\$30.00</b>
S	Photocopying for FOI Applications	Per A4 page		Exempt-D81	<b>As per CRC Charges</b>
S	Charge for delivery, packaging and postage	Per application		Exempt-D81	<b>At Cost</b>
C	Council and Committee Meeting Agendas and Minutes	By email		N/A	<b>No Charge</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Council and Committee Meeting Agendas and Minutes	Printed Copy		N/A	<b>No Charge</b>
<b>SCHEDULE 05 – LAW, ORDER AND PUBLIC SAFETY</b>					
Offences against Bush Fires Act (Bush Fire Act 1954)					
S	Infringement of Non-Compliant Firebreak			Exempt-D81	<b>\$250.00</b>
C	Installation of Fire Break	Cost Recovery		GST Included	<b>Cost Recovery</b>
C	Hazard Reduction Burns	Per Hour	\$190.00	\$19.00	<b>\$209.00</b>
<b>ANIMAL CONTROL</b>					
C	Straying livestock - Mustering			GST Included	<b>Cost plus 20%</b>
<b>DOG REGISTRATIONS LICENCE FEES</b>					
All registrations expire on 31 October each year. No refund for death of dog for any time period					
Statutory – Dog Act 1976 – Dog Regulations 2013					
	Registration after 31 May in any year, for that registration year			Exempt-D81	<b>50% of fee payable</b>
S	Unsterilised Dog	1 year		Exempt-D81	<b>\$50.00</b>
S		3 Year		Exempt-D81	<b>\$120.00</b>
S		For Life		Exempt-D81	<b>\$250.00</b>
S	Sterilised Dog	1 year		Exempt-D81	<b>\$20.00</b>
S		3 Year		Exempt-D81	<b>\$42.50</b>
S		For Life		Exempt-D81	<b>\$100.00</b>
S	Working Dogs (droving or caring for stock)	1 year, 3 years or For Life		Exempt-D82 81	<b>25% (of the fee that would otherwise be payable) of Full Registration</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Dog Registration Concessions: Pensioner Concession Card Holders - Half Fee			Exempt-D81	<b>Entitled to a discount of 50% of registration fees</b>
C	Dog Registration Concessions: Pensioner Concession Card Holders 26/27 Spay it Forward pet desexing program - Sterilised Dog	For Life		N/A	<b>\$0.00</b>
S	Application to keep more than 2 dogs			Exempt-D81	<b>\$124.00</b>
<b>DOG IMPOUND FEES</b>					
<b>Dogs will not be released from the pound unless licence and pound fees are paid</b>					
C	Seizure and impounding of dog		\$107.27	\$10.73	<b>\$118.00</b>
C	Maintenance of dog in pound	Per day of part thereof - weekday	\$44.55	\$4.45	<b>\$49.00</b>
C		Per day of part thereof - weekend	\$139.09	\$13.91	<b>\$153.00</b>
C	Destruction of dog		\$129.09	\$12.91	<b>\$142.00</b>
C	Surrender of Dog		\$0.00	\$0.00	<b>\$0.00</b>
S	Kennel Fees (as per s27 of the Dog Act)	Per Establishment		Exempt-D81	<b>\$200.00</b>
S	Modified Penalties as per Shire of Brookton Dogs Local Law 2001	Penalties listed individually		Exempt-D81	
<b>CAT REGISTRATION FEES</b>					
All cats must be sterilised (except breeding cats). No refund for death of cat for any time period.					
Statutory – Cat Act 2011 – Cat Regulations 2012					
	Registration after 31 May in any year, for that registration year			Exempt-D81	<b>50% of fee payable</b>
S	Cat - Sterilised	1 year		Exempt-D81	<b>\$20.00</b>
S		3 Year		Exempt-D81	<b>\$42.50</b>
S		For Life		Exempt-D81	<b>\$100.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Approval to Breed Cats	Per breeding cat (male or female)		Exempt-D81	<b>\$100.00</b>
S	Cat Registration Concessions: Pensioner Concession Card Holders - Half Fee			Exempt-D81	<b>Entitled to a discount of 50% of registration fees</b>
C	Cat Registration Concessions: Pensioner Concession Card Holders 25/26 Spay it Forward pet desexing program - Sterilised Cat	For Life		Exempt-D81	<b>\$0.00</b>
S	Annual registration for approval or renewal of approval to breed cats (per cat)			Exempt-D81	<b>\$100.00</b>
<b>SCHEDULE 07 – HEALTH</b>					
Statutory – Food Act 2008, Food Regulations 2009					
C	Food Business/Premises – Registration (Food Act s.140)	Per Registration	\$135.45	\$13.55	<b>\$149.00</b>
C	Food Business Notification Community Group or very low risk	One off fee	\$77.27	\$7.73	<b>\$85.00</b>
C	Food Inspections – Annual Fee	Annual Fee	\$120.91	\$12.09	<b>\$133.00</b>
C	Lodging House Registration Fee	Per Registration	\$208.18	\$20.82	<b>\$229.00</b>
C	Lodging House Inspection Fee	Annual Fee	\$127.27	\$12.73	<b>\$140.00</b>
C	Skin Penetration/Tattoo Establishment Registration Fees	Per Registration	\$264.55	\$26.45	<b>\$291.00</b>
C	Skin Penetration/Tattoo Establishment Annual Inspection Fees	Annual Fee	\$214.55	\$21.45	<b>\$236.00</b>
C	Piggery Registration Fee	Per Registration	\$272.73	\$27.27	<b>\$300.00</b>
C	Piggery Annual Inspection Fee	Annual Fee	\$214.55	\$21.45	<b>\$236.00</b>
C	Offensive Trade Registration Fee	Per Registration	\$325.45	\$32.55	<b>\$358.00</b>
C	Offensive Trade Annual Inspection Fee	Annual Fee	\$272.73	\$27.27	<b>\$300.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Street Trading Fee	Per Day	\$10.91	\$1.09	<b>\$12.00</b>
C	Street Trading Fee	Annual Fee	\$290.91	\$29.09	<b>\$320.00</b>
C	Private event fee	Per event	\$213.64	\$21.36	<b>\$235.00</b>
C	Health Service Fee	Quote or cost / hr	\$116.36	\$11.64	<b>\$128.00</b>
S	Septic Tank Inspection & Application fee	Per application	\$214.55	\$21.45	<b>\$236.00</b>
<b>SCHEDULE 09 – HOUSING</b>					
Maximum set by Planning and Development Regulations 2009 (Part 7 – Local Government Planning Charges) Sch 2					
C	Private Rental of Shire Housing	Per Market Rental			<b>Market Rental</b>
C	Building Maintenance Fee *	Per Hour Plus Materials @ Cost	\$98.18	\$9.82	<b>\$108.00</b>
*(Private Works for community groups, not for profit organisations and Shire service providers)					
<b>SCHEDULE 10 – COMMUNITY AMENITIES</b>					
<b>TOWN PLANNING</b>					
Fees for planning services – refer to Planning and Development Regulations 2009					
S	Determination of Development Application	< or = \$49,999 value		Exempt-D81	<b>\$147.00</b>
S		>\$50,000 and < or = \$499,999		Exempt-D81	<b>0.32% of estimated development cost</b>
S		>\$500,000 and < or = \$2.49M		Exempt-D81	<b>\$1,700.00 + 0.257% for every \$1 &gt;\$500,001</b>
S		>\$2.5M and <\$4.99M		Exempt-D81	<b>\$7,161.00 + 0.206% for every \$1 &gt;\$2.5M</b>
S		>\$5M and < or = \$21.49M		Exempt-D81	<b>\$12,633.00 + 0.123% for every \$1 &gt;\$5M</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Determination of Development Application where the development has commenced or been carried out			Exempt-D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
S	Determination of an Extractive Industry Application			Exempt-D81	<b>\$739.00</b>
S	Determination of an Extractive Industry Application where the development has commenced or been carried out			Exempt-D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
S	Provision of a Subdivision Clearance	< or = 5 lots		Exempt-D81	<b>\$73.00 per lot</b>
S		> 5 lots and < or = 195 lots		Exempt-D81	<b>\$73.00 per lot for first 5 lots then \$35.00 per lot</b>
S		> 195 lots		Exempt-D81	<b>\$7,393.00</b>
S	Application for Approval of Home Occupation	Initial Fee		Exempt-D81	<b>\$222.00</b>
S		Renewal Fee		Exempt-D81	<b>\$73.00</b>
S	Application for Approval of Home Occupation where home occupation has commenced	Initial Fee		Exempt-D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
S		Renewal Fee		Exempt-D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring			Exempt-D81	<b>\$295.00</b>
S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out			Exempt-D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Issue of Zoning Certificate			Exempt-D81	<b>\$73.00</b>
S	Reply to Property Settlement Questionnaire			Exempt-D81	<b>\$73.00</b>
S	Issue of Written Planning Advice			Exempt-D81	<b>\$73.00</b>
C	Local Planning scheme amendment proposals and structure plans	Basic	\$2,878.18	\$287.82	<b>\$3,166.00</b>
C		Standard	\$3,731.82	\$373.18	<b>\$4,105.00</b>
C		Complex	\$5,863.64	\$586.36	<b>\$6,450.00</b>
C	Extractive Industry Licence	Initial Application		Exempt-D81	<b>\$559.00</b>
C		Renewal Application		Exempt-D81	<b>\$284.00</b>
C		Annual Fee		Exempt-D81	<b>\$145.00</b>
C	Permanent Road Closure Process	Per Closure Process	\$277.27	\$27.73	<b>\$305.00</b>
C	Printing of Building/Planning documents outside of current application				<b>As per CRC Charges</b>
<b>CEMETERY</b>					
C	Funeral Director's Licence (Annual)			Exempt-D81	<b>\$124.00</b>
C	Single funeral permit			Exempt-D81	<b>\$90.00</b>
C	Application for Monumental Mason's Licence			Exempt-D81	<b>\$90.00</b>
C	Interment	Monday to Friday	\$1,310.91	\$131.09	<b>\$1,442.00</b>
C		Weekend/Public Holidays/RDOs	\$2,340.91	\$234.09	<b>\$2,575.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Re-opening Grave with a Headstone (over and above interment charge) Note: headstones & Monuments MUST be removed before grave re-opening.	Council will not remove headstones/monuments.	\$548.18	\$54.82	<b>\$603.00</b>
C	Interment of Ashes in Grave (over and above re-opening grave with headstone)		\$176.36	\$17.64	<b>\$194.00</b>
C	Purchase of Grant of Right of Burial	Valid for 25 years		Exempt-D81	<b>\$194.00</b>
C	Permission to Erect headstone		\$99.09	\$9.91	<b>\$109.00</b>
C	Additional Stone Monument on grave		\$99.09	\$9.91	<b>\$109.00</b>
C	Exhumation fee		\$548.18	\$54.82	<b>\$603.00</b>
C	Application for Pre-Need Grant Right of Burial	Valid for 25 years	\$176.36	\$17.64	<b>\$194.00</b>
<b>Niche Wall</b>					
C	Interment - single compartment		\$175.45	\$17.55	<b>\$193.00</b>
C	Interment - double compartment (1st Interment)		\$340.00	\$34.00	<b>\$374.00</b>
C	Interment - double compartment (2nd Interment)		\$173.64	\$17.36	<b>\$191.00</b>
C	Ashes removal - exhumation		\$173.64	\$17.36	<b>\$191.00</b>
C	Reservation of Niche	Valid for 25 years	\$173.64	\$17.36	<b>\$191.00</b>
C	Niche Wall Memorial plaque only (no interment)		\$102.73	\$10.27	<b>\$113.00</b>
C	Chronicle - Submission of memorials - uploaded and edited by Shire staff		\$97.27	\$9.73	<b>\$107.00</b>
<b>REFUSE/RUBBISH DISPOSAL</b>					
C	Replacement Bin			GST Included	<b>At cost</b>
C	General Waste	Per tonne	\$36.36	\$3.64	<b>\$40.00</b>
C	Green Waste	Per tonne	\$36.36	\$3.64	<b>\$40.00</b>
C	Asbestos burial	Per tonne	\$90.91	\$9.09	<b>\$100.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Asbestos burial	Minimum disposal cost	\$90.91	\$9.09	<b>\$100.00</b>
C	Building rubble	Per tonne	\$36.36	\$3.64	<b>\$40.00</b>
C	Uncontaminated sand or fill				<b>\$0.00</b>
C	Disposal of septic waste (from within SoB boundaries)	Per 2000 litres or part thereof	\$75.45	\$7.55	<b>\$83.00</b>
C	Disposal of septic waste (from outside of SoB boundaries)	Per 2000 litres or part thereof	\$322.73	\$32.27	<b>\$355.00</b>
C	Contractor/Commercial/Government Agencies	Per m <sup>3</sup>	\$64.55	\$6.45	<b>\$71.00</b>
C	Contractor/Commercial/Government Agencies	Per tonne	\$64.55	\$6.45	<b>\$71.00</b>
C	Tip Access outside of opening hours (24 hrs notice)	Per Hour (min charge 1 hour)	\$119.09	\$11.91	<b>\$131.00</b>
C	Trailer Mounted Skip Bin (for events)	Per Collection	\$27.27	\$2.73	<b>\$30.00</b>
C	Cardboard Recycle Bins	Per Collection	\$119.09	\$11.91	<b>\$131.00</b>
C	Townsite Residential Bulk Rubbish Pickup Service free service once per financial year per type				<b>Free</b>
C	Additional Townsite Residential Bulk Rubbish Pickup Service (Available from May through to August - inclusive) Policy 4.7 Bulk Waste Management		\$140.91	\$14.09	<b>\$155.00</b>
C	Rubbish Service Charge - Includes Waste Bin (weekly pickup) & Recycle Bin (fortnightly pickup)			Exempt-D81	<b>\$422.00</b>
C	Rubbish Service Charge - Additional Waste Bin (weekly pickup)			Exempt-D81	<b>\$190.00</b>
C	Rubbish Service Charge - Additional Recycle Bin (fortnightly pickup)			Exempt-D81	<b>\$232.00</b>
C	Refuse Site Rate - UV			Exempt-D82	<b>\$70.00</b>
C	Refuse Site Rate - GRV			Exempt-D83	<b>\$70.00</b>
<b>SEWERAGE SCHEME</b>					

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
Specified Area Rates – Brookton Sewerage Scheme (Charge under Section 41 of the Health (Miscellaneous Provisions) Act 1911). *OOS: Out of Scope – not subject to GST					
C	Sewerage Rates - Minimum - GRV		\$775.00	OOS*	<b>\$775.00</b>
Brookton Sewerage Scheme. Calculated Rate-in-Dollar Charge					
C	GRV		5.7357 Cents	OOS*	<b>5.7357 Cents in the \$</b>
Section 106 of Health (Miscellaneous Provisions) Act 1911, the following service charges (i.e., pan charge) are to be levied on properties that hold a rate exemption status under section 6.26 (2) of the Local Government Act 1995, in lieu of a sewerage charge. *OOS: Out of Scope – not subject to GST					
C	Pedestal (The base structure supporting a toilet bowl, connected to the sewer for waste disposal)	per unit	\$250.00	OOS*	<b>\$250.00</b>
C	Water Closet (A flush toilet unit that discharges waste into the sewerage system)	per unit	\$250.00	OOS*	<b>\$250.00</b>
C	Slophopper/Cleaners Sink (A fixture used for disposing of dirty water or waste from cleaning, connected to the sewerage system)	per unit	\$250.00	OOS*	<b>\$250.00</b>
C	Universal Rundle (U.R.C) (A floor drain or gully trap that collects wastewater from various sources and directs it to the sewerage system)	per unit	\$250.00	OOS*	<b>\$250.00</b>
<b>SCHEDULE 11 RECREATION AND CULTURE</b>					
Commercial - are activities run by private companies - this includes CBH, Silver chain and Baptist care (includes MRWA, Wheatbelt Dev Comm, the School/Education Department etc) Private Functions - are functions organised by individuals - birthday parties, funerals etc. Community Groups - are groups that are run by volunteer committees					
<b>Bonds (Refundable)</b>					
C	Bond - No Alcohol			Exempt	<b>\$258.00</b>
C	Bond - With Alcohol			Exempt	<b>\$515.00</b>
C	Clean/Damage Cost Recovery	at cost plus 15% admin fee		GST Included	<b>at cost plus 15% admin fee</b>
<b>MEMORIAL HALL – ENTIRE FACILITY</b>					

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$272.73	\$27.27	<b>\$300.00</b>
C	Private Function	Flat Daily Rate (6am to 12midnight)	\$162.73	\$16.27	<b>\$179.00</b>
C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$25.45	\$2.55	<b>\$28.00</b>
C	Community Group	Flat Daily Rate (6am to 12midnight)	\$41.82	\$4.18	<b>\$46.00</b>
C	Community Group	Flat Hourly Rate	\$6.36	\$0.64	<b>\$7.00</b>
C	Brookton performing Arts Annual Fee	Per Annum	\$193.64	\$19.36	<b>\$213.00</b>
<p><b>Brookton Performing Arts Annual Fee Include:</b> 1. The use of the Memorial Hall for rehearsals; 2. Three (3) function hires (full facility) which would include productions/performances. <b>Provided that;</b> 1. Bookings are made for every use; 2. The buildings and facilities are left clean as per the Conditions of Use; and 3. That all damage or faults are reported.</p>					
<b>OLD TENNIS COURTS &amp; MENS SHED</b>					
C	Community Group	Flat Daily Rate (6am to 12midnight)	\$10.00	\$1.00	<b>\$11.00</b>
<b>WB EVA PAVILION – ENTIRE FACILITY (EXCLUDING THE GYMNASIUM)</b>					
C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$346.36	\$34.64	<b>\$381.00</b>
C	Private Function	Flat Daily Rate (6am to 12midnight)	\$172.73	\$17.27	<b>\$190.00</b>
C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$25.45	\$2.55	<b>\$28.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Community Group	Flat Daily Rate (6am to 12midnight)	\$62.73	\$6.27	<b>\$69.00</b>
C	Community Group	Flat Hourly Rate	\$10.91	\$1.09	<b>\$12.00</b>
<b>Community or Main Room (Northern end of Pavilion) – Shared Use of Kitchen</b>					
C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$126.36	\$12.64	<b>\$139.00</b>
C	Commercial/State Government & Other Agencies	Flat Hourly Rate	\$27.27	\$2.73	<b>\$30.00</b>
C	Private Function	Flat Daily Rate (6am to 12midnight)	\$58.18	\$5.82	<b>\$64.00</b>
C	Private Function	Flat Hourly Rate	\$12.73	\$1.27	<b>\$14.00</b>
C	Community Group	Flat Daily Rate (6am to 12midnight)	\$22.73	\$2.27	<b>\$25.00</b>
C	Community Group	Flat Hourly Rate	\$4.55	\$0.45	<b>\$5.00</b>
<b>RECREATION GROUND OVAL</b>					
C	Hire of Oval per day (up to 24hrs)	Flat Daily Rate	\$146.36	\$14.64	<b>\$161.00</b>
C	Hire of Oval per hour	Flat Hourly Rate	\$34.55	\$3.45	<b>\$38.00</b>
<b>GYMNASIUM FEES</b>					
<b>Bond (Refundable)</b>					
C	Gym Key Bond		\$70.00	Exempt	<b>\$72.00</b>
<b>Adult</b>					
C	Adult Membership - 3 Month	\$30.00 per month	\$94.55	\$9.45	<b>\$104.00</b>
C	Adult Membership - 6 Month	\$26.66 per month	\$167.27	\$16.73	<b>\$184.00</b>
C	Adult Membership - 1 Year	\$20.00 per month	\$251.82	\$25.18	<b>\$277.00</b>
<b>Junior (Under the age of 18 but over the age of 12 years)</b>					

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Junior Membership - 3 Month	50% of Adult Fee	\$45.91	\$4.59	<b>\$50.50</b>
C	Junior Membership - 6 Month	50% of Adult Fee	\$83.64	\$8.36	<b>\$92.00</b>
C	Junior Membership - 1 Year	50% of Adult Fee	\$126.36	\$12.64	<b>\$139.00</b>
<b>Seniors &amp; Concession Card holders (Current card must be sighted)</b>					
C	Concession Membership - 3 Months	50% of Adult Fee	\$47.27	\$4.73	<b>\$52.00</b>
C	Concession Membership - 6 Months	50% of Adult Fee	\$83.64	\$8.36	<b>\$92.00</b>
C	Concession Membership - 1 Year	50% of Adult Fee	\$126.36	\$12.64	<b>\$139.00</b>
<b>Group Fee</b>					
C	Commercial Activities/State Government & Other Agencies	Per Session *	\$28.18	\$2.82	<b>\$31.00</b>
* Session is any period up to 1.5 hours; run by a qualified instructor, and not more than one session allowed between 5.00pm and 9.00pm per day.					
<b>Professional Assistance - Access to gym accompanied by existing gym members</b>					
C	Specialist service fee, for gym access	Annual	\$9.09	\$0.91	<b>\$10.00</b>
<b>COMMUNITY GROUP CONTRIBUTIONS</b>					
C	Football Club	Per Annum	\$1,503.64	\$150.36	<b>\$1,654.00</b>
C	Cricket Club	Per Annum	\$796.36	\$79.64	<b>\$876.00</b>
C	Hockey Club	Per Annum	\$796.36	\$79.64	<b>\$876.00</b>
C	Mixed Night Netball (per Session)	Per Session	\$39.09	\$3.91	<b>\$43.00</b>
C	Tennis Club	Per Annum	\$1,520.91	\$152.09	<b>\$1,673.00</b>
<p><b>Sporting Club Fees Include :</b> 1. The use of the Oval/Courts for home game fixture; 2. The use of the change rooms for training nights and home game fixtures; 3. The use of the facilities for home game fixture; 4. Three (3) free additional function hires which includes wind-ups or meetings. * Playgroup hire fees include Pavilion use only (not Oval/Courts/Change rooms etc) <b>Provided that;</b> 1. Bookings are made for every use; 2. The buildings and facilities are left clean as per the Conditions of Use, including playing surfaces; and 3. That all damage or faults are reported.</p>					
<b>COMMUNITY BUS HIRE</b>					
C	Full Hire *	Per Km	\$0.91	\$0.09	<b>\$1.00</b>
C	Minimum Hire *	Minimum	\$43.64	\$4.36	<b>\$48.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Cleaning Charges	Per 15 minutes or part thereof	\$24.55	\$2.45	<b>\$27.00</b>
C	Minimum Cleaning Charge	Minimum	\$52.73	\$5.27	<b>\$58.00</b>
C	Trailer Hire (per use)		\$42.73	\$4.27	<b>\$47.00</b>
C	Bond (refundable)			Exempt	<b>\$361.00</b>
<b>SWIMMING POOL</b>					
<b>Entrance Fees</b>					
C	Children (aged 5-17)		\$2.73	\$0.27	<b>\$3.00</b>
C	Seniors - Concession Card Holder		\$1.82	\$0.18	<b>\$2.00</b>
C	Adults (18+ years)		\$3.64	\$0.36	<b>\$4.00</b>
C	Spectators				<b>Free</b>
<b>Season Tickets</b>					
C	Single		\$47.27	\$4.73	<b>\$52.00</b>
C	Family		\$140.91	\$14.09	<b>\$155.00</b>
Free Entry : Australia Day Event – Specific community event included					
<b>LIBRARY FEES</b>					
C	Replacement of membership card		\$5.45	\$0.55	<b>\$6.00</b>
C	Lost/Damaged item				<b>Cost + 20%</b>
C	Late Fee / Fines	(Max. charge \$2.00)			<b>25c per day</b>
<b>SCHEDULE 13 – ECONOMIC SERVICES</b>					
<b>BUILDING FEES</b>					
Statutory - Building Services (Complaint Resolution and Administration) Act 2011 & Regulations 2011. In accordance with Building Regulations 2012 and as amended from time to time					

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Certified applications for a Building Permit Class 1 & 10	Minimum Fee \$110		Exempt-D81	<b>0.19% of Cost of Construction</b>
S	Certified applications for a Building Permit Class 2 to 9	Minimum Fee \$110		Exempt-D81	<b>0.09% of Cost of Construction</b>
S	Uncertified Building Application	Minimum Fee \$110		Exempt-D81	<b>0.32% of Cost of Construction</b>
S	Application for a Demolition Permit Class 1 & 10	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for a Demolition Permit Class 2 to 9	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application to extend Building or Demolition permit per storey	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for an Occupancy Permit - completed building	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for a Temporary Occupancy Permit - incomplete building	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for an Occupancy Permit for a permanent change of the building use classification	Minimum Fee \$110		Exempt-D81	<b>\$110.00</b>
S	Application for a Occupancy Permit or Building Approval Certificate for registration of Strata Scheme, plan of re-subdivision	Based on number of units. Minimum Charge \$107.70		Exempt-D81	<b>\$11.60 for each strata unit.</b>
S	Application for an Occupancy Permit - unauthorised building work	Minimum Fee \$105.00		Exempt-D81	<b>0.18% of Cost of Construction</b>
S	Application for a Building Approval Certificate - unauthorised building work	Minimum Fee \$105.00		Exempt-D81	<b>0.38% of Cost of Construction</b>
S	Application to replace an Occupancy Permit for an existing building			Exempt-D81	<b>\$110.00</b>
S	Application for a Building Approval Certificate for an existing building - authorised building work			Exempt-D81	<b>\$110.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
S	Application to extend the time which an Occupancy Permit of Building Approval Certificate has effect			Exempt-D81	<b>\$110.00</b>
S	Amendment of Building Permits			Exempt-D81	<b>\$110.00</b>
<b>Building Services Levy</b>					
S	Building Permit or Demolition Permit > or = \$45,000			Exempt-D81	<b>0.137% of value of the work</b>
S	Building Permit or Demolition Permit < \$45,000			Exempt-D81	<b>\$61.65</b>
S	Occupancy Permit			Exempt-D81	<b>\$61.65</b>
S	Building Approval Certificate			Exempt-D81	<b>\$40.50</b>
S	Unauthorised Building Work > or = \$45,000			Exempt-D81	<b>0.274% of value of the work</b>
S	Unauthorised Building Work <\$45,000			Exempt-D81	<b>\$123.30</b>
S	BCITF Fee - all building permits > or = \$20,000			Exempt-D81	<b>0.2% Cost of Construction (incl GST)</b>
S	Mandatory Private Swimming pool inspection fee	Inspected every 4 years/Max Fee \$58.45 - Inspection cost is invoiced every 4 years		Exempt-D81	<b>\$58.45</b>
<b>TOWN PLANNING FEES</b>					
C	Rural Street Address	Application Fee	\$210.00	\$21.00	<b>\$231.00</b>
<b>CARAVAN PARK</b>					
S	Application for grant or renewal of licence	Application Fee	\$181.82	\$18.18	<b>\$200.00</b>
C	Vending machine confectionary & beverage items	Per unit			<b>Cost plus up to 150%</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
<b>Powered Site Per Van</b>					
C	Per Night	Nightly	\$31.82	\$3.18	<b>\$35.00</b>
C	Caravan Club - powered site - per van <b>(The \$10.00 booking fee does not apply to this booking)</b>	Per Night	\$29.09	\$2.91	<b>\$32.00</b>
<b>Unpowered Site Per Van</b>					
C	Per Night	Nightly	\$27.27	\$2.73	<b>\$30.00</b>
C	Caravan Club - unpowered site - per van <b>(The \$10.00 booking fee does not apply to this booking)</b>	Per Night	\$22.73	\$2.27	<b>\$25.00</b>
<b>Camping (grassed area)</b>					
C	Per Night	Nightly	\$23.64	\$2.36	<b>\$26.00</b>
C	Shower usage only	Per shower	\$10.91	\$1.09	<b>\$12.00</b>
C	Washing machine	Per use	\$3.64	\$0.36	<b>\$4.00</b>
C	Dryer	Per use	\$5.45	\$0.55	<b>\$6.00</b>
<p><b>The maximum permitted stay in the Brookton Caravan Park bays is 28 days. Any stay longer than 28 days must seek permission in writing from the Chief Executive Officer. The Chief Executive Officer has the authority to accept or reject a stay up to a maximum of 3 months. Guests are permitted to stay in a tent for a maximum of 4 consecutive nights in a camping bay.</b></p>					
<b>Chalets</b>					
<b>All bookings to be made through the Online Portal. Payment via Credit Card. Note: Caravan Park Bookings (Chalets) must be paid in FULL prior to arrival</b>					
C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Night	\$194.09	\$19.41	<b>\$213.50</b>
C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Week	\$1,164.55	\$116.45	<b>\$1,281.00</b>
C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Night	\$206.82	\$20.68	<b>\$227.50</b>
C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Week	\$1,240.91	\$124.09	<b>\$1,365.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Night	\$143.18	\$14.32	<b>\$157.50</b>
C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Week	\$859.09	\$85.91	<b>\$945.00</b>
C	Replacement Key	Per Key	\$32.73	\$3.27	<b>\$36.00</b>
C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Minimum Charge	\$53.64	\$5.36	<b>\$59.00</b>
C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Per 15 minutes or part thereof	\$24.55	\$2.45	<b>\$27.00</b>
C	Caravan Park - Chalet items: broken/damaged/replacement				<b>Cost plus 50%</b>
C	After hours call out fee (lost key etc.)		\$94.55	\$9.45	<b>\$104.00</b>
<b>Caravan Park - No refunds are provided for chalets, bays, or sites without a minimum of 7 days' written notice prior to the booking or arrival date. Bookings may be rescheduled with at least 7 days' notice, and an additional \$10.00 booking fee applies</b>					
C	Caravan Park - Booking and invoice fee		\$9.09	\$0.91	<b>\$10.00</b>
<b>STANDPIPE WATER</b>					
C	Standpipe Water - 50mm Commercial Standpipe (high flow)	per kilolitre		GST Free	<b>\$18.00</b>
C	Standpipe Water - Happy Valley Bore Field- non-potable water	per kilolitre	\$9.09	\$0.91	<b>\$10.00</b>
<b>COMMUNITY RESOURCE CENTRE</b>					
<b>Advertising Rates - Telegraph</b>					
C	B&W	Full Page	\$39.09	\$3.91	<b>\$43.00</b>
C		Half page	\$25.45	\$2.55	<b>\$28.00</b>
C		Quarter page	\$14.55	\$1.45	<b>\$16.00</b>
C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages B&W	\$50.91	\$5.09	<b>\$56.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages Colour	\$100.00	\$10.00	<b>\$110.00</b>
C	Colour advertising	Full Page	\$73.64	\$7.36	<b>\$81.00</b>
C	Colour advertising - Half page	Half page	\$36.36	\$3.64	<b>\$40.00</b>
C	Community Group	Full Page - Colour	\$43.64	\$4.36	<b>\$48.00</b>
C	Club Notes	Max 2 Pages B&W	N/A		<b>No Charge</b>
C	B & W Business Card (financial year)	6 Months, 12 Editions	\$42.73	\$4.27	<b>\$47.00</b>
C	B & W Business Card (financial year)	Single entry	\$4.55	\$0.45	<b>\$5.00</b>
C	Brookton Telegraph - Tradies 1/4 page advertising (24 editions - financial year)	Each	\$343.64	\$34.36	<b>\$378.00</b>
C	Yearly Subscription	Includes P&H	\$110.00	\$11.00	<b>\$121.00</b>
C	Brookton Telegraph	Each	\$0.91	\$0.09	<b>\$1.00</b>
C	Brookton Telegraph - Wholesale	Each	\$0.82	\$0.08	<b>\$0.90</b>
C	Telegraph - Gold Tier Sponsor (financial year)	Change of wording - 1 sponsor per FY - Front page banner, 1 x A4 colour page, 1 x B/W A4 page, 1 x hard copy per edition	\$2,393.64	\$239.36	<b>\$2,633.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Telegraph - Silver Tier Sponsorship (financial year)	Change of wording - 1 x B/W page 1 x trade, 1 x colour business logo on back page, 1 x tradies 1/4 page, 1 x hard copy, per edition	\$1,347.27	\$134.73	<b>\$1,482.00</b>
C	Telegraph - Bronze Tier Sponsorship (financial year)	Change of wording - 1 x B/W 1/2 page & 1 x business card per edition	\$520.00	\$52.00	<b>\$572.00</b>
C	Telegraph Monthly Business Promotion	Local business selected at random by CRC to feature in the first edition of the telegraph each month - Colour A4			<b>No Charge</b>
C	ANZAC Day feature article Order of Service & address	B&W Max of 6 pages Annually			<b>No Charge</b>
<b>Printing &amp; Administration Services</b>					
C	B&W Single Sided	A4	\$0.91	\$0.09	<b>\$1.00</b>
C		A3	\$0.91	\$0.09	<b>\$1.00</b>
C	B&W Double Sided	A4	\$0.91	\$0.09	<b>\$1.00</b>
C		A3	\$1.82	\$0.18	<b>\$2.00</b>
C	Colour Single Sided	A4	\$0.91	\$0.09	<b>\$1.00</b>
C		A3	\$1.82	\$0.18	<b>\$2.00</b>
C	Colour Double Sided	A4	\$1.82	\$0.18	<b>\$2.00</b>
C		A3	\$2.73	\$0.27	<b>\$3.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Photo paper	A4	\$2.73	\$0.27	<b>\$3.00</b>
C	Self serve instant prints - 2 prints, or part there of	6x4	\$0.45	\$0.05	<b>\$0.50</b>
C	Self serve instant prints - 2 prints, or part there of	6x8	\$0.91	\$0.09	<b>\$1.00</b>
C	Self serve instant prints - Per print - Passport Photo	35mm–40mm wide by 45mm–50mm high	\$7.27	\$0.73	<b>\$8.00</b>
C	Bulk printing discount	50 pages + (applicable to both A4 & A3)			<b>25% Discount</b>
C	Laminating	A4	\$2.73	\$0.27	<b>\$3.00</b>
C		A3	\$3.64	\$0.36	<b>\$4.00</b>
C	Binding	Small (1-20 pages)	\$7.27	\$0.73	<b>\$8.00</b>
C	Binding	Large (20+ pages)	\$11.82	\$1.18	<b>\$13.00</b>
C	Folding Machine	100 pages	\$14.55	\$1.45	<b>\$16.00</b>
C	Community Directory	A4	\$9.09	\$0.91	<b>\$10.00</b>
C	Directory Advert/Sponsorship	A4 Full Colour Page	\$241.82	\$24.18	<b>\$266.00</b>
C	Directory Advert/Sponsorship	1/2 Page Full Colour Page	\$125.45	\$12.55	<b>\$138.00</b>
C	Directory General Business Listing	N/A	\$49.09	\$4.91	<b>\$54.00</b>
C	Directory Club /Special Interest/Community Group	1/4 Page Feature	\$49.09	\$4.91	<b>\$54.00</b>
C	Scanning & email 1- 50 pages	Any size - per page	\$1.82	\$0.18	<b>\$2.00</b>
C	Scanning 50 plus pages	Any size - per page	\$0.91	\$0.09	<b>\$1.00</b>
C	Secretarial Services	P/hour	\$24.55	\$2.45	<b>\$27.00</b>
C	Secretarial Services	P/30 Min	\$13.64	\$1.36	<b>\$15.00</b>
C	Secretarial Services	P/15 Min	\$9.09	\$0.91	<b>\$10.00</b>
C	Secretarial Services	Under 15 Min	\$4.55	\$0.45	<b>\$5.00</b>

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	OTMS - Old Time Motor Show	Printed materials (colour and black and white) and advertising on Facebook	\$2,410.91	\$241.09	<b>\$2,652.00</b>
<b>Room &amp; Video Conference Hire</b>					
C	Room	1 Hour	\$25.45	\$2.55	<b>\$28.00</b>
C		Half Day	\$50.91	\$5.09	<b>\$56.00</b>
C		Full Day	\$75.45	\$7.55	<b>\$83.00</b>
<b>Exam Facilitation</b>					
C	Exam room hire	Per hour	\$50.91	\$5.09	<b>\$56.00</b>
C	Exam Invigilation	Per hour	\$50.91	\$5.09	<b>\$56.00</b>
<b>Equipment Hire</b>					
C	Projector & Screen		\$50.91	\$5.09	<b>\$56.00</b>
C	PA System		\$20.91	\$2.09	<b>\$23.00</b>
C	Whiteboard		\$20.91	\$2.09	<b>\$23.00</b>
<b>Courses</b>					
C	Community Events, Training & Programs			GST Included	<b>At cost plus up to 20%</b>
<b>CRC Membership</b>					
C	Individual personal membership - Annual Digital Telegraph Subscription, 10% discount Brookton CRC Fees and Charges & exclusive membership events	per membership	\$4.55	\$0.45	<b>\$5.00</b>
C	Australia Adventure Passport	1 x passport	\$10.91	\$1.09	<b>\$12.00</b>
<b>SCHEDULE 14 – OTHER PROPERTY AND SERVICES</b>					
<b>PLANT HIRE (Per Hour – Ex Yard)</b>					
NB: 1. All plant is to be operated by Shire Staff - Dry hire is not available for private works 2 Shire Staff may dry hire (for personal use only) plant at a 40% discount in lieu of labour component, subject to having adequate qualifications/certification to operate the respective plant or equipment.					

Stat./ Council	Particulars	Unit	2026/27	GST	2026/27
<b>SCHEDULE 04 - GOVERNANCE</b>					
<b>PHOTOCOPYING FEES</b>					
C	Front End Loader	Weekday	\$192.73	\$19.27	<b>\$212.00</b>
C	Grader	Weekday	\$236.36	\$23.64	<b>\$260.00</b>
C	Multi Tyred Roller	Weekday	\$228.18	\$22.82	<b>\$251.00</b>
C	Backhoe	Weekday	\$218.18	\$21.82	<b>\$240.00</b>
C	Tip Truck (Canter)	Weekday	\$210.00	\$21.00	<b>\$231.00</b>
C	Tip Truck (Tandem)	Weekday	\$243.64	\$24.36	<b>\$268.00</b>
C	Bobcat	Weekday	\$148.18	\$14.82	<b>\$163.00</b>
C	Utility	Weekday	\$210.00	\$21.00	<b>\$231.00</b>
C	Tree Planter	Weekday	\$57.27	\$5.73	<b>\$63.00</b>
C	Cub Cadet Slasher	Weekday	\$140.91	\$14.09	<b>\$155.00</b>
C	Labourer	Weekday	\$101.82	\$10.18	<b>\$112.00</b>
C	Water Truck	Weekday	\$210.00	\$21.00	<b>\$231.00</b>
C	Street Sweeper Tow Behind	Weekday	\$57.27	\$5.73	<b>\$63.00</b>
C	Toro - Mower	Weekday	\$148.18	\$14.82	<b>\$163.00</b>
C	Plant items with Shire Operator	Weekend			<b>Cost plus 20%</b>
C	Engineering - Private Works to be requested for approval by the Manager Infrastructure Works or CEO	Per Private Works Request			<b>Price on application</b>

**14.06.26.04 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – ST JOHN AMBULANCE BROOKTON**

<b>File No:</b>	FIN008D
<b>Date of Meeting:</b>	18 July 2026
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	St John Ambulance Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Jessika Ashworth – Community Development Officer
<b>Authorising Officer:</b>	Jessika Ashworth – Community Development Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

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**Summary of Report:**

This item relates to the application made by St John Ambulance Brookton for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Community Support.

St John Ambulance Brookton is seeking Council’s consideration for a grant of \$4,000.00 under the Community Chest Fund to fund.

Supporting St John Ambulance Brookton for upgrades to improve communication for ambulance crews. It responds to current coverage gaps, made more noticeable by the Telstra 3G shutdown.

By combining radio, mobile and Starlink into one system, crews will be able to stay connected in real time wherever they are. Funding will support rollout of this technology, including equipment and Starlink subscription.

For the community, this means quicker, better coordinated emergency responses, improved patient care, and greater safety for local volunteers. It will help ensure more reliable access to emergency services across regional areas.

The Community Chest Fund Application form is attached. Attachment 14.06.26.04A.

**Description of Proposal:**

As detailed above.

**Background:**

The Ambulance Connectivity Project by St John WA is all about improving how ambulance crews stay connected, particularly in rural and remote communities. With the recent Telstra 3G shutdown highlighting gaps in coverage, this project will help ensure local crews can communicate reliably when it matters most.

**Consultation:**

There has been no consultation regarding this matter.

**Statutory Environment:**

Nil.

**Relevant Plans and Policy:**

Policy 2.14 – Community Chest Fund applies, with assessment against the relevant selection criteria detailed below:

Funding Category	Funding Amount	Guidelines
Community Support	Maximum \$6,000 cash support per financial year.	<ul style="list-style-type: none"> <li>• Only available to incorporated bodies.</li> <li>• Available to applicants to support a community project, program, or event (excludes capital works to buildings).</li> <li>• Funding requires matched funding of 1/3 – Community Group 2/3 Shire Grant.</li> <li>• Applicants must demonstrate their ability to match (cash/in-kind) Shire of Brookton grant support.</li> <li>• Applications can be made at any time throughout the year.</li> </ul>

### Financial Implications:

The Community Chest Fund was set at \$20,000 for the 2025/26 financial year with a budget amendment of additional \$5,000.

Funding applications totalling \$4,000.00 are being presented for approval at this meeting. This leaves a balance of \$401.04 for the remainder of the financial year.

### Risk Assessment:

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

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

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

### Community & Strategic Objectives:

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

## **Comment**

On assessment the application adequately addresses the stated criteria under Policy 2.14 – Annual Community Funding – Community Support. It is recommended Council endorse the grant of \$4,000.00 from the Community Chest Fund.

## **OFFICER'S RECOMMENDATION**

***That Council in relation to the application from St John Ambulance Brookton under Council Policy 2.14 — Annual Community Funding approve the \$4,000 Community Support funding from the Community Chest Fund to be used for communication upgrades and ongoing Starlink subscriptions.***

*(Simple majority vote required)*

## **Attachments**

**Attachment 14.06.26.04A – St John Ambulance Brookton Community Chest Fund Application.**



# 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](mailto: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 Chest Fund Policy and that your application meets the criteria outlined in the funding category.

**NAME OF ORGANISATION:** St John Ambulance Brookton.....

**CONTACT PERSON:** Phillip Crute.....

**POSITION:** Chairperson.....

**POSTAL ADDRESS:** .....

**PHONE:** 0427250877 ..... **MOBILE:** .....

**EMAIL:** brookton.chairperson@stjohnwa.com.au .....

**ORGANISATION'S ABN:** 37 320 851 505.....

**REGISTERED FOR GST?**  YES  NO **IS YOUR ORGANISATION INCORPORATED**  YES  NO

**NAME OF PROJECT OR EVENT:** Starlink Supply & Installation.....

**ESTIMATED START DATE:** 1/7/2026.... **ESTIMATED COMPLETION DATE:** 30/06/2027 .....

#### REQUESTED COMMUNITY CHEST FUNDS:

Please tick which funding category you are applying for Please review the Community Chest Fund Policy on the Shire of Brookton's website <a href="http://www.brookton.wa.gov.au">www.brookton.wa.gov.au</a> for comprehensive grant guidelines.	
Annual Community Funding	Individual Funding
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual
<input checked="" type="checkbox"/> Community Support	<input type="checkbox"/> Not for Profit Community organisation – member
<input type="checkbox"/> Equipment Purchase	<input type="checkbox"/> Youth Leadership Development
<input type="checkbox"/> Not for Profit Community Organisation – Assistance	

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

The Ambulance Connectivity Project is a strategic initiative of St John WA to deliver reliable, seamless communications for on road ambulance teams, particularly in rural & remote areas. By integrating radio, cellular & Starlink technologies into a single, unified system, the project addresses existing coverage gaps, further impacted by the Telstra 3G shutdown. Funding will be used to achieve full connectivity capability, including radio integration and Ambicad deployment, supported by enterprise grade equipment. This will strengthen patient care, improve volunteer safety & enable more effective incident coordination through dependable, real time communication.

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

Purchase & Installation of Starlink hardware, modem & inverter, power supply & full connectivity into St John WA Systems (including Ambicad) .....

.....

.....

.....

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

The project aims to enhance patient care and outcomes through real time information sharing, improve safety and confidence of volunteers, strengthen incident response and response efficiency by providing dependable, enterprise grade communications tools including full radio integration and Ambicad capability.....

.....

**4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15**

The project aligns with Outcome 10.3 – Community Safety Advancement, Outcome 10.4 – Community Health & Outcome 11.3 Telecommunications Connectivity. By improving emergency communications in mobile blackspot areas, the project will support better patient outcomes, strengthen emergency response capability.

.....

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

Brookton St John Ambulance SubCentre will thank all contributors to the project publicly through advertising on social media and the Brookton Telegraph

.....

**6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP**

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

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

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

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	1,854.22	Project Cost – St John WA	12,998.22
Sponsorship		Installation (est)	
Donations in cash		Hire of Equipment	
Other grants (Pingelly Brookton Financial Services – Bendigo Bank)	10,000	Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		1 <sup>st</sup> Year - Subscription to Starlink	2,856.00
Total of Community Chest Funds requested in cash*	4,000		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
<b>TOTAL INCOME</b>	<b>15,584.22</b>	<b>TOTAL EXPENDITURE</b>	<b>15,584.22</b>

**YOUR INCOME MUST EQUAL YOUR EXPENDITURE**

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

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR  Yes  No

HAS THE ACQUITTAL PROCESS BEEN COMPLETED?  Yes  No  
IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

.....

.....

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.

We will be funding the installation of the system in our ambulance. We are unable to obtain a quote for the installation without having all the equipment on site. An auto electrician is required, and it is a bespoke install, so we will have to source a suitable installer. It is estimated that this will cost us around \$3500.

9. FUNDING CONDITIONS:


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

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

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

PRINT NAME: Phillip Crute .....

POSITION: Chairperson .....

SIGNATURE:  .....

DATE: 4/6/2026

Re: Starlink Project: Key Updates and Confirmed Information

From: Katrina Crute <katrina@spingelly.com.au>



From: Brookton Sub Centre <Brookton.SubCentre@stjohnwa.com.au>  
Sent: Saturday, 28 March 2025 11:58 AM  
To: Katrina Crute <katrina@spingelly.com.au>  
Subject: Re: Starlink Project: Key Updates and Confirmed Information

Kind Regards,

**Natasha Osgood**

Brookton Subcentre Admin Officer



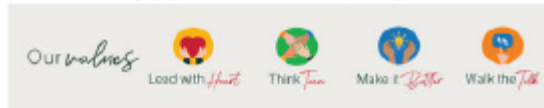
✉ [natasha.osgood@stjohnwa.com.au](mailto:natasha.osgood@stjohnwa.com.au)

🌐 [stjohnwa.com.au](http://stjohnwa.com.au)

☎ 0460 553 157



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From: Jessica Forsythe <Jessica.Forsythe@stjohnwa.com.au>

Sent: 04 December 2025 9:48 AM

To: Beverley Sub Centre <Beverley.SubCentre@stjohnwa.com.au>; Brookton Sub Centre <Brookton.SubCentre@stjohnwa.com.au>; Bruce Rock Sub Centre <BruceRock.SubCentre@stjohnwa.com.au>; Corrigin Chairperson <Corrigin.Chairperson@stjohnwa.com.au>; Cunderdin Sub Centre <Cunderdin.SubCentre@stjohnwa.com.au>; Darbin Sub Centre <Darbin.SubCentre@stjohnwa.com.au>; Dumbleyung Sub Centre <Dumbleyung.SubCentre@stjohnwa.com.au>; Kardinia Hydrex Subcentre <Kardinia.Subcentre@stjohnwa.com.au>; Kalbar Sub Centre <Kalbar.SubCentre@stjohnwa.com.au>; Lake Grace Sub Centre <LakeGrace.SubCentre@stjohnwa.com.au>; Lake King Subcentre <LakeKing.Subcentre@stjohnwa.com.au>; Mannabeen Subcentre <Mannabeen.Subcentre@stjohnwa.com.au>; Newdegate Subcentre <Newdegate.Subcentre@stjohnwa.com.au>; Pingelly Sub Centre <Pingelly.Subcentre@stjohnwa.com.au>; Quairading Sub centre <Quairading.Subcentre@stjohnwa.com.au>; Varley Sub Centre <Varley.Subcentre@stjohnwa.com.au>; Wagin Subcentre <Wagin.Subcentre@stjohnwa.com.au>; Wickiapa Subcentre <Wickiapa.Subcentre@stjohnwa.com.au>; Williams Subcentre <Williams.Subcentre@stjohnwa.com.au>; York Chairperson <York.Chairperson@stjohnwa.com.au>  
Go Kigin Deskie <Wagyn.Donkin@stjohnwa.com.au>; District Support WBT South <DistrictSupport.WBTSouth@stjohnwa.com.au>; DSL WBT South <DSL.WBTSouth@stjohnwa.com.au>; Operations WBT South <Operations.WBTSouth@stjohnwa.com.au>; Operations WBT North <Operations.WBTNorth@stjohnwa.com.au>; Matt Doyle <Matt.Doyle@stjohnwa.com.au>; Chise Gill <Chise.Gill@stjohnwa.com.au>; CP/WBT55 <CP/WBT55@stjohnwa.com.au>; CP/WBT52 <CP/WBT52@stjohnwa.com.au>; CP/WBT57 <CP/WBT57@stjohnwa.com.au>; CP/WBT51 <CP/WBT51@stjohnwa.com.au>  
Subject: Starlink Project: Key Updates and Confirmed Information

**### Communications sent to Sub Centres and BCC Chairperson in WBT South ###**

Hi Team

As you've seen, communication has now been shared regarding the Starlink Project. I know this is something many of us are passionate about and have been eagerly anticipating, so it's exciting to see the rollout begin.

A few team members have reached out with questions and requests for clarification. To ensure everyone has access to the same accurate and up-to-date information, I wanted to share what we've confirmed so far. We've consulted with the Fleet, Radio, and Equipment teams, and reviewed the details available in the Frequently Asked Questions on Connect.

Please see the information below:

**1. Reason for the Starlink Cost**

The overall cost reflects the use of enterprise-grade equipment and the full integration required for operational safety, reliability, and security across St John WA systems. The team has worked with Procurement, Digital Services, and our vendors to secure the best value while meeting the operational requirements of our network.

**2. Cost Breakdown of the \$16,250 Enterprise Equipment and \$238 Monthly Subscription**

As outlined in the FAQs (quick link [Frequently Asked Questions](#)):

- **Comprehensive Pack:**
  - Cost: \$16,250 (excluding installation, which varies by location)
  - Includes:
    - Starlink hardware
    - Modem and inverter
    - Power supply
    - Radio integration
  - Full connectivity into St John WA systems (including Ambicad)
  - **Subscription: Approximately \$238 per month for data**

Additional high-level component breakdown (noting there are many smaller parts involved):

- Starlink Standard Kit – Gen 3 with Titan Vx1 mounting pod
- CISCO IR1835-K9 Rugged Router
- 5G Sub-GHz / 4G LTE B-in-1 outdoor antenna
- Tail TM9456 Custom 3703 IVR
- Tail TM9450 PTTBox Bridge
- All required cables and licensing

**What does the monthly subscription cover?**

The subscription includes both the Starlink data service and a mobile data backup (4G/5G), ensuring redundancy and continuity of communications.

**3. Understanding the Cost Burden on Sub Centres**

We recognise that cost is a significant consideration for Sub Centres. For this reason, St John has developed three Starlink options to support different needs and budgets:

- **Comprehensive Pack – \$16,250 (excl. installation):**  
Full connectivity, including radio integration and Ambicad, with enterprise-grade equipment. Requires the \$238/month subscription.

- **Basic Pack \$12,998.22 (excl. installation):**  
Provides connectivity to St John WA systems (including Ambicad) but excludes radio integration. Also requires the \$238/month subscription.
- **Lite Option Variable cost:**  
Allows Sub Centres or volunteers to purchase personal-grade Starlink equipment directly.

Please note

- This option connects only to personal mobile phones.
- It does not integrate with St John WA systems
- Technical support from St John WA is not provided for Lite setups.

The Fleet, Radio and Equipment team have aimed to be transparent about these costs so Sub Centres can plan budgets accordingly. This also allows time for centres to undertake fundraising or apply for external grants. Quick link: [Ambulance Connectivity/Starlink Project](#).

Support Available

The Social Sustainability Team is available to assist with grant-writing and fundraising strategies. Their page is available on Connect for quick reference link: [Social Sustainability](#).

I hope this information helps answer your questions. Please don't hesitate to reach out if you would like further clarification or additional detail, we are here to support you.

Warm Regards

Jess

### Jessica Forsythe

Operations Lead - Rural & Remote  
Wheatbelt South | Shift Green/Black



[Operations\\_WBTSouth@stjohn.com.au](mailto:Operations_WBTSouth@stjohn.com.au)

[Jessica.Forsythe@stjohn.com.au](mailto:Jessica.Forsythe@stjohn.com.au)

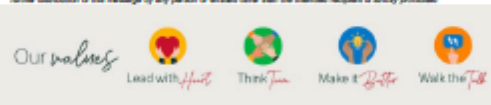
[@stjohn.com.au](#)

OL Duty Phone: 0439 180 390



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01/06/2026

Phillip Crute  
Chairperson  
St John Ambulance - Brookton Sub Centre  
Email : [brookton.chairperson@stjohnwa.com.au](mailto:brookton.chairperson@stjohnwa.com.au)

Natasha Osgood.  
St John Ambulance - Brookton Sub Centre  
Email : [brookton.chairperson@stjohnwa.com.au](mailto:brookton.chairperson@stjohnwa.com.au)

Dear Phillip and Natasha,

The Pingelly Brookton Community Financial Services (PBCFS) Board carefully considered the opportunity put forward by the Brookton sub Centre to assist with costs of installation for the Ambulance Connectivity Project.

I am pleased to advise that the Board has approved a grant of \$10,000 for this important, life-saving project, which will make a meaningful difference in our community.

As we have not followed the standard SmartyGrants online process, please simply send through an invoice for the funding, using the attached example as a guide. You may also receive automated emails confirming completion of the SmartyGrants process while I finalise the paperwork in the background. Please disregard these messages.

The Board wishes your organisation every success with this important installation and asks that you pass on our sincere appreciation to all volunteers for the vital work they do in supporting and saving lives in our community.

Please accept my sincere apology ofr the delay in sending this confirmation letter.

Kind regards



Lee steel  
PBCFSL Secretary  
Cc Colin Mills Chairman PBCFSL

5 Parade Street, Pingelly WA 6308

# DIRT HIGH PROMOTIONS

Regional Motorsport Events  
Willie Thomson | wt1@bigpond.com

---

30 March 2026

**Re: Letter of Support – St John Ambulance WA, Ambulance Connectivity Project (Brookton Subcentre)**

Dirt High Promotions is pleased to provide this letter of support for St John Ambulance WA in relation to the Ambulance Connectivity Project, with particular relevance to the Brookton Subcentre.

Through the delivery of the Brookton Pony Express Series, the Manjimup 15000, and other regional motorsport events, we have firsthand experience of the importance of reliable, real-time communication for emergency response and event safety. These events attract competitors, volunteers and spectators from across the region, interstate and internationally, and place increased demand on local emergency services, particularly in areas where resources are limited.

As event organisers, we are acutely aware of the operational challenges faced by St John Ambulance Brookton. The service is volunteer based, with finite resources, and operates within a region where communication coverage can be inconsistent. The impact of the Telstra 3G shutdown has further highlighted these challenges, particularly in fringe and low coverage areas surrounding Brookton and Pingelly.

Reliable communication is critical not only for day-to-day ambulance operations, but also for the safe delivery of events. In situations where incidents occur, clear and immediate communication between crews, event officials and external emergency services is essential to ensure timely and coordinated responses. Any gaps in connectivity increase risk, not only for patients, but also for volunteers and the broader community.

We strongly support the Ambulance Connectivity Project and its aim to deliver integrated radio, cellular and satellite capability. Ensuring that subcentres such as Brookton have access to consistent, dependable communication will significantly improve emergency response capability, support volunteer safety, and enhance overall community confidence.

Investment in this project is a practical and necessary step toward strengthening emergency service delivery in regional areas. From our perspective, it will directly contribute to safer events, better coordination, and improved outcomes for all involved.

Should you require any further information, please do not hesitate to contact us.

Yours sincerely,



**Willie Thomson**  
Dirt High Promotions  
0438 360 570  
[www.williethomson.com](http://www.williethomson.com)



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## 15.06.26 GOVERNANCE REPORTS

### 15.06.26.01 SHIRE OF BROOKTON DELEGATION REGISTER – ANNUAL REVIEW 2025/26

<b>File No:</b>	GOV028C
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	19 June 2025

---

#### **Summary of Report:**

Council is to consider an annual review the Shire of Brookton Delegation Register.

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

A revised Delegation Register is included at Attachment Under Separate 15.06.26.01A. The register has been significantly reviewed and updated from the previous version.

#### Legislative Coverage

The register contains delegations, authorisations and appointments made under a range of legislation including:

- Local Government Act 1995;
- Building Act 2011;
- Bush Fires Act 1954;
- Dog Act 1976;
- Cat Act 2011;
- Food Act 2008;
- Graffiti Vandalism Act 2016;
- Public Health Act 2015; and
- Planning and Development Act 2005.

#### Sub-delegations and Authorisations

The register records:

- delegations from Council to the Chief Executive Officer;
- sub-delegations from the Chief Executive Officer to employees under section 5.44 of the Local Government Act 1995;
- statutory authorisations for officers and contract service providers to exercise legislative powers; and
- appointments required under various Acts.

Some specialist powers, particularly building and environmental health functions, are only sub-delegated to appropriately qualified officers.

## Significant Changes

The revised register includes several notable changes:

- Delegation of authority to the CEO to make decisions under the Dog Local Laws, including approvals for multiple dogs at a property. These matters have previously been determined by Council.
- Retention of the CEO's authority to accept tenders up to \$200,000 (Delegation 1.2.18). While Council could increase this limit, the current level is considered appropriate given the number of tenders undertaken by the Shire.
- Inclusion of authority for the CEO to appoint persons other than employees to open tenders (Delegation 1.3.5).
- Reduction of debt write-off authority to \$100 (Delegation 1.2.23) and removal of authority to amend slightly larger financial errors.
- Removal of references to the Behaviour Management Committee, with behavioural complaints to instead be considered by Council.
- Removal of purchasing authorities from the register. Purchasing limits are administrative controls rather than statutory delegations and will instead be managed through operational procedures.

### **Background:**

Section 5.46 of the Local Government Act 1995 requires the Chief Executive Officer to maintain a register of delegations and ensure those delegations are reviewed at least once each financial year.

Council last completed a full review of the Delegation Register on 19 June 2025.

The Local Government Act 1995 limits the powers that may be delegated and specifically prohibits the delegation of matters including:

- decisions requiring an absolute majority;
- acceptance of tenders above Council's approved limit;
- acquisition or disposal of property above Council's approved limit;
- borrowing money;
- matters requiring approval of the Minister or Governor; and
- powers that are not created by legislation.

Section 5.42 of the Act provides that Council may delegate powers only to the Chief Executive Officer. The Chief Executive Officer may then sub-delegate those powers to employees under section 5.44.

Although Council policies may require more than one officer to participate in certain processes, the legislative delegation itself remains with the Chief Executive Officer, who may provide written sub-delegations to employees where appropriate.

Council allocated funding used to employ Mr Steven Tweedie who, in conjunction with staff, undertook a comprehensive review of the Delegation Register.

### **Consultation:**

Mr Steve Tweedie presented to Council on 4 June 2026 on the proposed amendments to the draft Delegation Register in June 2026.

### Statutory Environment:

Local Government Act 1995

Section 5.42 – Delegation of powers and duties to the Chief Executive Officer.

Section 5.43 – Limits on delegations to the Chief Executive Officer.

Section 5.44 – Chief Executive Officer may sub-delegate powers to employees.

Section 5.46 – Requirement to maintain and annually review delegations.

### Relevant Plans and Policy:

There are no plans or policies directly applicable to this report. However, the exercise of delegated authority by staff remains subject to Council policies and administrative procedures.

### Financial Implications:

There are no direct financial implications arising from this report.

### Risk Assessment:

The principal risks associated with delegations are:

While the consequences could be *Moderate* or *Major* depending on the nature or circumstances of the consequence, the risk has been assessed as 'Medium' and 'High'.

Risk	Consequence	Likelihood	Rating
Delegations are not reviewed and maintained	Moderate	Possible	Medium
The register does not accurately reflect legislative powers	Major	Possible	High
Officers exercise powers beyond their delegated authority	Major	Unlikely	Medium

Appropriate staff training, review processes and clear sub-delegations assist in minimising these risks.

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:**

Effective delegations support efficient and accountable governance and contribute to the delivery of Council services in accordance with the Shire of Brookton Strategic Community Plan 2021–2032.

**Comment:**

The revised Delegation Register represents a significant improvement to the Shire's governance framework.

The review undertaken by Mr Steven Tweedie and staff has resulted in a more comprehensive register that clearly identifies Council delegations, CEO sub-delegations, statutory authorisations and appointments.

Adoption of the revised register will ensure legislative compliance, improve administrative efficiency and provide greater clarity regarding decision-making authority throughout the organisation.

**OFFICER'S RECOMMENDATION**

***That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended Shire of Brookton Delegation Register, as included at Attachment Under Separate Cover 15.06.26.01A.***

*(Absolute majority vote required)*

**Attachments**

**Attachment Under Separate Cover - 15.06.26.01A - Shire of Brookton Delegation Register**

## 15.06.26.02 DRAFT POLICY – CONTRACT VARIATIONS

<b>File No:</b>	GOV-031
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Report:

Council is to consider a new Council's policy 2.26 Contract Variations to provide direction to staff in implementing a new delegation.

### Description of Proposal:

The proposed Contract Variations Policy establishes a framework for managing both pre-contract and post-contract variations in accordance with the Local Government (Functions and General) Regulations 1996.

The policy has been developed in conjunction with Council's new Delegation 1.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options, which references this policy and relies upon the approval and reporting thresholds contained within it.

The policy provides:

- guidance regarding minor variations following a tender process but prior to execution of a contract;
- procedures for managing variations to existing contracts;
- approval thresholds and delegated authority requirements;
- reporting requirements where variation values exceed delegated limits; and
- controls to ensure variations remain within the original scope of the contract and are supported by available budget allocations.

### Advantages

- Provides clarity and consistency in the administration of contract variations.
- Ensures compliance with legislative requirements.
- Clearly defines officer and Council approval responsibilities.
- Improves transparency and accountability in procurement processes.
- Reduces the risk of unauthorised expenditure or contract scope changes.

### Disadvantages

- Additional reporting requirements may marginally increase administrative processes where significant variations occur.

Council may elect not to adopt the policy. However, this would result in the absence of a documented framework specifically addressing contract variations and may increase governance and compliance risks.

**Background:**

The Shire of Brookton currently administers contract variations through legislative requirements and internal procurement practices. While tendering and purchasing processes are addressed through existing procurement policies, there is currently no standalone policy specifically dealing with contract variations.

Council has recently considered a new formal delegation, 1.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options, which references a Contract Variations Policy to establish approval thresholds and governance requirements for contract amendments.

The draft policy 2.26 *Contract Variations* Policy has therefore been developed to support the operation of Delegation 1.2.18 and to ensure a consistent approach to the management of contract variations while maintaining compliance with the Local Government (Functions and General) Regulations 1996.

The policy distinguishes between:

- Pre-contract variations, being minor changes occurring after the preferred tenderer has been selected but prior to entering into a contract; and
- Post-contract variations, being changes necessary for the delivery of goods or services that do not alter the scope of the original contract.

The policy also establishes approval thresholds for officers, the Chief Executive Officer and Council.

**Consultation:**

Consultation with a consultant has provided input into the creation of the draft policy 2.26 *Contract Variations* and the new Council delegation 1.2.18 *Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options*.

The policy has been developed internally to strengthen procurement governance and ensure legislative compliance.

**Statutory Environment:**

Relevant legislation includes:

*Local Government Act 1995*

*Local Government (Functions and General) Regulations 1996*

- Regulation 20 – Minor variations before entering into a contract.
- Regulation 21A – Variations to contracts after commencement.
- Regulation 11(2)(j) – Renewal or extension provisions.

**Relevant Plans and Policy:**

- Policy 2.15 Procurement Policy.
- Proposed Policy 2.26 Contract Variations Policy.
- Delegation 1.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options.
- Proposed Shire of Brookton Delegations Register - 2026
- Shire of Brookton Risk Framework.
- Corporate Business Plan 2022–2026

### Financial Implications:

There are no direct financial implications associated with adopting the policy.

The policy provides controls to ensure that contract variations are supported by available capital or operating budgets and are approved within delegated financial limits.

### Risk Assessment:

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated with the draft Contract Variations policy is assessed as Medium.

Risk Event	Consequence	Likelihood	Risk Rating
Contract variations undertaken without clear authority or controls.	Moderate	Possible	Medium
Non-compliance with procurement legislation.	Major	Unlikely	Medium
Unauthorised expenditure exceeding delegated limits.	Moderate	Possible	Medium
Failure to adopt a formal framework resulting in inconsistent practices.	Moderate	Possible	Medium

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

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

### Community & Strategic Objectives:

The proposed policy supports the Shire of Brookton Strategic Community Plan 2021–2032 and Corporate Business Plan 2022–2026 by promoting:

- accountable and transparent governance;
- sound financial management;
- effective risk management practices; and
- sustainable delivery of infrastructure and services.

### Comment

The proposed Contract Variations Policy complements Council's new 1.2.18 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options by providing the operational framework and approval thresholds necessary for the exercise of delegated authority relating to contract variations and contract extensions.

The Officer's Recommendation is considered the preferred option as it strengthens governance, improves transparency, and ensures consistency between Council policy and delegated authority arrangements.

**OFFICER'S RECOMMENDATION**

***That Council:***

- 1. *Adopt draft policy 2.26 Contract Variations as included at Attachment 15.06.26.02A;  
and***
- 2. *incorporate Policy 2.26 into the Shire of Brookton Policy Manual.***

*(Simple majority vote required)*

**Attachments**

**Attachment 15.06.26.02A - draft policy 2.26 Contract Variations**

## 2.26 CONTRACT VARIATIONS

### Objective

1. To provide guidance to staff on the principles and limitations applicable to the administration of contract variations.
2. This policy is to be read in conjunction with other tender & purchasing policies where relevant.

### Policy

#### Pre-Contract Variations

Pre-contract variations are permitted pursuant to Regulation 20 of the Local Government (Functions & General) Regulations 1996 (the Regulations). If after a Tender has been publicly advertised and a preferred tenderer has been chosen, but before the Shire of Brookton and tenderer have entered into a contract, a minor variation may be made by the Shire. A minor variation will not alter the nature of the goods or services, nor will it materially alter the specification provided for by the initial tender.

In the event the chosen tenderer is unable or unwilling to enter into a contract that contains a minor variation, or if the tenderer and the Shire of Brookton are unable to agree on any other variation to be included in the contract as a result of the minor variation, then that tenderer ceases to be the preferred tenderer. The Shire may then choose the tenderer who submitted the next most advantageous submission.

A minor variation must be authorised by the CEO prior to the commencement of any negotiation.

#### Post Contract Variations

As per Regulation 21A, if a local government has entered into a contract for the supply of goods or services with a successful tenderer, the contract must not be varied unless:

- a. The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
- b. The variation is a renewal or extension of the term of the contract as described in Regulation 11(2)(j).

A variation can only be approved by a Shire of Brookton Officer with the relevant delegation (as detailed within the Delegations Register) for the total project cost, not just the variation value. The total project cost is calculated by the initial contract price plus any variation/s.

Shire of Brookton Officers with sub-delegation authority can only approve variations up to 5% of the initial contract cost. Where the variance exceeds 5% of the initial contract cost, the variation/s must be reported to CEO for his/her authorisation. Where the total contract cost exceeds the CEO's delegation (which is 10% of the initial contract cost), the variation must be presented to Council for approval.

Following the issue of a purchase order for the procurement of goods or services, the contract for purchase may be varied where:

- a. The contract enables the contract to be varied, and the variation is in accordance with variation provisions of the contract;
- b. Additional goods or services that were not, or could not have been, foreseen at the time the purchase order was issued are required;
- c. Sufficient funds are available in the appropriate capital or operating budget to meet the additional cost; and
- d. The value of the contract as a result of the variation does not exceed the purchasing limit of the Officer approving the variation.

**Resolution No:**

**Resolution Date:**

### 15.06.26.03 ADOPTION OF POLICY – MEETING PROCEDURES

<b>File No:</b>	GOV-031
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Report:

Council is to consider adoption of a Meeting Procedures Policy to provide a formal framework for the conduct of Council and committee meetings pending the introduction of uniform State Government meeting procedure regulations

#### Description of Proposal:

Staff have prepared a draft Meeting Procedures Policy based on the WALGA Model Meeting Procedures Local Law. Adoption of the policy would provide Council with a clear and consistent framework for meeting conduct while retaining the flexibility to amend the procedures by Council resolution.

In anticipation of future State Government reforms where standardised Meeting Procedure Regulations will be adopted for all local governments, staff have prepared a draft Meeting Procedures Policy based on the WALGA Model Meeting Procedures Local Law. Staff consider adoption of a policy to be the most practical option given impending State Government reforms.

The draft Meeting Procedures Policy is included at Attachment 15.06.26.03A.

The draft policy contains twelve parts covering:

- Preliminary provisions and interpretation.
- Quorum requirements.
- Order of business for meetings.
- Public participation, including question time, deputations and petitions.
- Standards of conduct for Councillors.
- Preservation of order and points of order.
- Debate and amendment procedures.
- Procedural motions.
- Voting requirements.
- Confirmation of minutes.
- Adjournment of meetings.
- Suspension of meeting procedures by absolute majority.

The order of business for Council meetings largely reflects the current Council agenda structure. Key operational changes include:

- Motions are moved before debate occurs.
- Councillors generally speak only once on a motion.
- Formal procedures apply to amendments and debate.

- Public question time and deputations are more clearly regulated.
- Meeting procedures may be suspended by absolute majority where required.
- The Presiding Member may determine matters not otherwise covered by the policy.

Council currently conducts meetings largely by convention and mutual agreement rather than under a formal set of meeting procedures. While the Shire previously maintained a Standing Orders Policy, many local governments subsequently adopted Meeting Procedures Local Laws to regulate debate, motions and public participation.

The draft Meeting Procedures Policy introduces a number of changes from the way Council currently operates:

#### Advantages

- Provides consistency and certainty for Councillors, staff and members of the public.
- Establishes clear rules for debate, amendments and voting.
- Improves transparency and public understanding of meeting processes.
- Aligns closely with the anticipated State Government model.
- Can be amended easily by Council if required.

#### Disadvantages

- Councillors will need to become familiar with the procedures and adapt existing meeting practices.
- Members will generally only be able to speak once on a motion, requiring greater preparation before meetings.
- Staff will have limited opportunity to provide additional information during debate, placing greater emphasis on comprehensive agenda reports.
- The more structured process may initially make meetings less flexible than current arrangements.

It is possible for Council :

1. to continue operating without formal procedures. Council can continue current meeting procedures and processes; or
2. adopt a Meeting Procedures Local Law. This process of adoption does take six months and carries expense. Any adopted Meeting Procedures Local Law would be dissolved with new Meeting Procedure regulation.

#### **Background:**

Historically, each local government has determined its own standing orders or meeting procedures, commonly through a local law.

The Shire of Brookton previously operated under a Standing Orders Policy but currently conducts meetings largely through established custom and agreement between elected members and staff.

The State Government is progressing local government reforms that will introduce uniform meeting procedure regulations applicable to all local governments. These reforms are intended to ensure consistency in public participation and decision-making processes across Western Australia.

A Meeting Procedures Policy differs from a Local Law in several important respects:

- A policy can be adopted, amended or revoked by Council resolution without the lengthy statutory process required for a local law.
- A policy provides guidance for Council members and administration but does not have the same legislative status as a local law.
- A local law requires advertising, consultation, gazettal and Ministerial oversight, resulting in greater administrative burden.
- A policy allows Council to implement procedures immediately and adapt to future changes more efficiently.

The State Government's Local Government reforms include the introduction of standardised meeting procedure regulations for all local governments. Once these regulations are proclaimed, meeting procedures will be prescribed by legislation and existing local meeting procedure local laws and similar arrangements are expected to become obsolete. Adoption of a policy rather than a local law therefore avoids unnecessary costs and administrative effort associated with creating a local law that may have only a short lifespan.

**Consultation:**

No external consultation has been undertaken. As the proposal is for a Council policy rather than a local law, statutory public advertising and consultation requirements do not apply.

The draft policy has been prepared by staff using the WALGA template Meeting Procedures Local Law as a basis.

**Statutory Environment:**

- Local Government Act 1995.
- Local Government (Administration) Regulations 1996.
- Proposed State Government Local Government reform regulations relating to meeting procedures.

**Relevant Plans and Policy:**

- Existing Council agenda structure and meeting practices.

**Financial Implications:**

There are no direct financial implications associated with adopting the policy.

Adoption of a policy avoids the advertising, legal and administrative costs associated with preparing and implementing a local law.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the financial risk associated with a Meeting Procedures policy range from High to Low.

Risk	Consequence	Likelihood	Rating
Councillors and staff experience difficulty adapting to new procedures in the policy	Minor	Almost Certain	High
Inconsistent meeting practices continue without the policy	Moderate	Almost Certain	High
State Government regulations supersede the policy in future	Insignificant	Almost Certain	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 proposal supports the Shire of Brookton Strategic Community Plan 2021-2032 by:

- Promoting transparent and accountable governance.
- Supporting effective decision-making.
- Maintaining public confidence in Council processes.
- Ensuring good governance practices consistent with legislative requirements.

### Comment

The Officer's Recommendation is considered the preferred option because it provides Council with a clear framework for Meeting conduct without the time and expense associated with establishing a local law.

A policy provides flexibility and allows Councillors to gain experience with formal meeting procedures before the State Government introduces standard regulations. Although members will need to adapt to a more structured approach, the draft policy reflects contemporary local government practice and can be expected to improve consistency, transparency and governance outcomes.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. adopt the Shire of Brookton Meeting Procedures Policy, as included at Attachment 15.06.26.03A, to apply to Council and committee meetings until such time as State Government meeting procedure regulations are introduced or the policy is otherwise amended or revoked by Council; and***
- 2. publish the Shire of Brookton Meeting Procedures Policy as a separate document to be included on the Shire of Brookton's website.***

*(Simple majority vote required)*

### **Attachments**

**Attachment 15.06.26.03A – Draft Meeting Procedures Policy**

**Shire of Brookton  
Meetings Procedures**

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## Part 1 - Preliminary

### 1.1 Application and intent

- (1) These Meeting Procedures provide rules and guidelines which apply to the conduct of meetings of the council and its committees.
- (2) All meetings are to be conducted in accordance with the Act, the Regulations and this local law.
- (3) This Meeting Procedures is intended to result in -
  - (a) better decision-making by the council and committees;
  - (b) the orderly conduct of meetings dealing with council business;
  - (c) better understanding of the process of conducting meetings; and
  - (d) the more efficient and effective use of time at meetings.

### 1.2 Interpretation

In this local law unless the context otherwise requires -

***absolute majority*** has the meaning given to it in the Act;

***Act*** means the *Local Government Act 1995*;

***CEO*** means the chief executive officer of the local government;

***committee*** means a committee of the council established under section 5.8 of the Act;

***committee meeting*** means a meeting of a committee;

***council*** means the council of the Shire of Brookton;

***district*** means the district of the local government;

***local government*** means the Shire of Brookton;

***mayor/president*** means the mayor / president of the local government or other presiding member at a council meeting under section 5.6 of the Act;

***meeting*** means a meeting of the council or a committee, as the context requires;

***member*** has the meaning given to it in the Act;

***presiding member*** means -

- (a) in respect of the council, the person presiding under section 5.6 of the Act; and
- (b) in respect of a committee, the person presiding under sections 5.12, 5.13, and 5.14 of the Act;

**Regulations** means the *Local Government (Administration) Regulations 1996*;

**simple majority** means more than 50% of the members present and voting; and,

**substantive motion** means an original motion or an original motion as amended, but does not include an amendment or a procedural motion.

## **Part 2 – Presiding member and quorum**

### **2.1 Procedure where quorum not present during a meeting**

If at any time during a meeting a quorum is not present, the presiding member is-

- (a) immediately to suspend the proceedings of the meeting for a period of up to 15 minutes; and
- (b) if a quorum is not present at the expiry of that period, the presiding member is to adjourn the meeting to some future time or date.

## **Part 3 - Business of a meeting**

### **2.1 Business to be specified**

- (1) No business is to be transacted at any ordinary meeting of the council other than that specified in the agenda, without the approval of the presiding member or the council.
- (2) No business is to be transacted at a special meeting of the council other than that given in the notice as the purpose of the meeting.

### **2.2 Order of business**

- (1) Unless otherwise decided by the council the order of business at any ordinary meeting of the council is to be as follows -
  1. Declaration of opening/announcement of visitors
  2. Announcements from the presiding member
  3. Attendance
    - 3.1 Apologies
    - 3.2 Approved leave of absence
  4. Declaration of interest
  5. Public question time
    - 5.1 Response to previous public questions taken on notice
    - 5.2 Public question time
  6. Applications for leave of absence
  7. Confirmation of minutes
  8. Presentations
    - 8.1 Petitions
    - 8.2 Presentations
    - 8.3 Deputations
  9. Method of dealing with agenda business
  10. Officer reports
  11. Motions of which previous notice has been given
  13. New business of an urgent nature introduced by decision of the meeting

14. Meeting closed to public
  - 14.1 Matters for which the meeting may be closed
  - 14.2 Public reading of resolutions that may be made public
15. Closure

### **2.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local laws otherwise provides, a member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 7 clear working days before the meeting at which the motion is moved.
- (3) A notice of motion is to relate to the good governance of the district.

### **2.4 New business of an urgent nature**

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

## **Part 4 - Public participation**

### **4.1 Meetings not open to the public**

- (1) The CEO may, at any time, recommend that a meeting or part of a meeting be closed to members of the public.
- (2) The council or a committee, in one or more of the circumstances dealt with in the Act, may at any time, by resolution, decide to close a meeting or part of a meeting.
- (3) If a resolution under subclause (2) is carried -
  - (a) the presiding member is to direct everyone to leave the meeting except -
    - (i) the members;
    - (ii) the CEO; and
    - (iii) any officer specified by the presiding member; and
  - (b) the meeting is to be closed to the public until, at the conclusion of the matter justifying the closure of the meeting to the public, the council or the committee, by resolution, decides otherwise.
- (4) A resolution under this clause may be made without notice.

- (5) Once the meeting is reopened to members of the public, the presiding member is to ensure that any resolution of the council made while the meeting was closed is to be read out including a vote of a member to be included in the minutes.

#### **4.2 Other procedures for question time for the public**

- (1) A member of the public who raises a question during question time, is to state his or her name and address.
- (2) A question may be taken on notice by the council for later response.
- (3) When a question is taken on notice the CEO is to ensure that -
  - (a) a response is given to the member of the public in writing; and
  - (b) a summary of the response is included in the agenda of the next meeting of the council.
- (4) Where a question relating to a matter in which a relevant person has an interest is directed to the relevant person, the relevant person is to -
  - (a) declare that he or she has an interest in the matter; and
  - (b) allow another person to respond to the question.
- (5) Each member of the public with a question is entitled to ask up to 2 questions before other members of the public will be invited to ask their questions.
- (6) Where a member of the public provides written questions then the presiding member may elect for the questions to be responded to as normal business correspondence.
- (7) The presiding member may decide that a public question shall not be responded to where -
  - (a) the same or similar question was asked at a previous meeting, a response was provided and the member of the public is directed to the minutes of the meeting at which the response was provided;
  - (b) the member of the public uses public question time to make a statement, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the statement as a question; or
  - (c) the member of the public asks a question that is offensive or defamatory in nature, provided that the presiding member has taken all reasonable steps to assist the member of the public to phrase the question in a manner that is not offensive or defamatory.
- (8) A member of the public shall have two minutes to submit a question.
- (9) The council, by resolution, may agree to extend public question time.
- (10) Where an answer to a question is given at a meeting, a summary of the question and the answer is to be included in the minutes.

### **4.3 Deputations**

- (1) Any person or group wishing to be received as a deputation by the council is to either -
  - (a) apply, before the meeting, to the CEO for approval; or
  - (b) with the approval of the presiding member, at the meeting, address the council.
- (2) The CEO may either-
  - (a) approve the request and invite the deputation to attend a meeting of the council; or
  - (b) refer the request to the council to decide by simple majority whether or not to receive the deputation.
- (3) Unless the council resolves otherwise, a deputation invited to attend a council meeting-
  - (a) is not to exceed 5 persons, only 2 of whom may address the council, although others may respond to specific questions from members;
  - (b) is not to address the council for a period exceeding 10 minutes without the agreement of the council; and,
  - (c) additional members of the deputation may be allowed to speak with the leave of the presiding member.
- (4) Any matter which is the subject of a deputation to the council is not to be decided by the council until the deputation has completed its presentation.

### **4.4 Petitions**

- (1) A petition is to -
  - (a) be addressed to the president;
  - (b) be made by electors of the district;
  - (c) state the request on each page of the petition;
  - (d) contain the name, address and signature of each elector making the request, and the date each elector signed;
  - (e) contain a summary of the reasons for the request; and
  - (f) state the name of the person to whom, and an address at which, notice to the petitioners can be given.
- (2) Upon receiving a petition, the local government is to submit the petition to the CEO to be included in his or her deliberations and report on the matter that is the subject of the petition.
- (3) At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:
  - (a) the matter is the subject of a report included in the agenda; and
  - (b) the council has considered the issues raised in the petition.

### **4.5 Recording of proceedings**

- (1) A person is not to use any electronic, visual or audio recording device or instrument to record the proceedings of the council without the permission of the presiding member.
- (2) If the council gives permission under subclause (1), the presiding member is to advise the meeting, immediately before the recording is commenced, that such permission has been given and the nature and extent of that permission.

#### **4.6 Prevention of disturbance**

- (1) A reference in this clause to a person is to a person other than a member.
- (2) A person addressing the council shall extend due courtesy and respect to the council and the processes under which it operates and shall comply with any direction by the presiding member.
- (3) A person observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.
- (4) A person shall ensure that his or her mobile telephone or audible pager is not switched on or used during any meeting of the council.
- (5) A person shall not behave in a manner that is contrary to section 75 of the Criminal Code.

### **Part 5 – Conduct of members**

#### **5.1 Members to be in their proper places**

- (1) At the first meeting held after each Election Day, the CEO is to allot, alphabetically by ward, a position at the council table to each Member.
- (2) Each member is to occupy his or her allotted position at each council meeting.

#### **5.2 Titles to be used**

A speaker, when referring to the mayor/president, deputy mayor/deputy president or presiding member, or a member or officer, is to use the title of that person's office.

#### **5.3 Advice of entry or departure**

During the course of a meeting of the council, a member is not to enter or leave the meeting without first advising the presiding member, in order to facilitate the recording in the minutes of the time of entry or departure.

#### **5.4 Members to indicate their intention to speak**

A member of the council who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the council.

## **5.5 Priority of speaking**

- (1) Where two or more members indicate, at the same time, their intention to speak, the presiding member is to decide which member is entitled to be heard first.
- (2) A decision of the presiding member under subclause (1) is not open to discussion or dissent.
- (3) A member is to cease speaking immediately after being asked to do so by the presiding member.

## **5.6 Presiding member may take part in debates**

The presiding member may take part in a discussion of any matter before the council.

## **5.7 Relevance**

- (1) A member is to restrict his or her remarks to the motion or amendment under discussion, or to a personal explanation or point of order.
- (2) The presiding member, at any time, may -
  - (a) call the attention of the meeting to:
    - (i) any irrelevant, repetitious, offensive or insulting language by a member; or
    - (ii) any breach of order or decorum by a member; and
  - (b) direct that member, if speaking, to discontinue his or her speech.
- (3) A member is to comply with the direction of the presiding member under subclause (2) by immediately ceasing to speak.

## **5.8 Speaking twice**

A member is not to address the council more than once on any motion or amendment except-

- (a) as the mover of a substantive motion, to exercise a right of reply;
- (b) to raise a point of order; or
- (c) to make a personal explanation.

## **5.9 Duration of speeches**

- (1) A member is not to speak on any matter for more than 5 minutes without the consent of the council which, if given, is to be given without debate.
- (2) An extension under this clause cannot be given to allow a member's total speaking time to exceed 10 minutes.

## **5.10 No speaking after conclusion of debate**

A member is not to speak on any motion or amendment -

- (a) after the mover has replied; or
- (b) after the motion has been put.

### **5.11 No interruption**

A member is not to interrupt another member who is speaking unless -

- (a) to raise a point of order;
- (b) to call attention to the absence of a quorum;
- (c) to make a personal explanation under clause 7.13; or
- (d) to move a procedural motion that the member be no longer heard (see clause 10(1)(d)).

### **5.13 Personal explanations**

- (1) A member who wishes to make a personal explanation relating to a matter referred to by another member who is then speaking is to indicate to the presiding member his or her intention to make a personal explanation.
- (2) The presiding member is to determine whether the personal explanation is to be heard immediately or at the conclusion of the speech by the other member.
- (3) A member making a personal explanation is to confine his or her observations to a succinct statement relating to a specific part of the speech at which he or she may have been misunderstood.

### **5.14 No reopening of discussion**

A member is not to reopen discussion on any council decision, except to move that the decision be revoked or changed (see Part 15).

### **5.15 Adverse reflection**

- (1) A Member is not to reflect adversely on a decision of the Council except on a motion that the decision be revoked or changed (see Part 15).
- (2) A member is not -
  - (a) to reflect adversely on the character or actions of another member or officer; or
  - (b) to impute any motive to a member or officer,unless the meeting resolves, without debate, that the motion then before the meeting cannot otherwise be adequately considered.
- (3) A member is not to use offensive or objectionable expressions in reference to any member, officer or other person.
- (4) If a member specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes -
  - (a) the presiding member is to cause the words used to be taken down and read to the meeting for verification; and
  - (b) the council may, by resolution, decide to record those words in the minutes.

### **5.16 Withdrawal of offensive language**

- (1) A Member who, in the opinion of the presiding member, uses an expression which -

- (a) in the absence of a resolution under clause 7.15 -
  - (i) reflects adversely on the character or actions of another member or Officer; or
  - (ii) imputes any motive to a member or officer; or
- (b) is offensive or insulting,

must, when directed by the presiding member, withdraw the expression and make a satisfactory apology.

- (2) If a Member fails to comply with a direction of the presiding member under subclause (1), the presiding member may refuse to hear the member further on the matter then under discussion and call on the next speaker.

## **Part 6 - Preserving order**

### **6.1 Presiding member to preserve order**

- (1) The presiding member is to preserve order, and, whenever he or she considers necessary, may call any member to order.
- (2) When the presiding member speaks during a debate, any member then speaking, or indicating that he or she wishes to speak, is immediately to sit down and every member present is to preserve strict silence so that the presiding member may be heard without interruption.
- (3) Subclause (2) is not to be used by the presiding member to exercise the right provided in clause 7.7, but to preserve order.

### **6.2 Point of order**

- (1) A member may object, by way of a point of order, only to a breach of -
  - (a) any of this policy; or
  - (b) any other written law.
- (2) Despite anything in this local law to the contrary, a point of order -
  - (a) takes precedence over any discussion; and
  - (b) until determined, suspends the consideration or discussion of any other matter.

### **6.3 Procedures on a point of order**

- (1) A member who is addressing the presiding member is not to be interrupted except on a point of order.
- (2) A member interrupted on a point of order is to resume his or her seat until -
  - (a) the member raising the point of order has been heard; and
  - (b) the presiding member has ruled on the point of order,and, if permitted, the member who has been interrupted may then proceed.

### **6.4 Calling attention to breach**

A member may, at any time, draw the attention of the presiding member to any breach of this local law.

### **6.5 Ruling by the presiding member**

- (1) The presiding member is to rule on any point of order which is raised by either upholding or rejecting the point of order.
- (2) A ruling by the presiding member on a point of order -
  - (a) is not to be the subject of debate or comment; and
  - (b) is to be final unless the majority of members then present and voting, on a motion moved immediately after the ruling, dissent from the ruling.
- (3) Subject to a motion of dissent being carried under subclause (2), if the presiding member rules that -
  - (a) any motion, amendment or other matter before the meeting is out of order, it is not to be considered further; and
  - (b) a statement made or act done by a member is out of order, the presiding member may require the member to make an explanation, retraction or apology.

### **6.6 Continued breach of order**

If a member –

- (a) persists in any conduct that the presiding member had ruled is out of order; or
- (b) refuses to make an explanation, retraction or apology required by the presiding member under clause 8.5(3),

the presiding member may direct the member to refrain from taking any further part in the debate of that item, other than by voting, and the member is to comply with that direction.

### **6.7 Right of presiding member to adjourn**

- (1) For the purpose of preserving or regaining order, the presiding member may adjourn the meeting for a period of up to 15 minutes.
- (2) On resumption, the debate is to continue at the point at which the meeting was adjourned.
- (3) If, at any one meeting, the presiding member adjourns the meeting more than once for the purpose of preserving or regaining order, the second or subsequent adjournment may be to a later time on the same day or to another day.

## **Part 7 - Debate of substantive motions**

### **7.1 Motions to be stated**

Any member who wishes to move a substantive motion or an amendment to a substantive motion -

- (a) is to state the substance of the motion before speaking to it; and
- (b) if required by the presiding member, is to put the motion or amendment in writing.

## **7.2 Motions to be supported**

- (1) A substantive motion or an amendment to a substantive motion is not open to debate until it has been seconded.
- (2) A motion to revoke or change a decision made at a council meeting is not open to debate unless the motion has the support required under regulation 10 of the Regulations.

## **7.3 Unopposed business**

- (1) Immediately after a substantive motion has been moved and seconded, the presiding member may ask the meeting if any member opposes it.
- (2) If no member opposes the motion, the presiding member may declare it carried without debate and without taking a vote.
- (3) A motion declared carried under this clause is to be recorded in the minutes as a unanimous decision of the council.
- (4) If a member opposes a motion, the motion is to be dealt with under this Part.
- (5) This clause does not apply to a motion to revoke or change a decision which has been made at a council meeting (see Part 15).

## **7.4 Only one substantive motion at a time**

When a substantive motion is under debate at a meeting of the council, no further substantive motion is to be accepted. The council is not to consider more than one substantive motion at any time.

## **7.5 Order of call in debate**

The presiding member is to call speakers to a substantive motion in the following order -

- (a) the mover to state the motion;
- (b) a seconder to the motion;
- (c) the mover to speak to the motion;
- (d) the seconder to speak to the motion;
- (e) a speaker against the motion;
- (f) a speaker for the motion;
- (g) other speakers against and for the motion, alternating where possible; and
- (h) mover takes right of reply which closes debate.

## **7.6 Member may require motion to be read**

A member may require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other member who is speaking.

## **7.7 Consent of seconder required for alteration**

The mover of a substantive motion may not alter the wording of the motion without the consent of the seconder.

## **7.8 Order of amendments**

Any number of amendments may be proposed to a substantive motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn, carried or lost.

## **7.9 Form of an amendment**

An amendment must add, delete, or substitute words to the substantive motion.

## **7.10 Amendment must not negate original motion**

An amendment to a substantive motion cannot negate the original motion or the intent of the original motion.

## **7.11 Relevance of amendments**

Each amendment is to be relevant to the motion in respect of which it is moved.

## **7.12 Mover of motion may speak on amendment**

Any member may speak during debate on an amendment.

## **7.13 Effect of an amendment**

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

## **7.14 Withdrawal of motion or amendment**

- (1) Subject to subclause (2), the council may, without debate, grant leave to withdraw a motion or amendment on the request of the mover of the motion or amendment and with the approval of the seconder.
- (2) Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

## **7.15 Right of reply**

- (1) The mover of a substantive motion has the right of reply.
- (2) The mover of any amendment to a substantive motion has a right of reply.
- (3) The right of the reply may only be exercised -
  - (a) where no amendment is moved to the substantive motion – at the conclusion of the discussion on the motion; or

- (b) where one or more amendments have been moved to the substantive motion – at the conclusion of the discussion on the substantive motion and any amendments.
- (4) After the mover of the substantive motion has commenced the reply -
  - (a) no other member is to speak on the motion;
  - (b) there is to be no further discussion on, or any further amendment to, the motion.
- (5) The right of the reply is to be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.
- (6) At the conclusion of the right of reply, the substantive motion, or the substantive motion as amended, is immediately to be put to the vote.

## **Part 8 – Procedural motions**

### **8.1 Permissible procedural motions**

In addition to the right to move an amendment to a substantive motion (under Part 9), a member may move the following procedural motions -

- (a) that the debate be adjourned;
- (b) that the meeting now adjourn;
- (c) that the motion be now put;
- (d) that the Member be no longer heard;
- (e) that the ruling of the presiding member be disagreed with;
- (f) that the meeting be closed to the public (see clause 6.2).

### **8.2 No debate**

- (1) The mover of a motion specified in paragraph (a), (b), (c) or (f) of clause 10.1 may speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.
- (2) The mover of a motion specified in paragraph (c) or (d) of clause 10.1 may not speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

### **8.3 Who may move**

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment to the substantive motion, may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

### **8.4 Procedural motions - right of reply on substantive motion**

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

### **8.5 Debate to be adjourned**

A motion “that the debate be adjourned” -

- (a) is to state the time to which the debate is to be adjourned; and
- (b) if carried, has the effect that all debate on the substantive motion or amendment ceases immediately, but continues at the time stated in the motion.

### **8.6 Meeting now adjourn**

- (1) A member is not to move or second more than one motion of adjournment during the same sitting of the council.
- (2) Before putting the motion for the adjournment of the council, the presiding member may seek leave of the council to deal first with matters that may be the subject of an adoption by exception resolution (see clause 5.5).
- (3) A motion “that the meeting now adjourn” -
  - (a) is to state the time and date to which the meeting is to be adjourned; and
  - (b) if carried, has the effect that the meeting is adjourned to the time and date specified in the motion.
- (4) A meeting adjourned under subclause (3) is to continue from the point at which it was adjourned, unless the presiding member or the council determines otherwise.

### **8.7 Motion to be put**

- (1) If the motion “that the motion be now put”, is carried during debate on a substantive motion without amendment, the presiding member is to offer the right of reply and then put the motion to the vote without further debate.
- (2) If the motion "that the motion be now put" is carried during discussion of an amendment, the presiding member is to put the amendment to the vote without further debate.
- (3) This motion, if lost, causes debate to continue.

### **8.8 Member to be no longer heard**

If the motion “that the member be no longer heard”, is carried, the speaker against whom the motion has been moved cannot speak further on the current substantive motion, or any amendment relating to it, except to exercise the right of reply if he or she is the mover of the substantive motion.

### **8.9 Ruling of the presiding member to be disagreed with**

If the motion “that the ruling of the presiding member be disagreed with”, is carried, that ruling is to have no effect and the meeting is to proceed accordingly.

## **Part 9 – Voting**

### **9.1 Motion - when put**

- (1) Immediately after the debate on any motion is concluded and the right of reply has been exercised, the presiding member –
  - (a) is to put the motion to the council; and
  - (b) if requested by any member, is to again state the terms of the motion.
- (2) A member is not to leave the meeting when the presiding member is putting any motion.

## **9.2 Method of taking vote**

- (1) In taking the vote on any motion or amendment the presiding member -
  - (a) is to put the motion, first in the affirmative, and then in the negative;
  - (b) may put the motion in this way as often as may be necessary to enable him or her to determine whether the affirmative or the negative has the majority of votes;
  - (c) may accept a vote on the voices or may require a show of hands; and,
  - (d) is, subject to this clause, to declare the result.
- (2) If a member calls for a show of hands, the result of the vote is to be determined on the count of raised hands.

## **Part 10 – Minutes of meetings**

### **10.1 Confirmation of minutes**

- (1) When minutes of an ordinary meeting of the council are distributed for consideration prior to their confirmation at the next meeting, if a member is dissatisfied with the accuracy of the minutes, the member may provide the local government with a written copy of the alternative wording to amend the minutes no later than 7 clear working days before the next ordinary meeting of the council.
- (2) At the next ordinary meeting of the council, the member who provided the alternative wording shall, at the time for confirmation of minutes –
  - (a) state the item or items with which he or she is dissatisfied; and
  - (b) propose a motion clearly outlining the alternative wording to amend the minutes.
- (3) Members must not discuss items of business contained in the minutes, other than discussion as to their accuracy as a record of the proceedings.

## **Part 11 - Adjournment of meeting**

### **11.1 Meeting may be adjourned**

The council may adjourn any meeting -

- (a) to a later time on the same day; or
- (b) to any other time on any other day, including a time which coincides with the conclusion of another meeting or event.

### **11.2 Effect of adjournment**

Where any matter, motion, debate or meeting is adjourned under this local law -

- (a) the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes;
- (b) debate is to be resumed at the next meeting at the point where it was interrupted; and
- (c) the provisions of clause 7.9 [speaking twice] apply when the debate is resumed.

## **Part 12 - Suspension of Meeting Procedures**

### **12.1 Suspension of local laws**

- (1) A member may at any time move that the operation of one or more of the provisions of this local law be suspended.
- (2) A member moving a motion under subclause (1) is to state the reasons for the motion but no other discussion is to take place.
- (3) A motion under subclause (1) which is -
  - (a) seconded; and
  - (b) carried by an absolute majority,is to suspend the operation of the clause or clauses to which the motion relates for the duration of the meeting, unless the meeting earlier resolves otherwise.

### **12.2 Where Meeting Procedures do not apply**

- (1) In situations where -
  - (a) one or more provisions of these Meeting Procedures have been suspended; or
  - (b) a matter is not regulated by the Act, the Regulations or these Meeting Procedures, the presiding member is to decide questions relating to the conduct of the meeting.
- (2) The decision of the presiding member under subclause (1) is final, except where a motion is moved and carried under clause 8.9.

**15.06.26.04 EMPLOYMENT POLICY REVIEW**

<b>File No:</b>	GOV-031
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 June 2025

**Summary of Report:**

Council is to consider the repeal the existing Policy 1.10 Senior Employees and replace it with Policy 1.10 Advertising of Shire of Brookton Employment Vacancies.

The proposed policy change will provide greater transparency regarding employment opportunities at the Shire of Brookton while removing unnecessary administrative processes associated with the appointment of senior employees.

**Description of Proposal:**

The Officer's Recommendation seeks Council's approval to:

- Repeal Policy 1.10 Senior Employees, included as Attachment 15.06.26.04A; and
- Adopt Policy 1.10 Advertising of Shire of Brookton Employment Vacancies, included as Attachment 15.06.26.04B.

The proposed policy requires all employment vacancies within the Shire of Brookton to be publicly advertised, at a minimum:

- in the Brookton Telegraph News; and
- on the Shire of Brookton Facebook page.

The policy does not restrict additional advertising methods where broader promotion may be necessary to attract suitably qualified applicants.

The proposed policy replaces the current focus on designated senior employee positions with a requirement that all vacancies be publicly advertised. This approach provides greater transparency to the community while allowing recruitment processes to be managed efficiently by the Chief Executive Officer.

The policy change will:

- ensure all employment opportunities are publicly advertised;
- remove unnecessary administrative processes associated with senior employee appointments;
- enable vacancies to be filled in a more timely manner;
- reduce the risk of preferred candidates accepting alternative employment before appointments are finalised;
- reinforce the distinction between Council's governance responsibilities and the CEO's management responsibilities; and
- support the CEO's role as employer of all staff, other than the CEO.

Council may choose to retain the existing policy. However, this would maintain additional recruitment processes without providing Council with any greater authority over employment decisions.

**Background:**

At its Ordinary Council Meeting held on 19 June 2025, Council adopted Policy 1.10 Senior Employees with Decision OCM 06.25-20.

The existing policy designates the following positions as Senior Employees under Section 5.37(1) of the Local Government Act 1995:

- Manager Corporate and Community Services;
- Manager Infrastructure and Works; and
- Manager Projects.

The policy requires the CEO to advertise permanent vacancies, undertake recruitment processes with participation from two members of the Employment Committee and subsequently report the successful appointment to Council.

While intended to provide oversight, the current process can extend recruitment timeframes and increase the risk of preferred applicants accepting alternative employment before appointments are finalised.

The Local Government Act 1995 requires Council to be informed of proposals to employ or dismiss senior employees. However, responsibility for managing and employing staff rests with the CEO. The proposed policy recognises this distinction and aligns recruitment practices with contemporary local government governance arrangements.

**Consultation:**

The proposal has been developed internally. No public consultation has been undertaken as the matter relates to internal organisational administration.

**Statutory Environment:**

Local Government Act 1995

Section 5.37 – Senior employees.

- (2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so

Section 5.37 of the Local Government Act 1995 enables a local government to designate positions as senior employees and requires vacancies for those positions to be advertised.

The Act also requires Council to be informed of proposals to employ or dismiss senior employees. Responsibility for the management and employment of staff, however, remains with the Chief Executive Officer.

The proposed policy does not alter any statutory requirements under the Act. Instead, it removes Council's policy-based involvement in recruitment processes while maintaining public advertising of employment opportunities.

**Relevant Plans and Policy:**

- Existing Policy 1.10 Senior Employees.
- Proposed Policy 1.10 Advertising of Shire of Brookton Employment Vacancies.
- Shire of Brookton Strategic Community Plan 2021–2032.
- Corporate Business Plan 2022–2026.
- Shire of Brookton Workforce Plan 2025

**Financial Implications:**

There are no additional financial implications arising from the proposed policy.

Advertising costs for employment vacancies are accommodated within existing operating budgets.

The proposal may provide indirect savings through reduced recruitment timeframes and lower risk of repeat recruitment processes.

**Risk Assessment:**

Risk Event	Consequence	Likelihood	Risk Rating
Delays in recruitment resulting in loss of preferred applicants.	Major	Likely	Severe
Continued administrative burden associated with Council involvement in appointments.	Minor	Likely	Medium
Reduced community awareness of employment opportunities.	Moderate	Possible	Medium
Failure to separate governance from administration.	Moderate	Possible	Medium

Adoption of the proposed policy will reduce recruitment risks and improve transparency to the community.

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:**

The proposal supports the Shire of Brookton Strategic Community Plan 2021–2032 and Corporate Business Plan 2022–2026 through:

- promoting good governance and accountability;
- maintaining transparent decision-making processes;
- supporting an effective and sustainable workforce; and
- improving organisational efficiency.

### **Comment**

The proposed policy provides a contemporary and transparent framework for the advertising of employment opportunities while reducing unnecessary administrative processes.

The policy ensures the community is informed of employment opportunities through public advertising while allowing recruitment activities to be undertaken efficiently by the CEO in accordance with their statutory responsibilities.

The proposal also strengthens the separation between governance and administration by enabling Council to focus on strategic leadership and organisational outcomes, while the CEO retains responsibility for operational staffing matters.

### **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Repeal Policy 1.10 Senior Employees adopted by Resolution OCM 06.25-20 dated 19 June 2025 as included at Attachment 15.06.26.04A;***
- 2. Adopt Policy 1.10 Advertising of Shire of Brookton Employment Vacancies as included at Attachment 15.06.26.04B; and***
- 3. incorporate the new Policy 1.10 Advertising of Shire of Brookton Employment Vacancies into the Shire of Brookton Policy Manual.***

*(Simple majority vote required)*

### **Attachments**

**Attachment 15.06.26.04A – Policy 1.10 Senior Employees**

**Attachment 15.06.26.04B – Draft Policy 1.10 Advertising of Shire of Brookton Employment Vacancies**

## **1.10 SENIOR EMPLOYEES**

### **Objective**

To designate Senior Employee positions and define employment processes for these Senior Employee positions.

### **Policy**

1. The following positions are designated as Senior Employees under Section 5.37(1) of the *Local Government Act 1995*:
  - Manager Corporate and Community Services (MCC);\*
  - Manager Infrastructure and Works (MIW); and
  - Manager Projects (MP)
  
2. The CEO shall:
  - advertise any permanent vacancy of a Senior Employee position as required by Section 5.37(3) of the *Local Government Act 1995*;
  - prepare a short list of suitable candidates for interview;
  - conduct the interviews with the participation from two members of the Employment Committee; and
  - report to Council on the appointment the successful candidate.
  
3. The CEO shall:
  - appoint suitably qualified and experienced persons to Temporary Senior Employee roles to for up to 3 months in any two year period; and
  - advise Councillors of any such appointments at the earliest opportunity.

**Resolution No: OCM 06.25-20**

**Resolution Date: 19 June 2025**

## **1.10 ADVERTISING OF SHIRE OF BROOKTON EMPLOYMENT VACANCIES**

### Policy Statement:

That for each employment vacancy, the Shire of Brookton will at least advertise that employment vacancy:

- in the *Brookton Telegraph News* local newspaper; and
- on the Shire of Brookton's Facebook page.

### Guidelines:

This policy does not seek to limit the advertising of employment vacancies. It is expected that the Shire of Brookton would advertise employment vacancies in any additional forum that would improve the opportunity of a successful employment outcome for the Shire of Brookton.

### Objective:

This policy will:

- Ensure that local people are advised of all Council employment vacancies; and
- Advise the local community of Council's activities in employment of staff.

**Resolution No:**

**Resolution Date:**

**15.06.26.05 REVIEW OF COUNCILLOR ATTENDANCE FEES, ALLOWANCES AND EXPENSES FOR 2025/26**

<b>File No:</b>	GOV027
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	19 June 2025

**Summary of Report:**

Council is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2026/27 financial year.

**Description of Proposal:**

Council may determine Councillor attendance fees, allowances and expense reimbursements for 2026/27 provided they remain within the minimum and maximum amounts prescribed for a Band 4 local government by the Salaries and Allowances Tribunal (SAT).

The SAT's Determination No. 1 of 2026 increased the prescribed fee and allowance ranges for elected members by 3.5%, effective from 1 July 2026.

Council is not required to increase fees and allowances each year and may set fees at any amount within the prescribed Band 4 range.

The proposed fees and allowances for 2026/27 are outlined below.

<b>Payment</b>	<b>Shire of Brookton 2025/26 \$</b>	<b>SAT Band 4 Minimum 2026/27 \$</b>	<b>SAT Band 4 Maximum 2026/27 \$</b>	<b>Shire of Brookton 2026/27 \$</b>
Annual President Allowance	7,500	596	23,257	7,780
Deputy President Allowance	1,875	149	5,814	1,945
Councillor – Per Council Meeting Fee		109	280	
President – Per Council Meeting Fee		109	570	
Committee Meeting		57	140	
Independent Member of Committee	120	0	466	125
Independent Member of ARIC (Audit Committee)		110	1,215	1,215
Annual Attendance Fee - Councillor	4,020	4,161	11,023	4,165
Annual Attendance Fee - Shire President	7,245	4,161	22,646	7,500

The estimated annual cost of the proposed fees and allowances remains comparable with recent years and is considered sustainable within Council's budget framework.

Year	Meeting Fees \$	President & Deputy Allowance \$	Super \$	Travel \$	TOTAL \$	Increase
2021/22 - Actual	34,281	1,875		3,605	39,761	
2022/23 - Actual	24,887	1,875		2,165	28,927	-27%
2023/24- Actual	31,600	1,969		1,445	35,014	21%
2024/25 - Actual	30,304	9,375		1,750	41,429	18%
2025/26 - YTD	22,328	7,031	1,799	1,021	32,179	
2026/27 - Draft	32,490	9,725	5,066	4,123	51,404	

**Background:**

Sections 5.98, 5.98A, 5.99 and 5.99A of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 provide for Councillors to receive fees, allowances and reimbursements, with minimum and maximum amounts determined by the SAT.

Available payments include:

- Meeting attendance Fees or alternatively annual attendance Fee;
- Local Government allowance for the President and Deputy President;
- Information Technology and Communication allowance;
- Travel reimbursement;
- Child Care reimbursement; and
- other prescribed reimbursements approved by Council.

The SAT completed its annual review of local government fees and allowances with Determination No. 1 of 2026 issued on 2 April 2026 and effective from 1 July 2026.

The determination provides for a 3.5% increase in remuneration, fees, expenses and allowance ranges applicable to local government Chief Executive Officers and elected members.

In 2024/25 Council adopted an annual attendance fee model in lieu of individual Council, committee and prescribed meeting attendance fees.

**Consultation:**

Salaries and Allowances Tribunal’s Local Government Chief Executive Officers and Elected Members Determination No 1 of 2026.

**Statutory Environment:**

Local Government Act 1995

Section 5.63(1)(c) provides that elected members are not required to disclose an interest in matters relating to fees, reimbursements or allowances payable under sections 5.98, 5.98A, 5.99, 5.99A, 5.100 and 5.101(2).

Relevant provisions include:

- Section 5.98 – Fees for Council Members;
- Section 5.98A – Allowance for Deputy Mayor or Deputy President;
- Section 5.99 – Annual Fee for Council Members in lieu of Attendance Fees;
- Section 5.99A – Allowances in lieu of Reimbursement of Expenses.

## Salaries and Allowances Act 1975

Sections 7A and 7B require the Salaries and Allowances Tribunal to determine remuneration, fees, allowances and expenses payable to local government Chief Executive Officers and elected members.

**Relevant Plans and Policy:** Nil

### Financial Implications:

The proposed fees and allowances are estimated to cost approximately \$51,000 during 2026/27 based on anticipated meeting schedules and attendance levels.

The proposed expenditure remains within the SAT prescribed limits and sufficient funds will be included in the 2026/27 Annual Budget.

### Risk Assessment:

Failure to provide reasonable remuneration and reimbursement arrangements may adversely affect Council's ability to attract and retain suitably qualified elected members and maintain effective community representation. Conversely, excessive increases may attract community concern regarding the cost of local government administration.

The proposed fees remain well below the maximum amounts prescribed by the SAT and are considered reasonable, sustainable and consistent with Council's current approach.

The likelihood of reduced elected member participation is considered Possible with Moderate consequences for governance and community representation.

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:

Appropriate elected member remuneration supports effective governance by ensuring community members are not financially disadvantaged by serving on Council.

The proposed fees and allowances assist in attracting and retaining capable elected members while remaining within the limits established by the SAT and reflecting community expectations.

**Comment:**

The proposed fees and allowances continue Council's existing approach of providing annual attendance fees in lieu of individual meeting attendance fees.

The recommended amounts remain significantly below the maximum Band 4 limits prescribed by the SAT while recognising the responsibilities associated with elected member roles and supporting effective local government representation.

**OFFICER'S RECOMMENDATION**

***That Council, in the 2026/27 financial year, determines:***

- 1. an annual attendance fee in lieu of Council meeting, committee meeting and prescribed meeting attendance fees:***
  - a. to the Shire President of \$7,500 per annum;***
  - b. to the Shire Councillors of \$4,165 per annum;***
- 2. a Shire President's Allowance of \$7,780 per annum;***
- 3. a Deputy Shire President's Allowance of \$1,945 per annum;***
- 4. an Audit Risk and Improvement Committee Meeting Fee of \$1,215 per Committee Meeting for independent members;***
- 5. a Committee Meeting Fee of \$120 per Committee Meeting for independent members;***
- 6. all travel, communication and childcare costs upon presentation of evidence of the actual costs; and***

***with payment of all fees and allowances made quarterly in September, December, March and June through the financial year.***

***(Simple majority vote required)***

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

<b>File No:</b>	REG056C
<b>Date of Meeting:</b>	18 June 2026
<b>Location/Address:</b>	WB Eva Pavilion Car Park, Reserve 43158, White Street, Brookton
<b>Name of Applicant:</b>	Ms Rosanna Jarman
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Jennie Mason – Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is requested to consider an application from Ms Rosanna Jarman, trading as Fiesta Manila Food Truck, to operate a mobile food business from Council land.

**Description of Proposal:**

The Shire currently has no policy relating to trading in public places. As the application involves the use of Council land and has the potential to affect existing food businesses operating from permanent premises, the matter has been referred to Council for determination.

In assessing the application, staff have considered:

- the requirements of the Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012;
- the suitability of the proposed location;
- potential impacts on existing businesses;
- insurance and risk considerations;
- applicable fees and charges; and
- the potential for review by the State Administrative Tribunal.

**Background:**

Ms Rosanna Jarman of Cuballing operates Fiesta Manila Food Truck, a mobile food business providing traditional Filipino cuisine at various locations throughout the Wheatbelt.

Ms Jarman maintains registration as a food business and is subject to inspection by the Shire's Environmental Health Officer in the same manner as other food businesses operating within the district.

Ms Jarman has requested permission to operate from the WB Eva Pavilion car park between 4.00pm and 8.00pm on Fridays. An extract from the application is included at Attachment 15.06.26.06A.

**Consultation:**

Council is not required to undertake consultation for this application but has received feedback from members of the community.

Staff are aware of support from potential customers and concerns raised by existing food businesses. Correspondence received is included at Attachment 15.06.26.06B.

**Statutory Environment:**

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

Clause 6.1(2) provides that a stallholder or trader shall not:

- (a) conduct business within 300 metres of a shop or permanent place of business offering similar goods or services;
- (b) obstruct pedestrian or vehicle movement;
- (c) act in an offensive manner;
- (d) increase the dimensions of a stall beyond those specified in the permit; or
- (e) trade from a public place unless adequate customer parking is available nearby.

The outcome of this application is reviewable by the State Administrative Tribunal.

**Relevant Plans and Policy:** Nil

**Financial Implications:**

Council charges an annual Street Trading Fee of \$311.00 (GST inclusive).

Trading activities on Council land expose Council to potential liability risks arising from claims for injury or damage. These risks are mitigated through permit conditions and public liability insurance requirements.

**Risk Assessment:**

There is a reputational risk associated with Council's consideration of the application.

Approval of the application may generate concern from existing businesses operating from permanent premises. Refusal of the application may generate concern from members of the community who support additional food options within Brookton.

In either circumstance, community interest and discussion through social media may occur. Staff can assist in mitigating this risk through clear communication of Council's decision and the reasons supporting that decision.

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

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

### **Community & Strategic Objectives:**

The Shire of Brookton Strategic Community Plan 2022–2032 identifies the importance of encouraging business growth and increasing the diversity of services available within Brookton.

The proposal supports the objective of increasing business diversity and providing additional services to residents and visitors.

### **Comment**

#### A. Ability to Consider the Application

The proposed trading location at the WB Eva Pavilion car park requires Council approval under the Shire of Brookton Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012.

Council previously approved a similar arrangement for the Easy Kebab Food Van to operate from the same location.

#### B. Suitability of the Proposed Location

The site provides adequate space for the food van and customer parking and can accommodate the activity without additional infrastructure works.

The location has limited impact on surrounding properties and is serviced by suitable road access.

As trading is proposed between 4.00pm and 8.00pm on Fridays, conflicts with other activities at the WB Eva Pavilion are expected to be minimal. On occasions where the car park is required for other events, staff may direct the operator to relocate to an alternative nearby area.

#### C. Impact on Existing Businesses

While Fiesta Manila Food Truck offers a specialised cuisine, it operates within the broader takeaway food market and may compete to some extent with existing businesses operating from permanent premises.

Permanent businesses contribute to the local economy through property ownership, rates and other ongoing costs associated with fixed premises.

The Local Law requires that stallholders operate more than 300 metres from businesses providing similar goods or services. Subject to Council's assessment of similarity, the application complies with the remaining requirements of the Local Law.

#### D. Insurance

As the landowner, Council may be exposed to liability arising from activities conducted on its property. Appropriate public liability insurance assists in mitigating this risk.

A condition of approval should require the permit holder to maintain adequate public liability insurance at all times.

#### E. Fees and Charges

Council currently charges an annual Street Trading Fee of \$311.00 (GST inclusive).

## F. Review Rights

The State Administrative Tribunal has jurisdiction to review Council decisions.

In considering any appeal, the Tribunal would assess whether Council correctly applied the Local Law and exercised its discretion reasonably.

## G. Summary

Council has historically adopted a supportive approach to temporary and mobile businesses to encourage economic diversity and provide additional services to the community.

While mobile traders operate under different cost structures to permanent businesses, Council's current Local Law provides limited scope to restrict compliant applications solely to protect existing businesses from competition.

Should Council wish to reconsider its broader approach to street trading, this could be addressed through the development of a policy or review of the current Local Law.

## **OFFICER'S RECOMMENDATION**

***That Council approve a Stallholders Permit to Ms Rosanna Jarman to conduct a stall selling Traditional Filipino Food at the carpark of the WB Eva Pavilion at 14 White Street, Brookton from 4.00pm to 8.00pm on Fridays for a period of 12 months, conditional upon:***

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

- 13. the stallholder shall be responsible for all reinstatement or reconstruction of any part of the public place arising from the conduct of the stall; and**
- 14. this approval may be cancelled or altered at any time at the discretion of the Shire of Brookton.**

*(Simple Majority vote required)*

### **Attachments**

Attachment 15.06.26.06A – Stall holder Application & Location Map

Attachment 15.06.26.06B – Consultation Comment



APPLICATION FOR TRADER'S PERMIT

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

To: Gary Sherry, Chief Executive Officer

I, ... Rosanna Pacoma Jarman .....(Full Name)
Of ... 11.Cuballing West Rd, Cuballing WA 6311.....(Residential Address)
.PO.Box.133 Cuballing, WA.6311.....(Postal Address)
.0497116365.....(Telephone Number)
rosannajarman@gmail.com/ info@fiestamanila.net.....(Email Address)

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

Details of Proposed Location

Location of proposed site for which the permit is sought:

.Brookton Qval Carpark.....

Description of setup proposed to be used by the applicant:

.2010 Mitsubishi Fuso Canter, Rego 1DLN254 that is fitted with a commercial kitchen facility.....

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

.Traditional Filipino food.....

Number of assistants (if applicable): ...2 maximum.....

Proposed day(s) of operation: ..Every Friday.....

Time Period for which the permit is sought: .4pm to 8pm.....

Do you have public liability (please circle) Yes No
Please provide a copy of the Certificate of Currency

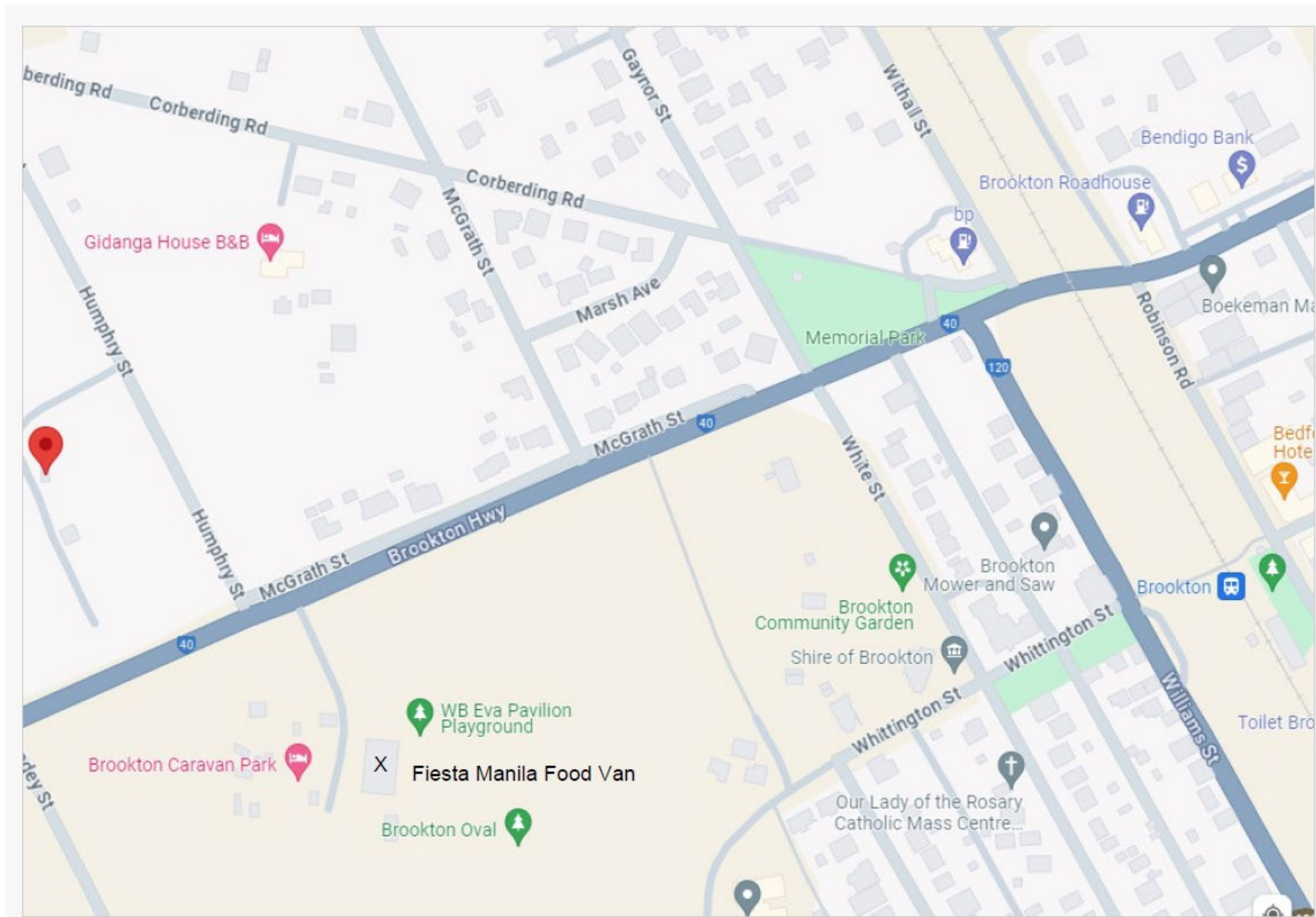
Attached are (where applicable):

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

[Signature] ..... 11/03/2026 .....
Applicants Signature Date

OFFICE USE ONLY

Approved Declined Signature Date





**To: Shire of Brookton**

**Subject: Submission Opposing Street Trader's Permit Application – Fiesta Manila Food Van**

Dear Council members,

I write on behalf of **Stumpy's Roadhouse** regarding the application by Fiesta Manila Food Van for a Street Trader's Permit to operate weekly in Brookton on Friday evenings.

Stumpy's Roadhouse respectfully but strongly opposes this application.

For many years, Stumpy's Roadhouse has been a permanent local business serving the Brookton community. We have invested heavily in our premises, equipment, staff, and services, and we remain committed to providing employment opportunities and reliable food services to both residents and visitors throughout the year.

The proposed operating hours of Friday evenings from 4:00 pm to 8:00 pm directly coincide with one of our busiest trading periods. Friday night trade is critical to the viability of our business and represents a significant portion of our weekly turnover. We prepare stock, order supplies, and roster additional staff specifically to meet the increased demand during this period.

The introduction of a competing food vendor during these peak hours is likely to have a direct and significant impact on our sales. Reduced trade would not only increase food wastage from stock purchased and prepared in anticipation of customer demand, but may also force us to reduce staff hours or staffing levels. This would negatively affect local employment opportunities and reduce the economic benefits that our business provides to the community.

Unlike a mobile food vendor that visits periodically, Stumpy's Roadhouse contributes to the town every day of the year. We employ local residents, purchase goods and services from local suppliers where possible, pay rates and utility charges, maintain our premises, and support numerous local initiatives, community groups, sporting clubs, schools, and fundraising events. These are ongoing commitments that help strengthen Brookton's economy and community spirit.



We are concerned that approving a regular weekly street trader during peak trading hours may create an uneven playing field for established local businesses that have made substantial long-term investments in the town. Permanent businesses carry significantly higher operating costs and obligations than mobile operators, yet they are relied upon by the community year-round.

We also question whether there is a demonstrated need for an additional food service provider on Friday evenings. Brookton already has existing food businesses available to residents and visitors, and there does not appear to be a shortage of dining options that would justify introducing a weekly mobile food vendor in direct competition with established local operators.

As a small regional community, the sustainability of existing local businesses should be carefully considered. Once local businesses lose viability, the community risks losing employment opportunities, services, sponsorship support, and investment that cannot easily be replaced.

Stumpy's Roadhouse welcomes visitors and supports initiatives that benefit Brookton; however, we believe that approving a weekly food van operating during peak trading hours would have a detrimental impact on established local businesses and the broader local economy.

For these reasons, we respectfully request that the Shire of Brookton refuse the application for a Street Trader's Permit for the proposed Friday evening operation.

Thank you for considering our submission.

Yours faithfully,

**Sam Singh**

**Stumpy's Roadhouse**

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

Nil.

**17.06.26 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

Nil at this time.

**18.06.26 CONFIDENTIAL REPORTS**

Nil.

**19.06.26 NEXT MEETING & CLOSURE**

The next Ordinary meeting of the Council will be held on Thursday 16<sup>th</sup> July 2026 in the Council Chambers at the Shire Administration Centre commencing at 6:00pm.