



CONFIDENTIAL

AGENDA

Ordinary Meeting of Council

To be held on:

Thursday 18 September 2025 at 6:00pm

Shire of Brookton Council Chamber

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 18th September 2025 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

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

Gary Sherry
CHIEF EXECUTIVE OFFICER
12 September 2025

DISCLAIMER

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

Living Values

Collaborate

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

I will

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

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

I will

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

Learn

Integrity

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

I will

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

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

I will

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

Resilient

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1.09.25 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

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.

2.09.25 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil at this time.

Leave of Absence

Nil

Members of the Public

Nil at this time.

3.09.25 USE OF COMMON SEAL

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

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

4.09.25 DELEGATED AUTHORITY – ACTIONS PERFORMED

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
2-25/26	9742 Brookton Hwy	Farm Shed	06/08/2025

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
P2025/010	A2887	235 Gartrell Rd	Machinery Shed	28/08/2025

5.09.25 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

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

6.09.25.01 ROAD MAINTENANCE – BOYAGARRA AND WALTER ROAD

At the August 2025 Ordinary Meeting, Mr Ashley Hobbs expressed concerns regarding the intersection of Walter Road and Boyagarra Road, where when the road is wet it becomes extremely slippery and the school bus spins its wheels to gain traction to take off.

In the written reply to Mr Hobbs, the Chief Executive Officer advised that after discussing this matter with the Shire's works staff and have inspected the roads. The section of Walters Road, immediately south of the intersection with Boyagarra Road is in poor condition after the recent winter rains and does require gravel sheeting to repair potholes and improve traction.

The Chief Executive Officer also advised Mr Hobbs that that Maintenance staff were initially alerted to the issues by the school bus driver some time ago. This school bus driver regularly reports road maintenance issues to works staff. Shire staff have now completed some preliminary gravel resheeting but were unable to finish because parts of the site remain very wet. Staff will continue to finalise this maintenance as a priority.

6.09.25 PUBLIC QUESTION TIME

Nil at this time.

7.09.25 APPLICATIONS FOR LEAVE OF ABSENCE

Nil at this time.

8.09.25 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil at this time.

9.09.25 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**9.09.25.01 ORDINARY MEETING OF COUNCIL – 24 JULY 2025**

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 24th July 2025, be confirmed as a true and correct record of the proceedings.

9.09.25.02 BUSHFIRE ADVISORY COMMITTEE – 27 AUGUST 2025

That the minutes of the Bushfire Advisory Committee Meeting held in the Shire of Brookton Council Chambers, on 27th August 2025, be received by Council.

10.09.25 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time.

11.09.25 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.

12.09.25.01 BROOKTON RAILWAY STATION - ARCHITECTURAL SERVICES PROCUREMENT

File No:	PRO016
Date of Meeting:	18 September 2025
Location/Address:	Brookton Railway Station, 100 Robinson Road, Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kevin D'Alton Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	12.08.25.02 - Tender - RFT 01-2025 - Brookton Railway Station Refurbishment

Summary of Report:

Council to consider the appointment of Stephen Carrick Architects (SCA) as Contract Administrators for the Brookton Railway Station Refurbishment outside of Council's procurement policy.

Description of Proposal:

Council has received a quotation from SCA, included at Attachment 12.09.25.01A, that provides for SCA's continued involvement in this project as a contract administrator.

The quotation would provide SCA to continue to provide expert building and design advice to the Shire through the construction process including:

- Review and administer the Building Works Contract on behalf of the Shire of Brookton as the role of Superintendent Representative for this project. This includes inspecting and monitoring:
 - The building contractor for compliance with workplace safety and health obligations under the contract and building codes;
 - The quality of the work and the use of appropriate materials as described in the drawings, specifications and schedules; and
 - The progress of the work being undertaken against the proposed contract construction time frame.
- Attend progress meetings with the Shire and building contractor, preparing agendas and minutes for all site inspections.
- Assess variation requests and provide professional advice for the Shire's consideration and approval in accordance with the contract.
- Assess progress claims as required and liaise with the Shire for approval.
- Attend a defects inspection at the completion of works and issue a defects report to the Builder for rectification.
- With the approval from the Shire, issue a Certification of Practical Completion to the builder once any rectification works are complete.
- Prepare and submit 'As Constructed' documentation to the Shire.
- Package and submit all Contract Administration documents of information to the Shire. These include reports and documentation. Variations, advice and instructions, site

meeting agendas and minutes, progress claims, defects report, certifications and any warranties.

Council's Policy 2.15 Procurement requires an officer to obtain 3 written quotes for goods and services valued between \$15,000 and \$ 40,000. Staff have only obtained a quotation from SCA.

Staff believe that appointing SCA as contract administrator offers the following advantages:

1. Continuity and Knowledge Retention – Having been involved since the earliest planning and design stages, SCA brings invaluable continuity to the project. Their established familiarity with the Railway Station's heritage significance and the approved design documentation positions them to administer the contract efficiently.
2. Specialist Heritage Expertise – As heritage architects, SCA are well-placed to oversee the delivery of works in line with best-practice heritage conservation standards and statutory requirements.
3. Efficiency and Risk Management – By engaging the same architectural practice that prepared the design and tender documentation, the risk of misinterpretation or delays during construction is significantly reduced.
4. Stakeholder Confidence – Appointment of SCA as Contract Administrators will provide confidence to external stakeholders, including funding agencies, that the project will be delivered to a high standard and in line with approved documentation.

Background:

The Shire of Brookton is progressing with the refurbishment of the Brookton Railway Station, a key heritage and community facility. This project has been developed in stages to address both conservation requirements and adaptive reuse opportunities, ensuring the long-term preservation and functionality of the facility.

Since the project's inception, the Shire has engaged Stephen Carrick Architects, a highly regarded practice specialising in heritage architecture and conservation projects across Western Australia. Their role to date has included:

- Preparation of initial concept designs and heritage impact assessments.
- Development of detailed scope and design documentation for Stages 1 and 2.
- Provision of specialist advice on compliance with heritage conservation standards.
- Engagement and liaison with key stakeholders, including heritage authorities and funding bodies.

Through this extensive involvement, SCA has developed a comprehensive understanding of the site's heritage values, constraints, and opportunities, as well as the Shire's objectives for the project.

Consultation: Nil

Statutory Environment:

Local Government Act 1995, Sections 5.42, 5.44, 6.2(4a)

Local Government (Financial Management) Regulations 1996

Relevant Plans and Policy:

Council Policy 2.15 Procurement

Financial Implications:

Council has budgeted \$1.7Million to complete the renovation of the Brookton Railway

Station. This work was to be funded by \$240,000 from the State Government with Council also seeking additional contributions.

The shortfall between grant funding and construction cost has been budgeted to be met by a transfer from Council's \$1.46 Million from Council's Innovations & Development Fund Reserve.

Council's current budgeting has a balance of \$1.8 Million at 30 June 2026 in Council's Innovations & Development Fund Reserve.

Risk Assessment:

Under the Shire of Brookton's Risk Framework, the Consequence rating of the financial risk associated accepting the Brookton Railway Station is assessed as Major. The Likelihood of these consequences is assessed as Possible.

The retention of specialist construction and building advice from SCA is seen to reduce the likelihood of negative financial impacts, from Possible to Unlikely.

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

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

Community & Strategic Objectives:

The restoration of the Brookton Railway Station is a high-profile community project.

Comment

In preparation for Brookton Railway Refurbishment Project, SCA has diligently consulted with various experts to assess the current condition of the building. As a result, they are well-positioned to provide a comprehensive contract administration service for the construction phase of the Brookton Railway Station Refurbishment.

The commitment and collaboration between all parties involved have been instrumental in the successful completion of the Tender Process and appointing BUDO Group, and we look forward to achieving continued success in the upcoming works of the Brookton Railway Station Refurbishment.

OFFICER'S RECOMMENDATION

That Council:

- 1. accepts the Fee Proposal of \$36,540 (GST Exclusive) and travel expenses of Stephen Carrick Architects, included at Confidential Attachment 12.09.25.01A, to provide contract administration services for the Brookton Railway Station restoration; and***
- 2. authorises the out of budget expenditure of \$36,540 (GST Exclusive) and travel expenses to provide contract administration services for the Brookton Railway Station restoration; and***
- 3. meets the additional cost of the contract administration services through an increased transfer from Council's Innovations & Development Fund Reserve.***

(Absolute majority vote required)

Attachment

Confidential Attachment 12.09.25.01A – Stephen Carrick Architects Contract
Administration Fee Proposal.

12.09.25.02 2025/26 – SUPPLY OF CEMENT STABILISATION SERVICES FOR YORK WILLIAMS ROAD

File No:	FIN012
Date of Meeting:	18 September 2025
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Kevin D'Alton – Acting Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider and award a contract for the supply of cement stabilisation services to complete road construction works on the York Williams Road.

Description of Proposal:

A total of four prospective companies were sent the quotation specifications through WALGA's Preferred Supplier arrangement.

When submissions closed at 3pm on Tuesday 2nd September 2025, four quotations were received from the following:

1. Downer Pty Ltd
2. Fulton Hogan
3. WCP Civils
4. Western Stabiliser's

All companies that submitted quotations have the capability, expertise, and experience to carry out the requirements of the contract to the complete satisfaction of Council.

The quotation document advises that the contract will be awarded to an organisation whose tenders are assessed as offering the best value for money outcome for the Shire of Brookton, not necessarily the lowest price.

Quotations were evaluated using a point scoring system with scores being awarded based on selection criteria. Each criterion is weighted to reflect its relative importance and scores are then combined to yield a total. A higher score indicates a more favourable pricing structure for Council.

The completed quotation evaluations are included at Confidential Attachment 12.09.25.02A. The pricing of each quotation is included at Confidential attachment 12.09.25.02B.

The officer's recommendation advises Council to award the contract for the supply of cement stabilisation for the construction of York Williams Road to Fulton Hogan.

Background:

Cement stabilisation is a cost-effective way to reconstruct or rehabilitate a section of road. After overlaying the existing surface with 100 to 150mm of new gravel, cement is added, and a stabilisation machine follows mixing and recycling both the old and new sections of road to

improve its properties. Cement is commonly used as a binding agent in sealed roads because it greatly increases the strength and resistance of the material used.

31,500m² of cement stabilisation is planned for the York Williams Road in 2025/26.

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Section 3.57

Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 - Provision of Goods and Services

Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.15 Procurement applies to all purchases.

Financial Implications:

The financial commitment for the supply of cement stabilisation services is included in the relevant construction budget for this project.

Risk Assessment:

The risk in relation to this matter is assessed as “Low” as quantities and costings as the quotations are submitted by quality service providers with recognised ability to meet Council’s 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:

The upgrading or improvement of the roadway aligns with the Shire of Brookton’s Corporate Business Plan.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council accepts the quotation of Fulton Hogan, included at Attachment 12.09.25.02B, for the following supply of supply of cement stabilisation services for the York/Williams Road construction project in 2025/26.

(Simple majority vote required)

Attachments

Confidential Attachment 12.09.25.02A – Evaluation of quotations.

Confidential Attachment 12.09.25.02B – Tender Submissions.

12.09.25.03 2025/26 – SUPPLY TRAFFIC MANAGEMENT YORK/WILLIAMS ROAD RRG

File No:	FIN012
Date of Meeting:	18 September 2025
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Kevin D'Alton – Acting Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider and award a contract for the supply of traffic control services to complete road construction works on the York Williams Road.

Description of Proposal:

Officers utilised the WALGA Preferred Supplier programme and requested 3 quotes to complete traffic management during the road construction works planned for York Williams Road

Three 3 quotes to undertake the Traffic Management:

- | | | |
|----|----------------------|---------------|
| 1. | Altus Traffic | \$ 84,452.16 |
| 2. | CB Traffic Solutions | \$ DNQ |
| 3. | LGC | \$ 154,101.20 |

CB Traffic Solutions did not qualify as they submitted a summary of service costs and not a complete quotation for the works to be conducted.

The two companies that submitted valid quotations have the capability, expertise, and experience to carry out the requirements of the contract to the complete satisfaction of Council. There is a prerequisite under the quotation document that the contract will be awarded to an organisation whose tenders are assessed as offering the best value for money outcome for the Shire of Brookton.

Quotations were evaluated using a point scoring system with scores being awarded based on selection criteria. Each criterion is weighted to reflect its relative importance and scores are then combined to yield a total. A higher score indicates a more favourable pricing structure for Council.

The quotation evaluations are included at Confidential Attachment 12.09.25.03A. The pricing of each quotation is included at Confidential attachment 12.09.25.03B.

The Officer's Recommendation is to award the contract for the supply of traffic management for the construction of York Williams and Dangin Mears Roads to Altus Traffic.

Background:

Traffic control is essential during road construction works to ensure the safety of both workers and the travelling public. Construction activities often involve partial or full closure of traffic lanes, the presence of heavy machinery, and altered road surfaces, all of which can

pose significant risks without proper management.

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Section 3.57

Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 - Provision of Goods and Services

Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.15 Procurement applies to all purchases.

Financial Implications:

The financial commitment for the supply of traffic management services is included in the relevant construction budget for this project.

Risk Assessment:

The risk in relation to this matter is assessed as “Low” as quantities and costings included in the quotations are submitted by quality service providers with recognised ability to meet Council’s 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:

The upgrading or improvement of the roadway aligns with the Shire of Brookton’s Corporate Business Plan.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council accepts the quotation of Altus Traffic, included at Attachment 12.09.25.03B, for the supply of traffic management services for the York/Williams Road construction project in 2025/26.

(Simple majority vote required)

Attachments

Confidential Attachment 12.09.25.03A – Evaluation of quotations.

Confidential Attachment 12.09.25.03B – Tender submissions.

12.09.25.04 2025/26 – SUPPLY OF BITUMEN SEALING SERVICES YORK/WILLIAMS ROAD

File No:	FIN012
Date of Meeting:	17 August 2023
Location/Address:	Not applicable
Name of Applicant:	Not applicable
Name of Owner:	Not applicable
Author/s:	Kevin D'Alton – Acting Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council to consider and award a contract for the supply of bitumen sealing services within the Shire of Brookton to complete the 2025/26 road construction works on York/Williams Road.

Description of Proposal:

Officers utilised the WALGA Preferred Supplier programme and requested three quotes to complete traffic management during the road construction works planned for York Williams Road.

When submissions closed at 11am on Thursday 11th September 2025, three submissions were received from the following organisations:

1. Colas – 80 Miguel Road, Bibra Lake, WA, 6163
2. Boral – 90 McDowell Street, Welshpool, WA, 6106
3. Fulton Hogan – 158 Talbot Rd, Hazelmere, WA, 6055

All quotations submitted met compliance requirements and were assessed qualitatively using the criteria below.

Description of Qualitative Criteria	Weighting
Relevant Experience	30%
Tender Resources	30%
Demonstrated Experience	40%
Total Score	100%

The completed quotation evaluations are included at Confidential Attachment 12.09.25.02A. The pricing of each quotation is included at Confidential attachment 12.09.25.02B.

The Officer's Recommendation is to award the contract for the supply of bitumen sealing services for York/Williams Road 2025/26 to Boral Pty Ltd.

Background:

This request for tender covers a range of bitumen surfacing services, and these include:

1. Primer seal – Supply and Spray (If determined)
2. Hot single coat seal – Supply and Spray
3. C170 two coat seal – Supply and Spray
4. Precoating of Aggregate
5. Application of Aggregate
6. Fully inclusive of all materials, plant, personnel, and traffic management

Consultation: Nil

Statutory Environment:

Local Government Act (1995)

Section 3.57

Requires a local government to invite tenders, before entering into a contract of a prescribed kind for the supply of goods or services.

Local Government (Functions and General) Regulations (1996)

Part 4 - Provision of Goods and Services

Provides the detail of when tenders are required to be called and the process for dealing with and awarding tenders.

Relevant Plans and Policy:

Council Policy 2.15 Procurement applies to all purchases.

Financial Implications:

The financial commitment for the supply of bitumen sealing services is included in the relevant construction budgets for this project.

Risk Assessment:

The risk in relation to this matter is assessed as “Low” as quantities and costings included in the quotations are submitted by quality service providers with recognised ability to meet Council’s 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:

The upgrading or improvement of a roadway aligns with the Shire of Brookton’s Corporate Business Plan.

Comment: Nil

OFFICER'S RECOMMENDATION

- 1. That Council accepts the quotation submitted by Boral Pty Ltd for the following supply of bitumen sealing services for York/Williams Road.**
- 2. That Council accepts the quotation of Altus Traf Boral Pty Ltd, included at Attachment 12.09.25.04B, for the supply of traffic management services for the York/Williams Road construction project in 2025/26.**

(Simple majority vote required)

Attachment

Confidential Attachment 12.09.25.04A – Evaluation of quotations.

Confidential Attachment 12.09.25.04B – Quotations Submitted.

13.09.25 COMMUNITY SERVICES REPORTS

Nil.

14.09.25 CORPORATE SERVICES REPORTS

14.09.25.01 LIST OF PAYMENTS – AUGUST 2025

File No:	N/A
Date of Meeting:	18 September 2025
Location/Address:	14 White Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Jessika Ashworth – Finance Creditors & Records Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	17 August 2025

Summary of Report:

The purpose of this report is to present the list of payments for the month of August 2025, 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 14.09.25.01A.

A detailed transaction listing of credit card expenditure paid for the period ended 31 August 2025 is contained within Attachment 14.09.25.01B.

A detailed transaction listing of purchasing expenditure paid for the period ended 31 August 2025 is contained within Attachment 14.09.25.01C.

Background

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

Consultation

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	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 \$1,061,400.55, paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of August 2025, as contained within Attachment 14.09.25.01A;***
- 2. the list of credit card transactions, totalling \$1,922.39, paid in August 2025, as contained within Attachment 14.09.25.01B; and***
- 3. the list of purchasing card transactions, totalling \$657.99, paid in August 2025, as contained within Attachment 14.09.25.01C.***

(Simple majority vote required)

Attachments

Attachment 14.09.25.01A – List of accounts paid.

Attachment 14.09.25.01B – Credit card transactions.

Attachment 14.09.25.01C – Purchasing card transactions.

List of Payments Paid in August 2025

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17258	01/08/2025	ATKINS MECHANICAL SERVICE	SERVICE ON CHAINSAW PM3 JULY 25	\$143.00
EFT17259	01/08/2025	AUSTRALIA POST	SHIRE ADMIN & CRC MONTHLY POSTAL FEES JUNE 25	\$414.25
EFT17260	01/08/2025	BEDFORD ARMS HOTEL	CATERING FOR CBF 03/07/25 MEALS 6 X ELECTED MEMBERS, 4 X STAFF	\$274.00
EFT17261	01/08/2025	BELINDA WINTERGREENE	CARAVAN PARK REFUND 3 X NIGHTS POWERED BAY (CARAVAN CLUB) #14704199	\$90.00
EFT17262	01/08/2025	BOB WADDELL & ASSOCIATES PTY LTD	PROFESSIONAL ASSISTANCE WITH 25/26 STATUTORY BUDGET	\$352.00
EFT17263	01/08/2025	BROOKTON PLUMBING	CARAVAN PARK UNBLOCKING DRAINS IN SHOWER & MAINS CARAOP JULY 25	\$600.00
EFT17264	01/08/2025	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC BUILDING RENT FOR JULY 25	\$1,050.00
EFT17265	01/08/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT17266	01/08/2025	FRONTLINE FIRE & RESCUE EQUIPMENT BLUESTEEL ENTERPRISES PTY LTD	WBFB FIRE TENDER VEHICLE SERVICE PF9 JULY 25, EBFB FIRE TENDER PF10 ADDITIONAL WORKS & PARTS REQUIRED FOR VEHICLE SERVICE, WBFB FIRE TENDER VEHICLE SERVICE PF9 JULY 25	\$10,427.72
EFT17267	01/08/2025	GO GO AUSTRALIA	ANNUAL ON HOLD MESSAGES SUBSCRIPTION JULY 25 TO JUNE 26	\$828.00
EFT17268	01/08/2025	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER JULY 25 ADMIOP, MHALLOP, CRC, WBOP, RRTLOP, CARAOP	\$641.07
EFT17269	01/08/2025	IT VISION	SYNERGYSOFT SOFTWARE ANNUAL SUBSCRIPTION CHARGES JULY 25 TO JUNE 26	\$40,290.34
EFT17270	01/08/2025	LHAAC	LHAAC ANALYTICAL SERVICES FOR 2025/2026	\$414.93
EFT17271	01/08/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONAL WA ANNUAL MEMBERSHIP SUBSCRIPTION FOR CEO 01/07/25 TO 30/06/26	\$750.00
EFT17272	01/08/2025	MARKET CREATIONS AGENCY MARKET CREATIONS AGENCY PTY LTD	COUNCIL CONNECT & USERWAY ACCESSIBILITY TOOL ANNUAL SUBSCRIPTION 25/26	\$15,730.00
EFT17273	01/08/2025	NATASHA DHUE	CARAVAN PARK REFUND - WANDOO CHALET 1 NIGHT 14/07/25 #14780948	\$207.00
EFT17274	01/08/2025	NEW GROUND WATER SERVICES PTY LTD	SUPPLY & INSTALL RETICULATION PIPE ON WITHALL STREET, CONNECTING TO TOWN RETICULATION INCLUDING LABOUR, MATERIAL & EQUIPMENT JUNE 25 HVCAP04	\$103,620.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17275	01/08/2025	OFFICEWORKS BUSINESS DIRECT	CRC FRIENDS OF LIBRARIES GRANT PURCHASES INCLUDE LAPTOPS, NORTON SECURITY, MICROSOFT 365, HEADSETS, MIRELESS Mouses, FREIGHT EV0015	\$2,010.95
EFT17276	01/08/2025	PINGELLY MENS SHED INC	CONSTRUCTION OF BOOK EXCHANGE CUPBOARD 120CMX60CMX60CM FOR CARAOP JULY 25	\$290.00
EFT17277	01/08/2025	QUAIRADING EARTHMOVING CO	CARAVAN PARK REFUND 4 X NIGHTS POWDERBARK CHALET #14844016	\$604.00
EFT17278	01/08/2025	ROBYN BADENOCH	CARAVAN PARK REFUND 1 X NIGHT WANDOO CHALET #14744077	\$194.00
EFT17279	01/08/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17280	01/08/2025	TOLL TRANSPORT PTY LTD	WORKS MONTHLY FREIGHT CHARGES JULY 25 INCLUDES SIGNS DELIVERY X 2 OTHRRM	\$114.46
EFT17281	04/08/2025	GS HOBBS CONTRACTING	PLANT & LABOUR HIRE FOR STORM DAMAGE ROAD REPAIRS AGRN1061 DATES 14/07/25, 16/07/25, 17/07/25, 18/07/25, 21/07/25, 22/07/25, 23/07/25, 25/07/25, 26/07/25	\$134,198.52
EFT17282	06/08/2025	PREPLAN PTY LTD	FIRE MITIGATION WORKS, SPRAYING T28040 GOLF COURSE, BRIDGES T28046 WALWALLING RD, T28047 MATTHEWS RD, T28049 MATTHEWS RD, T28050 YORK-WILLIAMS RD, T28051 YEO RD, T2052 ROSES RD, T28053 BOYAGARRA RD, T28054 JAENSCH RD, T28055 ALDERSYDE NORTH RD, T28056 DANGIN-MEARS RD, T28057 ALDERSYDE RD, T28058 BROOKTON-KWEDA RD, T28059 KULYALLING RD FIREM25	\$35,189.60
EFT17283	14/08/2025	3E ADVANTAGE PTY LTD	MONTHLY PRINTING & PHOTOCOPIER COSTS ADMIN JULY 25	\$1,175.90
EFT17284	14/08/2025	AC ELECTRICS WA	REPLACING FAULTY KITCHEN LIGHTS SHIRE ADMIN JULY 25 ADMIOP	\$541.07
EFT17285	14/08/2025	AMPAC DEBT RECOVERY	GENERAL PROCEDURE CLAIM PROFESSIONAL, FILING, SERVICE, SERVICE TRAVEL, ADDITIONAL DEBTOR & SERVICE CLAIMANT REMOTE FEES FOR A2919 MINING TENEMENT, PALISADE PROFESSIONAL FEES FOR A2682 JULY 25	\$1,145.00
EFT17286	14/08/2025	AUSTRALIAN NATIONAL CHARACTER CHECK	NATIONAL POLICE CLEARANCE FOR CASUAL CESM JULY 25	\$53.00
EFT17287	14/08/2025	BIN BOMB PTY LTD	BIN BOMBS X 2 FOR STREET BINS INCLUDES FREIGHT TOWNOP JULY 25	\$304.08
EFT17288	14/08/2025	BOC GASES	WORKS MONTHLY RENTAL CHARGES FOR OXYGEN, ACETYLENE, ARGOSHIELD, OXYGEN MEDICAL 28/06/25 TO 28/07/25 DEPOOP	\$58.03

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17289	14/08/2025	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	INSTANT DRUG SCREENING FOR ADMINISTRATION JULY 25	\$50.00
EFT17290	14/08/2025	BOOEASY AUSTRALIA PTY LTD	CARAVAN PARK ONLINE BOOKING MANAGER FEE JULY 25 CARAOP	\$242.00
EFT17291	14/08/2025	BRANDWORX AUSTRALIA	ADMIN TRAINEE UNIFORM ORDER INCLUDES 6 SHIRTS JULY 25	\$451.40
EFT17292	14/08/2025	BROOKTON COMMUNITY INC	COMMUNITY CHEST FUND COUNCIL RESOLUTION OCM 07.25-14 FREE PANTRY & LITTLE LIBRARY THROUGH BOTT	\$326.50
EFT17293	14/08/2025	BROOKTON DHS P&C	COMMUNITY CHEST FUND OCM 07.25-15 TO FUND DISCO EQUIPMENT	\$1,334.00
EFT17294	14/08/2025	BROOKTON PERFORMING ARTS INC.	COMMUNITY CHEST FUNDING OCM 07.25-13, LIGHTING & SOUND PRODUCTION HIRE 2025 SHOW	\$6,000.00
EFT17295	14/08/2025	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC BUILDING RENT AUGUST 25	\$1,050.00
EFT17296	14/08/2025	BROOKTON TYRE SERVICE	REPLACING PUNCTURED TYRE ON PG8 INCLUDES TYRE, TYRE FITTING AND DISPOSAL OF TYRE JULY 25	\$6,747.95
EFT17297	14/08/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT17298	14/08/2025	CLEANFLOW ENVIRONMENTAL SOLUTIONS	RELINING SEWERAGE PIPES MH48-MH47 NOACK STREET JULY 25 SEWPIPE	\$42,476.50
EFT17299	14/08/2025	FITZ GERALD STRATEGIES	ANNUAL SUBSCRIPTION 25/26 FOR COMPREHENSIVE INDUSTRIAL RELATIONS ADVOCACY, AWARD INTERPRETATION, HR & STRATEGIC MANAGEMENT SERVICES	\$3,525.76
EFT17300	14/08/2025	FRONTLINE FIRE & RESCUE EQUIPMENT BLUESTEEL ENTERPRISES PTY LTD	ADDITIONAL PARTS & WORKS REQUIRED FOR WEST BROOKTON FIRE TENDER SERVICE PF11 JULY 25	\$3,384.29
EFT17301	14/08/2025	FUEL DISTRIBUTORS OF WA	WORKS DEPOT BULK DIESEL 7000L @ \$1.67303 JULY 25	\$11,711.21
EFT17302	14/08/2025	GREENFIELD TECHNICAL SERVICES	SITE INSPECTION FOR STORM DAMAGED ROADS 14/07/25 TO 27/07/25 STRROP	\$37,893.13
EFT17303	14/08/2025	MCPEST PEST CONTROL	INSPECTION & REPORT TERMITE DAMAGE ON BROOKTON RAILWAY STATION JULY 25	\$495.00
EFT17304	14/08/2025	OFFICEWORKS BUSINESS DIRECT	STATIONERY ORDER SHIRE ADMIN INCLUDES CABLE BOX, FOOTREST, STICKY NOTES, PENS & FREIGHT JULY 25	\$164.83
EFT17305	14/08/2025	QUAIRADING EARTHMOVING CO	CARAVAN PARK REFUND, POWDERBARK CHALET 04/08/25 TO 08/08/25 #14844017	\$604.00
EFT17306	14/08/2025	QUALITY PRESS	RATES STATIONERY INCLUDES ENVELOPES X 1000, BROCHURES X 800 & TIP PASSES JULY 25	\$1,245.55
EFT17307	14/08/2025	RILEY BOEKEMAN	REFUND 3 MONTH ADULT GYM MEMBERSHIP	\$98.00
EFT17308	14/08/2025	SEABROOK ABORIGINAL CORPORATION	RELIEF CLEANING SERVICES 25/06/25-08/07/25 10 HOURS, 09/07/25-22/07/25 10 HOURS WBOP	\$855.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17309	14/08/2025	SEMINARS AUSTRALIA	DRAFTING EMPLOYMENT CONTRACTS WEBINAR, STAFF TRAINING FO-PAYROLL	\$412.50
EFT17310	14/08/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17311	14/08/2025	SOUTHWEST VEHICLE GROUP	15,000KM VEHICLE SERVICE FOR MITSUBISHI TRITON PU40 JULY 25	\$646.27
EFT17312	14/08/2025	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	FINAL RETENTION RELEASE FOR WEST BROOKTON FIRE SHED	\$22,605.63
EFT17313	14/08/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 16/07/25 - 3 HOURS ANIMAL CONTROL, 21/07/25 - 3.5 HOURS ANIMAL CONTROL	\$765.05
EFT17314	14/08/2025	WA LOCAL GOVERNMENT ASSN	WALGA CONVENTION - WELCOME DRINKS FOR CR CRUTE & PARTNER 22/09/25	\$275.00
EFT17315	14/08/2025	WALLIS COMPUTER SOLUTIONS	WIRELESS INTERNET 400/40 MBPS UNLIMITED PERIOD AUGUST 25 FOR ADMIN	\$148.50
EFT17316	15/08/2025	ALYSSA ALCANZAREN	GYM KEY BOND REFUND	\$70.00
EFT17317	15/08/2025	BROOKTON ONWARD TOWN TEAM	FACILITY HIRE BOND - NON ALCOHOL REFUND	\$250.00
EFT17318	15/08/2025	DARIEL VALDUEZA	GYM KEY BOND REFUND	\$70.00
EFT17319	15/08/2025	KRISTY RILEY	FACILITY HIRE BOND - WITH ALCOHOL REFUND	\$500.00
EFT17320	15/08/2025	RILEY BOEKEMAN	GYM KEY BOND REFUND	\$70.00
EFT17321	19/08/2025	ATO	BAS RETURN JULY 25	\$7,753.06
EFT17322	19/08/2025	LINKWEST INCORPORATED	LINKWEST PLAYING TO OUR STRENGTHS CONFERENCE FOR BCRCC 20/08/25 TO 22/08/25	\$275.00
EFT17323	26/08/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT17324	26/08/2025	GS HOBBS CONTRACTING	PLANT & LABOUR HIRE FOR STORM DAMAGED ROADS 28/07/25, 29/07/25, 30/07/25, 31/07/25, 01/08/25, 04/08/25, 05/08/25, 06/08/25, 07/08/25, 11/08/25 STRROP	\$105,143.50
EFT17325	26/08/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17326	29/08/2025	AC ELECTRICS WA	REPAIR OF DAMAGED CABLE AT MEMORIAL PARK MEMPOP JULY 25	\$1,458.41
EFT17327	29/08/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	VEHICLE SERVICE GRADER 8000HR AUGUST 25 PG8	\$6,102.65
EFT17328	29/08/2025	APEX ENVIROCARE - APEX ECO MANAGEMENT INTERNATIONAL PTY LTD	MOBILISATION FOR DESLUDGING PROGRAM AT THE WATER WASTE TREATMENT PLANT AUGUST 25 SEWEDS	\$9,460.00
EFT17329	29/08/2025	ATKINS MECHANICAL SERVICE	SERVICE ON CHAINSAW PM3 AUGUST 25	\$143.00
EFT17330	29/08/2025	AUSTRALIA POST	SHIRE ADMIN & CRC POST FEES FOR JULY 25	\$1,426.74
EFT17331	29/08/2025	B & N EYRE BROOKTON NEWSAGENCY	CRC PAPER ORDER 6 X BOXES A4 PAPER JULY 25	\$488.79

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17332	29/08/2025	BEDFORD ARMS HOTEL	CATERING FOR COUNCIL MEETING 07/08/25 4 X ELECTED MEMBERS 3 X STAFF MEMBERS	\$233.00
EFT17333	29/08/2025	BROOKTON HISTORICAL SOCIETY	ANNUAL MAINTENANCE CONTRIBUTION TOWARDS BROOKTON HISTORICAL SOCIETY FOR 25/26 FY AS PER LEASE AGREEMENT MUSEOP	\$2,410.20
EFT17334	29/08/2025	BROOKTON PLUMBING	PUMP OUT OF ROBINSON ROAD TOILETS LEACH DRAIN RRTLOP, CARAVAN PARK DUMP POINT PUMP OUT CARAOP, REPLACE EXTERNAL TAP AT U3MSOP, REPLACE LEAKING KITCHEN TAP 25WHITOP, REPLACES KITCHEN TAPS & REPAIR TOWEL RAIL U1MSOP, REPLACE KITCHEN TAPS U340WS, BACKFLOW TESTING DEPOT 50MM LENNARD ST DEPOOP, BACKFLOW TESTING DEPOT 25MM LENNARD ST DEPOOP, REPLACE KITCHEN TAP U2MSOP, UNBLOCK DRAIN AT U4MSOP AUGUST 25, PUMP OUT OF ROBINSON ROAD TOILETS LEACH DRAIN RRTLOP JULY 25	\$7,353.90
EFT17335	29/08/2025	BROOKTON ROADHOUSE	CATERING FOR BUSHFIRE AWARENESS TRAINING 12/08/25 MIXED SANDWICHES PLATTER FOR 10 PEOPLE	\$85.80
EFT17336	29/08/2025	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	ANNUAL MEMBERSHIP FOR CEMETERIES & CREMATORIA ASSOCIATION OF WA 25/26	\$130.00
EFT17337	29/08/2025	CLEANFLOW ENVIRONMENTAL SOLUTIONS	RELINING OF PIPES ON WHITTINGTON ST MH20-MH19 SEWPIPE AUGUST 25	\$30,610.48
EFT17338	29/08/2025	DAVID WILLS AND ASSOCIATES	FEATURE SURVEY OF EFFLUENT STORAGE DAM & UNDERGROUND ASSET MAPPING PIPE 16/01/25 TO 07/08/25 SEWEOP	\$15,167.35
EFT17339	29/08/2025	DENNIS MICHAEL LOAKES	SALE OF LAND - SUBDIVISION FOR ROAD WIDENING ON BUCKINGHAM RD JULY 25	\$5,243.00
EFT17340	29/08/2025	EDGE PLANNING & PROPERTY	CONTRACT PLANNING SERVICES FOR JULY 25 INCLUDES ASSESSING & PROGRESSING DEVELOPMENT APPLICATIONS, SUBDIVISION & BOUNDARY REALIGNMENT APPLICATIONS, DRAFTING AGENDA ITEMS, PROVIDING ADVICE TO THE SHIRE, PROPONENTS & COMMUNITY MEMBERS	\$4,369.61
EFT17341	29/08/2025	EDWARDS ISUZU UTE	VEHICLE PURCHASE, 24MY D-MAX 4X4 CREW CAB UTE AUTO 3.0L FOR AMIW AUGUST 25	\$28,458.95
EFT17342	29/08/2025	FRONTLINE FIRE & RESCUE EQUIPMENT BLUESTEEL ENTERPRISES PTY LTD	VEHICLE SERVICE FOR CENTRAL BROOKTON FIRE BRIGADE FIRE TENDER PF8 JULY 25	\$9,195.43
EFT17343	29/08/2025	FUEL DISTRIBUTORS OF WA	WORK BULK DIESEL 7000L @ \$1.63951 AUGUST 25	\$11,476.57

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17344	29/08/2025	GARY SHERRY	REIMBURSEMENT OF UTILITIES, CEO AS PER EMPLOYMENT CONTRACT 10MAOP	\$200.35
EFT17345	29/08/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES FOR JULY 25, 1BO MCC - 28.41L @ \$1.88, 39.99L @ \$1.92, 37.32L @ \$1.92. 01BO CEO - 43.96L @ \$1.88, 59.89L @ \$1.92. CESM VEHICLE - 68.96L @ \$1.799, 67.59L @ \$1.9149 & CARD FEES	\$657.99
EFT17346	29/08/2025	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	CLEANING SUPPLIES ORDER FOR AUGUST 25 WBOP, ADMIOF, CARAOP, RRTLOP, DEPOOP	\$546.79
EFT17347	29/08/2025	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION 29/05/25 TO 26/06/25 451 HOUSEHOLDS X 4 WEEKS = 1804, RECYCLING COLLECTION 335 HOUSEHOLDS X 2 WEEKS = 670, REFUSE SITE 39 LABOUR HOURS X 4 WEEKENDS = 156, 3 MACHINE HOURS X 4 WEEKENDS = 12, 6 BINS OF WASTE, 5 BINS OF CARBOARD RUBBOP, TIPOP	\$18,859.50
EFT17348	29/08/2025	GREENFIELD TECHNICAL SERVICES	PROVISION OF PROJECT MANAGEMENT, ADMINISTRATION, ENGINEERING & SITE INSPECTION INCLUDES TRAVEL FOR STORM DAMAGED ROADS AUGUST 25 STRROP	\$10,740.68
EFT17349	29/08/2025	JOHN KELLY	SALE OF LAND - SUBDIVISION FOR ROAD WIDENING BROOKTON-CORRIGIN RD AUGUST 25	\$1,475.00
EFT17350	29/08/2025	JULIE CHESTER	CARAVAN PARK REFUND 1 X NIGHT FOR POWDERBARK & SALMONGUM CHALET 15/08/25 TO 16/08/25	\$292.00
EFT17351	29/08/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	VERBAL JUDO WORKSHOP BCRCC TRAINING 10/09/25	\$275.00
EFT17352	29/08/2025	MARKETFORCE	NEWSPAPER ADVERTISEMENT FOR RAILWAY STATION REDEVELOPMENT TENDER 02/07/25	\$472.99
EFT17353	29/08/2025	MCLEODS BARRISTERS & SOLICITORS	ADDITIONAL LEGAL ADVICE FOR SEWERAGE CHARGES & RATES JULY 25	\$1,205.16
EFT17354	29/08/2025	MCPEST PEST CONTROL	ANNUAL TERMITE PEST INSPECTION FOR ADMIOF, DEPOOP, RRTLOP, WBOP, OVALOP, MHALLOP, MENSSED, MUSEOP, KHALLOP, CARAOP, U1MSUOP, U2MSUOP, U1MSOP, U2MSOP, U3MSOP, U4MSOP, 28AWSOP, 28BWSOP, 25WHITOP, U133WS, U233WS, U333WS, U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS, 10MAOP, POOLOP, 23WHITOP 20/07/25 TO 21/07/25	\$2,552.00
EFT17355	29/08/2025	NICK PUGLIA	CARAVAN PARK REFUND, 2 NIGHTS POWERED CARAVAN BAY 22/08/25 TO 24/08/25	\$68.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17356	29/08/2025	NICOLE JOHNS	REIMBURSEMENT FOR PLATE CHANGE FOR VEHICLE PAV3 AUGUST 25	\$32.00
EFT17357	29/08/2025	NOURISH BROOKTON	VENDING MACHINE STOCK INCLUDES CHIPS, DRINKS & CHOCOLATES JULY 25, ADMIN MONTHLY REFRESHMENTS JULY 25 INCLUDES MILK, DISHWASHING TABLETS, TOMATO SAUCE, TEA BAGS, COFFEE, TOWEL WIPES, BISCUITS, SERVIETTES, TOILET SPRAY, CRC REFRESHMENTS PURCHASES FOR JULY 25 INCLUDES DRINKING CHOCOLATE, MILK, WOODEN STIRRING STICKS, AIR FRESHENER, TISSUES, HAND SOAP, CUPS, BISCUITS, WATER, WORKS MONTHLY REFRESHMENT PURCHASES FOR JULY 25 INCLUDES COFFEE, SUGAR, MILK, DISHWASHING LIQUID, KEY CUT & BRASSO METAL POLISH, SCOURER, KEY CUT	\$1,447.52
EFT17358	29/08/2025	OFFICEWORKS BUSINESS DIRECT	REPLACEMENT 6 X MONITORS FOR BCRCC, CRCAO & CUSTOMER SERVICE DESK AT CRC INCLUDES FREIGHT AUGUST 25	\$1,771.86
EFT17359	29/08/2025	PREPLAN PTY LTD	FIRE MITIGATION WORKS TREATMENT 27808 FIREBREAK WEST SIDE OF ALDERSYDE TOWN FIREM25 AUGUST 25	\$3,850.00
EFT17360	29/08/2025	READYTECH USER GROUP WA INC	READYTECH USER GROUP ANNUAL MEMBERSHIP FEES 25/26	\$847.00
EFT17361	29/08/2025	SOUTHWEST VEHICLE GROUP	SEAT COVERS & HEADLIGHT PROTECTORS FOR CESM VEHICLE PU41 AUGUST 25	\$1,747.00
EFT17362	29/08/2025	TALEEYA DEVENISH	CARAVAN PARK REFUND 2 NIGHTS WANDOO CHALET 22/08/25 TO 24/08/25	\$414.00
EFT17363	29/08/2025	TEEDE'S AUTO ELECTRICS	SUPPLY & INSTALL LIGHT BAR TO COMMUNITY BUS AUGUST 25 PCB1	\$727.50
EFT17364	29/08/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 31/07/25 - 3.75 HOURS ANIMAL CONTROL, 06/08/25 - 3.5 HOURS ANIMAL CONTROL	\$853.32
EFT17365	29/08/2025	WA LOCAL GOVERNMENT ASSN	WALGA LOCAL GOVERNMENT CONVENTION 2025 TICKET & WELCOME DRINKS TICKET FOR CR WALLIS	\$1,512.50
EFT17366	29/08/2025	WALLIS COMPUTER SOLUTIONS	ADOBE ACROBAT PRO 1 LICENSE - 17/07/25 TO 31/05/25 FOR TIC	\$980.65
EFT17367	29/08/2025	WANDERING HVAC	SUPPLY & INSTALL 5.0KW SPLIT SYSTEM U4MSOP AUGUST 25	\$2,863.49
EFT17368	29/08/2025	WINDSOR D & J	SUPPLY 10 GATE CONTROLLERS FOR DEPOT & FREIGHT DEPOOP AUGUST 25	\$456.70
EFT17369	29/08/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE ARCHIVE MONTHLY FEE 214 X BOXES 01/07/25 TO 31/07/25	\$56.73

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
18523	26/08/2025	CASH - SHIRE OF BROOKTON	CASH REQUIRED FOR VENDING MACHINE FLOAT AUGUST 25	\$200.00
1470.1	01/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2.00
1470.1	01/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.05
1471.1	04/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.00
1471.1	04/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$30.01
1471.1	04/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.94
1472.1	05/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.05
1473.1	06/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.30
1473.1	06/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.06
1474.1	07/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.62
1476.1	11/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.96
1477.1	12/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.86
1478.1	15/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$18.07
1478.1	18/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.88
1478.1	14/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - BPOINTBANK FEE - MERCHANT FEE	\$40.87
1478.1	13/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.30
1479.1	20/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$18.54
1479.1	20/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$20.92
1479.1	21/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.20
1480.1	22/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.94
1481.1	25/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.06
1481.1	26/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.30
1481.1	26/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$30.60
1482.1	27/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$21.54
1483.1	28/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$36.96
1484.1	29/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.34
1484.1	29/08/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.94
1484.1	29/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.40
1484.1	29/08/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.03
DD8677.1	01/08/2025	WA TREASURY CORPORATION	PRINCIPAL & INTEREST FOR LOAN 80 - AUGUST PAYMENT	\$31,596.19
DD8677.2	01/08/2025	WATER CORPORATION OF WA	WATER CONSUMPTION CHARGES 13/05/25 TO 08/07/25 FOR MHALLOP	\$11.76
DD8684.1	04/08/2025	TELSTRA CORPORATION	MONTHLY WIRELESS M2M DATA PLAN 16/07/25 TO 15/08/25 150MB (RETIC CONTROLLER - OVAL) OVALOP & 5MB (SEWERAGE PUMP STATION ALARM) SEWEOP	\$16.98

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8687.1	05/08/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,701.57
DD8687.10	05/08/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$667.67
DD8687.11	05/08/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
DD8687.2	05/08/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8687.3	05/08/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$621.86
DD8687.4	05/08/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$397.54
DD8687.5	05/08/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8687.6	05/08/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8687.7	05/08/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,516.17
DD8687.8	05/08/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8687.9	05/08/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8707.1	14/08/2025	SHIRE OF BROOKTON - MASTERCARD - CESM	CESM CREDIT CARD FEES JULY 25	\$4.00
DD8707.2	14/08/2025	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD PURCHASES JULY 25 INCLUDES 15000KM SERVICE FOR PAV7, EVERLINK SOFTWARE, SIM & DATA 12 MONTH SUBSCRIPTION, JOONDALUP CITY HOTEL 2 NIGHTS FOR BCRCC LINKWEST CONFERENCE & CARD FEE	\$1,297.29
DD8707.3	14/08/2025	SHIRE OF BROOKTON - MASTERCARD - CEO	CEO CREDIT CARD PURCHASES JULY 25 INCLUDES STARLINK INTERNET MONTHLY CHARGES FOR WB EVA PAVILION, WBSHEDOP & CESM VEHICLE JULY 25. SINCH MESSAGE MEDIA JULY CHARGES & WALGA ROAD BOARD FORUM REGISTRATION FOR CR DE LANGE & AMIW, CREDIT CARD FEE	\$621.10
DD8708.1	15/08/2025	3E ADVANTAGE PTY LTD	CRC MONTHLY PRINTING CHARGES JULY 25 B&W 10300, COLOUR X 12190	\$2,198.82
DD8708.2	15/08/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGE FOR MADISON SQUARE RETICULATION 28/05/25 TO 25/07/25 MADIOP	\$121.11
DD8710.1	18/08/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 29/05/25 TO 28/07/25 FOR SALINITY PUMP DRAIOP	\$3,837.26
DD8717.1	19/08/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 28/05/25 TO 28/07/25 28 WILLIAMS ST COMMON AREA U5MSOP	\$77.34
DD8719.1	19/08/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,853.38
DD8719.10	19/08/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$691.69
DD8719.11	19/08/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
DD8719.2	19/08/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8719.3	19/08/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$623.80
DD8719.4	19/08/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$397.54
DD8719.5	19/08/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8719.6	19/08/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8719.7	19/08/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,587.57
DD8719.8	19/08/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8719.9	19/08/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8721.1	20/08/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES FOR CRC BUILDING, RAILWAY STATION RWSTOP, ADMINISTRATION BUILDING ADMIOF 30/05/25 TO 29/07/25 & MEMORIAL HALL MHALLOP 28/05/25 TO 25/07/25	\$2,905.65
DD8723.1	21/08/2025	TELSTRA CORPORATION	MOBILE PHONE CHARGES FOR JULY 25, BMO, CEO, WC, MCC, AMIW, CARAVAN PARK CT, TIC, PARKS LEADING HAND, SWIMMING POOL, ADMIN PHONE ACCOUNT CLOSED - CREDIT	\$639.52
DD8726.1	22/08/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES FOR 185 STREETLIGHTS 25/06/25 TO 24/07/25	\$2,926.21
DD8730.1	26/08/2025	GOVT OF WA DEPT OF THE ATTORNEY GENERAL FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR FINE D09618 FP-DD-2508250003	\$177.00
DD8734.1	26/08/2025	GOVT OF WA DEPT OF THE ATTORNEY GENERAL FINES ENFORCEMENT REGISTRY	LODGEMENT FEE FOR REGISTERING UNPAID INFRINGEMENT D13866 - FP-DD-2508250012	\$1,062.00
DD8745.1	30/08/2025	WA TREASURY CORPORATION	LOAN PAYMENT, PRINCIPAL & INTEREST FOR LOAN 83, 01/08/25 TO 31/10/25	\$37,571.25
PAYJRUN*1282	5/08/2025	SALARIES & WAGES	WEEK 06 - PPE 05/08/2025	\$70,666.80
PAYJRUN*1284	19/08/2025	SALARIES & WAGES	WEEK 08 - PPE 19/08/2025	\$71,311.30
			TOTAL	\$1,061,400.55

List of Credit Card Transactions Paid in August 2025

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8707.3	14/08/2025	STARLINK INTERNET CHARGES WB EVA PAVILION 05/07/25 TO 05/08/25	\$132.00
		STARLINK INTERNET CHARGES WEST BROOKTON FIRE SHED 05/07/25 TO 05/08/25	\$84.00
		STARLINK INTERNET CHARGES CESM VEHICLE 06/07/25 TO 06/08/25	\$80.00
		SINCH MESSAGE MEDIA MONTHLY ACCESS FEE	\$121.10
		WALGA 2025 LOCAL GOVERNMENT ROADS FORUM REGISTRATION FEE CR DE LANGE & AMIW	\$200.00
		CREDIT CARD FEES	\$4.00
		TOTAL	\$621.10

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8707.2	14/08/2025	15,000KM CAR SERVICE	\$449.00
		EVERLINK SOFTWARE, SIM & DATA 12 MONTH SUBSCRIPTION	\$431.35
		INTERNATIONAL FEES FOR EVERLINK SOFTWARE, SIM & DATA 12 MONTH SUBSCRIPTION	\$12.94
		JOONDALUP CITY HOTEL 2 NIGHTS 20/08/25 TO 22/08/25 FOR BCRCC - ATTENDING LINKWEST CONFERENCE	\$400.00
		CREDIT CARD FEE	\$4.00
		TOTAL	\$1,297.29

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8707.1	14/08/2025	CREDIT CARD FEE	\$4.00
		TOTAL	\$4.00

SHIRE OF BROOKTON - FUEL CARD - CESM

EFT	DATE	DESCRIPTION	AMOUNT
EFT17347	29/08/2025	25/07/25 68.96L @ \$1.799	\$124.06
		30/07/25 67.59L @ \$1.9149	\$129.43
		CARD FEES X 1	\$0.38
		TOTAL	\$253.87

SHIRE OF BROOKTON - FUEL CARD - MCC

EFT	DATE	DESCRIPTION	AMOUNT
EFT17347	29/08/2025	03/07/25 28.41L @ \$1.88	\$53.41
		16/07/25 39.99L @ \$1.92	\$76.78
		25/07/25 37.32L @ \$1.92	\$71.65
		CARD FEES X 3	\$1.14
		TOTAL	\$ 202.98

SHIRE OF BROOKTON - FUEL CARD - CEO

EFT	DATE	DESCRIPTION	AMOUNT
EFT17347	29/08/2025	10/07/25 43.96L @ \$1.88	\$82.64
		17/07/25 59.89L @ \$1.92	\$114.99
		CARD FEES X 2	\$0.76
		TOTAL	\$ 198.39

SHIRE OF BROOKTON - FUEL CARD – AMIW

EFT	DATE	DESCRIPTION	AMOUNT
EFT17347	29/08/2025	NEW CARD FEE	\$2.75
		TOTAL	\$ 2.75

14.09.25.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2025
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File No:	FIN007
Date of Meeting:	18 September 2025
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Bob Waddell - Bob Waddell and Associates Pty Ltd
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	21/08/2025

Summary of Item:

The Statement of Financial Activity for the period ending 31 August 2025 together with associated commentaries are present for Council's consideration.

Description of Proposal:

The Statement of Financial Activity for the Period Ended 31 August 2025 is included at Attachment 14.09.25.02A.

Background:

In accordance with regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by Council.

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy: Nil

Financial Implications:

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.09.25.02A.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 31 August 2025, as presented in Attachment 14.09.25.02A.

(Simple majority vote required)

Attachment

Attachment 14.09.25.02A – Statement of Financial Activity for 31st August 2025.

SHIRE OF BROOKTON
MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 AUGUST 2025

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

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.58 M	\$1.58 M	\$1.66 M	\$0.08 M
Closing	\$0.00 M	\$2.98 M	\$4.28 M	\$1.30 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.56 M	% of total		\$0.27 M	% Outstanding		\$3.28 M	% Collected
Unrestricted Cash	\$1.96 M	13.5%	Trade Payables	\$0.08 M		Rates Receivable	\$2.63 M	29%
Restricted Cash	\$12.60 M	86.5%	0 to 30 Days		4.9%	Trade Receivable	\$0.65 M	% Outstanding
			Over 30 Days		95.1%	Over 30 Days		41.1%
			Over 90 Days		0%	Over 90 Days		4.5%

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

Key Operating Activities

Amount attributable to operating activities							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$0.49 M)	\$2.18 M	\$2.75 M	\$0.57 M				

Refer to Statement of Financial Activity

Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
YTD Actual	\$3.27 M	% Variance	YTD Actual	\$0.25 M	% Variance	YTD Actual	\$0.31 M	% Variance
YTD Budget	\$3.04 M	7.5%	YTD Budget	\$0.16 M	62.5%	YTD Budget	\$0.07 M	350.1%

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

Key Investing Activities

Amount attributable to investing activities							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
(\$3.22 M)	(\$0.74 M)	(\$0.10 M)	\$0.64 M				

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
YTD Actual	\$0.03 M	%	YTD Actual	\$0.13 M	% Spent	YTD Actual	\$0.00 M	% Received
Adopted Budget	\$0.16 M	(81.4%)	Adopted Budget	\$5.20 M	(97.4%)	Adopted Budget	\$1.80 M	(99.9%)

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

Key Financing Activities

Amount attributable to financing activities							
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)				
\$2.12 M	(\$0.03 M)	(\$0.03 M)	\$0.00 M				

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	\$0.03 M		Reserves balance	\$12.60 M		Principal repayments	\$0.00 M	
Interest expense	(\$0.01 M)		Interest earned	\$0.00 M	0.0%	Interest expense	\$0.00 M	
Principal due	\$0.90 M					Principal due	\$0.02 M	

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

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

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION

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

FINANCE COSTS

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance	Variance	
	Note	(a)		(b)	(c)	\$	%	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		3,264,056	3,264,056	3,040,829	3,269,348	228,519	7.52%	
Grants, subsidies and contributions	13	1,183,646	1,183,646	156,829	254,892	98,063	62.53%	▲
Fees and charges		695,934	695,934	68,506	308,364	239,858	350.13%	▲
Service charges		0	0	0	0	0	0.00%	
Interest revenue		309,326	309,326	3,664	12,980	9,316	254.26%	
Other revenue		459,197	459,197	21,580	26,134	4,554	21.10%	
Profit on disposal of assets	7	23,502	23,502	0	0	0	0.00%	
		5,935,661	5,935,661	3,291,408	3,871,718	580,310	17.63%	
Expenditure from operating activities								
Employee costs		(2,947,669)	(2,947,669)	(470,255)	(427,330)	42,925	9.13%	
Materials and contracts		(2,797,644)	(2,797,644)	(460,554)	(557,475)	(96,921)	(21.04%)	▼
Utility charges		(262,666)	(262,666)	(43,718)	(23,530)	20,188	46.18%	▲
Depreciation		(2,428,295)	(2,428,295)	(404,674)	0	404,674	100.00%	▲
Finance costs		(53,632)	(53,632)	(16,053)	6,956	23,009	143.33%	▲
Insurance expenses		(232,447)	(232,447)	(116,206)	(115,268)	938	0.81%	
Other expenditure		(103,278)	(103,278)	(8,562)	(4,767)	3,795	44.33%	
Loss on disposal of assets	7	(45,524)	(45,524)	0	(1,254)	(1,254)	0.00%	
		(8,871,155)	(8,871,155)	(1,520,022)	(1,122,667)	397,355	(26.14%)	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	404,674	1,254	(403,420)	(99.69%)	▼
Amount attributable to operating activities		(485,177)	(485,177)	2,176,060	2,750,305	574,245	26.39%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	1,796,744	1,796,744	142,620	1,935	(140,685)	(98.64%)	▼
Proceeds from disposal of assets	7	156,000	156,000	0	29,091	29,091	0.00%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	0	0	0	0.00%	
		1,984,830	1,984,830	142,620	31,026	(111,594)	(78.25%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,525,022)	(882,498)	(132,757)	749,741	84.96%	▲
		(5,202,033)	(5,525,022)	(882,498)	(132,757)	749,741	(84.96%)	▲
Amount attributable to investing activities		(3,217,203)	(3,540,192)	(739,878)	(101,731)	638,147	(86.25%)	▲
FINANCING ACTIVITIES								
Inflows from financing activities								
Transfer from reserves	11	3,383,589	3,383,589	0	0	0	0.00%	
		3,383,589	3,383,589	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	9	(222,321)	(222,321)	(30,309)	(29,890)	419	1.38%	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	0	0	0	0.00%	
Transfer to reserves	11	(1,035,169)	(1,035,169)	0	0	0	0.00%	
		(1,259,112)	(1,259,112)	(30,309)	(29,890)	419	(1.38%)	
Amount attributable to financing activities		2,124,477	2,124,477	(30,309)	(29,890)	419	(1.38%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,577,903	1,577,903	1,577,903	1,660,758	82,855	5.25%	
Amount attributable to operating activities		(485,177)	(485,177)	2,176,060	2,750,305	574,245	26.39%	
Amount attributable to investing activities		(3,217,203)	(3,540,192)	(739,878)	(101,731)	638,147	(86.25%)	▲
Amount attributable to financing activities		2,124,477	2,124,477	(30,309)	(29,890)	419	(1.38%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	(322,989)	2,983,776	4,279,442	1,295,666	(43.42%)	▲

KEY INFORMATION

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. \$
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		5,010	5,010	166	320	154	92.76%	▲	
General Purpose Funding - Rates	6	3,264,056	3,264,056	3,040,829	3,269,348	228,519	7.52%	▲	
General Purpose Funding - Other		779,663	779,663	9,930	(25,939)	(35,869)	(361.22%)	▼	\$
Law, Order and Public Safety		394,225	394,225	24,012	41,560	17,548	73.08%	▲	\$
Health		300	300	50	0	(50)	(100.00%)	▼	
Education and Welfare		57,338	57,338	9,554	11,673	2,119	22.18%	▲	
Housing		136,186	136,186	15,330	21,216	5,886	38.39%	▲	
Community Amenities		470,081	470,081	3,460	452,254	448,794	12970.92%	▲	\$
Recreation and Culture		34,540	34,540	4,042	3,804	(238)	(5.89%)	▼	
Transport		338,025	338,025	130,413	13,607	(116,806)	(89.57%)	▼	\$
Economic Services		430,837	430,837	49,392	82,027	32,635	66.07%	▲	\$
Other Property and Services		25,400	25,400	4,230	1,849	(2,381)	(56.29%)	▼	
		5,935,661	5,935,661	3,291,408	3,871,718	580,310	17.63%	▲	
Expenditure from operating activities									
Governance		(735,385)	(735,385)	(109,320)	(93,260)	16,060	14.69%	▲	\$
General Purpose Funding		(485,778)	(485,778)	(79,952)	(68,235)	11,717	14.65%	▲	\$
Law, Order and Public Safety		(780,050)	(780,050)	(133,913)	(97,298)	36,615	27.34%	▲	\$
Health		(24,067)	(24,067)	(3,898)	(3,644)	254	6.52%	▲	
Education and Welfare		(135,611)	(135,611)	(24,244)	(10,540)	13,704	56.52%	▲	\$
Housing		(186,353)	(186,353)	(33,460)	(21,821)	11,639	34.79%	▲	\$
Community Amenities		(763,673)	(763,673)	(137,348)	(60,527)	76,821	55.93%	▲	\$
Recreation and Culture		(1,165,801)	(1,165,801)	(195,528)	(86,771)	108,757	55.62%	▲	\$
Transport		(3,593,672)	(3,593,672)	(616,984)	(582,695)	34,289	5.56%	▲	
Economic Services		(946,337)	(946,337)	(147,494)	(108,949)	38,545	26.13%	▲	\$
Other Property and Services		(54,428)	(54,428)	(37,881)	11,074	48,955	129.23%	▲	\$
		(8,871,155)	(8,871,155)	(1,520,022)	(1,122,667)	397,355	26.14%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	2,450,317	404,674	1,254	(403,420)	(99.69%)	▼	
Amount attributable to operating activities		(485,177)	(485,177)	2,176,060	2,750,305	574,245	26.39%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	1,796,744	1,796,744	142,620	1,935	(140,685)	(98.64%)	▼	\$
Proceeds from Disposal of Assets	7	156,000	156,000	0	29,091	29,091		▲	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	32,086	0	0	0			
		1,984,830	1,984,830	142,620	31,026	(111,594)	(78.25%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(5,525,022)	(882,498)	(132,757)	749,741	84.96%	▲	\$
		(5,202,033)	(5,525,022)	(882,498)	(132,757)	749,741	(84.96%)	▲	
Amount attributable to investing activities		(3,217,203)	(3,540,192)	(739,878)	(101,731)	638,147	(86.25%)	▲	
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from New Debentures	9	0	0	0	0	0			
Transfer from Reserves	11	3,383,589	3,383,589	0	0	0			
		3,383,589	3,383,589	0	0	0			
Outflows from financing activities									
Repayment of borrowings	9	(222,321)	(222,321)	(30,309)	(29,890)	419	1.38%	▲	
Payments for principal portion of lease liabilities	10	(1,622)	(1,622)	0	0	0			
Transfer to Reserves	11	(1,035,169)	(1,035,169)	0	0	0			
		(1,259,112)	(1,259,112)	(30,309)	(29,890)	419	(1.38%)	▲	
Amount attributable to financing activities		2,124,477	2,124,477	(30,309)	(29,890)	419	(1.38%)	▲	
MOVEMENT IN SURPLUS OR DEFICIT									
Net current assets at start of financial year - surplus/(deficit)	1	1,577,903	1,577,903	1,577,903	1,660,758	82,855	5.25%	▲	
Amount attributable to operating activities		(485,177)	(485,177)	2,176,060	2,750,305	574,245	26.39%		
Amount attributable to investing activities		(3,217,203)	(3,540,192)	(739,878)	(101,731)	638,147	(86.25%)	▲	
Amount attributable to financing activities		2,124,477	2,124,477	(30,309)	(29,890)	419	(1.38%)		
Net current assets at end of financial year - surplus/(deficit)	1	0	(322,989)	2,983,776	4,279,442	1,295,666	(43.42%)	▲	

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 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 POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 August 2025

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$	\$
Adjustments to operating activities					
Less: Profit on asset disposals	7	(23,502)	(23,502)	0	0
Add: Loss on asset disposals	7	45,524	45,524	0	1,254
Add: Depreciation on assets		2,428,295	2,428,295	404,674	0
Total non-cash items excluded from operating activities		2,450,317	2,450,317	404,674	1,254

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

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

		Adopted Budget Opening 30 June 2025	Amended Budget Opening 30 June 2025	Last Year Closing 30 June 2025	Year to Date 31 August 2025
Adjustments to net current assets					
Less: Reserves - restricted cash	11	(12,600,298)	(12,600,298)	(12,600,298)	(12,600,298)
Less: - Financial assets at amortised cost - self supporting loans	4	(32,086)	(32,086)	(32,086)	(32,086)
Add: Borrowings	9	222,321	222,321	222,321	192,431
Add: Lease liabilities	10	1,622	1,622	1,622	1,622
Total adjustments to net current assets		(12,408,441)	(12,408,442)	(12,408,442)	(12,438,332)

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

Current assets					
Cash and cash equivalents	2	2,089,647	2,172,337	2,172,337	4,301,569
Financial assets at amortised cost	4	12,632,384	12,600,298	12,600,298	10,260,725
Rates receivables	3	152,766	152,766	152,766	2,566,213
Receivables	3	356,315	356,315	356,315	648,424
Other current assets	4	105,749	137,836	137,836	94,879
Less: Current liabilities					
Payables	5	(593,222)	(608,764)	(608,764)	(269,026)
Borrowings	9	(222,321)	(222,321)	(222,321)	(192,431)
Contract liabilities	12	(160,528)	(144,822)	(144,822)	(318,134)
Lease liabilities	10	(1,622)	(1,622)	(1,622)	(1,622)
Provisions	12	(372,824)	(372,824)	(372,824)	(372,824)
Less: Total adjustments to net current assets	1(b)	(12,408,441)	(12,408,442)	(12,408,442)	(12,438,332)
Closing funding surplus / (deficit)		1,577,903	1,660,758	1,660,758	4,279,442

CURRENT AND NON-CURRENT CLASSIFICATION

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

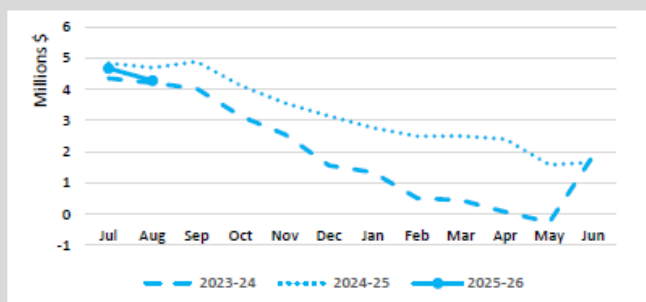
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/08/2024	Year to Date Actual 31/08/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,172,337	3,541,913	1,961,996
Cash Restricted - Reserves	2	12,600,298	11,880,665	12,600,298
Receivables - Rates	3	152,766	2,351,230	2,566,213
Receivables - Other	3	356,315	165,451	648,424
Other Financial Assets	4	32,086	29,967	32,086
Inventories	4	57,012	24,354	62,793
		15,419,552	17,993,580	17,871,810
Less: Current Liabilities				
Payables	5	(591,407)	(116,857)	(248,813)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(144,822)	(903,807)	(318,134)
Bonds & Deposits	5	(17,357)	(16,889)	(20,213)
Loan and Lease Liability	9	(223,942)	(135,127)	(194,052)
Provisions	12	(372,824)	(353,756)	(372,824)
		(1,350,352)	(1,526,436)	(1,154,036)
Less: Cash Reserves	11	(12,600,298)	(11,880,665)	(12,600,298)
Add Back: Loan and Lease Liability		223,942	135,127	194,052
Less : Loan Receivable - clubs/institutions		(32,086)	(29,967)	(32,086)
Net Current Funding Position		1,660,758	4,691,638	4,279,442

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$4.28 M

Last Year YTD

Surplus(Deficit)

\$4.69 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	550		550		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	615,699		615,699		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	68,635		68,635		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,258,412		1,258,412		WATC	4.05%	OCD
Bond Cash At Bank	Cash and cash equivalents	18,700		18,700		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		2,339,573	2,339,573		Bendigo	2.90%	20/09/2025
Reserves Cash At Bank	Financial assets at amortised cost		10,260,725	10,260,725		WATC	3.79%	23/12/2025
Total		1,961,996	12,600,298	14,562,294	0			
Comprising								
Cash and cash equivalents		1,961,996	2,339,573	4,301,569	0			
Financial assets at amortised cost		0	10,260,725	10,260,725	0			
		1,961,996	12,600,298	14,562,294	0			

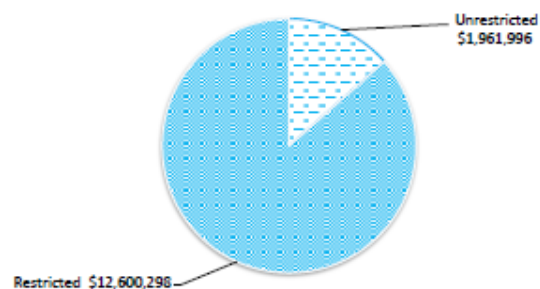
KEY INFORMATION

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

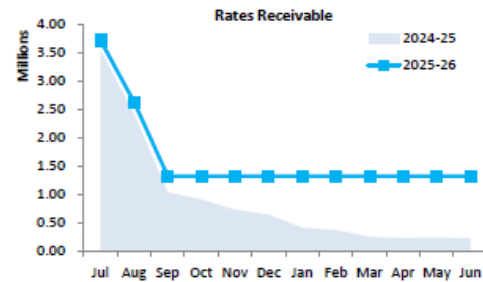
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2025	31 Aug 2025
	\$	\$
Opening arrears previous years	167,905	221,097
Levied this year	3,375,487	3,489,938
Less - collections to date	(3,322,294)	(1,076,490)
Gross rates collectable	221,097	2,634,544
Net rates collectable	221,097	2,634,544
% Collected	93.8%	29%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	276,516	24,089	185,242	23,023	508,869
Percentage	0.0%	54.3%	4.7%	36.4%	4.5%	
Balance per trial balance						
Sundry receivable						508,869
GST receivable						49,948
Other Receivables						34,247
Receivable - Employee Related Provisions - Current						55,361
Total receivables general outstanding						648,424

Amounts shown above include GST (where applicable)

KEY INFORMATION

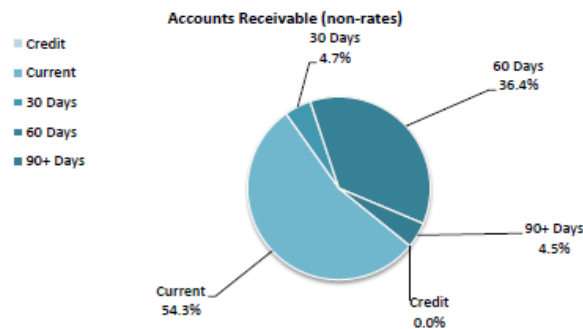
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 August 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	32,086	0	0	32,086
Inventory				
Fuel and materials (including gravel)	57,012	5,781	0	62,793
Accrued income/prepayments	48,737	0	(48,737)	0
Total other current assets	137,836	5,781	(48,737)	94,879
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

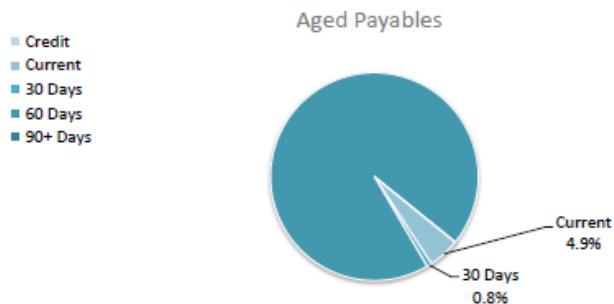
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

OPERATING ACTIVITIES
NOTE 5
PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	4,034	640	77,098	0	81,772
Percentage	0%	4.9%	0.8%	94.3%	0%	
Balance per trial balance						
Sundry creditors						81,772
Other creditors						86,577
ATO liabilities						22,165
Payroll creditors						41,504
Bonds and deposits held						20,213
Prepaid (Excess) Rates						16,795
Total payables general outstanding						269,026
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 AUGUST 2025

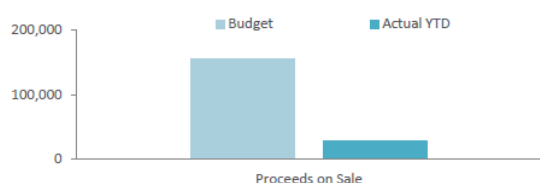
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.07217	257	4,991,820	360,260	0	0	360,260	360,260	0	0	360,260
Industrial	0.07217	5	106,990	7,721	0	0	7,721	7,721	0	0	7,721
Commercial	0.07217	19	867,425	63,739	0	0	62,602	65,729	0	0	65,729
GRV	0.07217	2	387,500	27,966	0	0	27,966	27,966	0	0	27,966
Unimproved value											
Unimproved	0.00535	201	404,271,000	2,162,850	0	0	2,162,850	2,162,850	0	0	2,162,850
Sub-Total		484	410,624,735	2,622,536	0	0	2,621,399	2,624,526	0	0	2,624,526
Residential	995	73	235,473	72,635	0	0	72,635	72,635	0	0	72,635
Industrial	995	2	10,920	1,990	0	0	1,990	1,990	0	0	1,990
Commercial	995	14	108,046	13,930	0	0	13,930	13,930	0	0	13,930
GRV	995	1	8,100	995	0	0	995	995	0	0	995
Unimproved	1,663	174	29,400,490	289,362	0	0	289,362	289,362			289,362
Sub-total		264	29,763,029	378,912	0	0	378,912	378,912	0	0	378,912
		748	440,387,764	3,001,448	0	0	3,000,311	3,003,438	0	0	3,003,438
Concession							(1,900)				0
Amount from general rates							2,998,411				3,003,438
Sewerage - GRV - Rate in Dollar	0.05411	163	369,085	196,911			196,911	198,790	0	0	198,790
Sewerage Rates Minimum	731	36	190,314	26,316			26,316	24,854	0	0	24,854
Ex-gratia rates (CBH)	Tonnage	2		42,418			42,418				42,266
Total general rates							3,264,056		0	0	3,269,348
Total		748					3,264,056				3,269,348

KEY INFORMATION

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

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



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	2,684,583	3,007,572	635,920	468	(635,452)
Furniture and equipment	151,500	151,500	6,332	0	(6,332)
Plant and equipment	593,000	593,000	0	54,525	54,525
Infrastructure - roads	1,320,111	1,320,111	138,944	2,722	(136,222)
Infrastructure - footpaths	75,000	75,000	4,164	0	(4,164)
Infrastructure - parks and gardens	41,000	41,000	41,000	0	(41,000)
Infrastructure - sewerage	329,339	329,339	54,888	75,043	20,155
Infrastructure - water	7,500	7,500	1,250	0	(1,250)
Payments for Capital Acquisitions	5,202,033	5,525,022	882,498	132,757	(749,741)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	1,796,744	1,796,744	108,748	1,935	(106,813)
Other (disposals & C/Fwd)	156,000	156,000	0	29,091	29,091
Plant and Vehicle Reserve	593,000	593,000	0	0	0
Furniture & Equipment Reserve	178,710	178,710	0	0	0
Sewerage Scheme Reserve	199,680	199,680	0	0	0
Building and Facility Reserve	804,583	804,583	0	0	0
Infrastructure Reserve	97,616	97,616	0	0	0
Innovations & Development Reserve	1,510,000	1,510,000	0	0	0
Contribution - operations	(134,300)	188,689	773,750	101,731	(672,019)
Capital funding total	5,202,033	5,525,022	882,498	132,757	(749,741)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

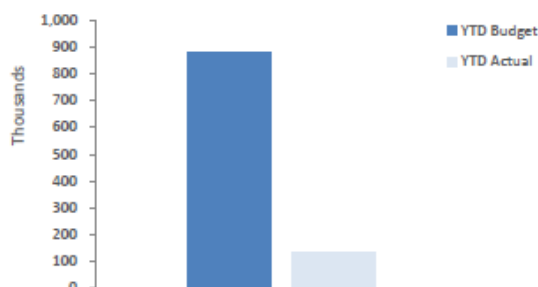
Initial recognition and measurement for assets held at cost

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

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

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

Payments for Capital Acquisitions



Capital expenditure total									
Level of completion indicators									
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	0%	<div></div>		Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.					
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	20%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	40%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	60%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	80%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	100%								
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	Over 100%								
Level of completion indicator, please see table at the end of this note for further detail.					Adopted	Amended			
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
				\$	\$	\$	\$	\$	\$
Buildings									
E042510	SHADCAP	9230	SHADE SHETER - ADMINISTRATION OFFICE	(15,000)	(15,000)	0	0	0	0
Total - Governance				(15,000)	(15,000)	0	0	0	0
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(56,583)	(56,583)	(9,430)	0	0	(9,430)
Total - Law, Order & Public Safety				(56,583)	(56,583)	(9,430)	0	0	(9,430)
Housing									
E091511	SHCOSFC3	9230	HOSUING PROGRAM ADDITIONAL STAFF HOUSING	(500,000)	(500,000)	(250,000)	0	0	(250,000)
E091515	10MACAP	9230	10 MARSH AVE	(12,000)	(12,000)	(2,000)	0	0	(2,000)
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(45,000)	(7,500)	0	0	(7,500)
Total - Housing				(557,000)	(557,000)	(259,500)	0	0	(259,500)
Recreation And Culture									
E111512		9230	KWEDA HALL RENEWAL	(8,500)	(8,500)	(1,416)	0	0	(1,416)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(100,000)	(100,000)	0	0	0	0
E112510	POOLCAP	9230	POOL - CAPITAL	(51,000)	(51,000)	0	0	0	0
E112510	STBLOC	9230	STARTING BLOCKS - POOL	(20,000)	(20,000)	0	0	0	0
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,700,000)	(2,022,989)	(337,164)	(430)	0	(336,734)
E112510	POOLFP	9230	FOOTPATHS BROOKTON AQUATIC CENTRE	(20,000)	(20,000)	(3,332)	0	0	(3,332)
E115510	MUSECAP	9230	MUSEUM - CAPITAL	(10,500)	(10,500)	(1,750)	(38)	0	(1,712)
E113510	TENNCAP	9230	OLD TENNIS PAVILION - REFURBISHMENT	(50,000)	(50,000)	(8,332)	0	0	(8,332)
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(20,000)	(20,000)	(3,332)	0	0	(3,332)
Total - Recreation And Culture				(1,980,000)	(2,302,989)	(355,326)	(468)	0	(354,858)
Economic Services									
E132510		9230	PURCHASE BUILDINGS	(20,000)	(20,000)	(3,332)	0	0	(3,332)
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(50,000)	(50,000)	(8,332)	0	0	(8,332)
E136510	SEACON	9230	SEA CONTAINER STORAGE	(6,000)	(6,000)	0	0	0	0
Total - Economic Services				(76,000)	(76,000)	(11,664)	0	0	(11,664)
				0	0	0	0	0	0
Total - Buildings				(2,684,583)	(3,007,572)	(635,920)	(468)	0	(635,452)
Plant & Equipment									
Governance									
E042531		9234	ADMIN PURCHASE CEO VEHICLE	(60,000)	(60,000)	0	0	0	0
E042534		9234	ADMIN PURCHASE MIW VEHICLE	(55,000)	(55,000)	0	(54,525)	0	54,525
E042533		9234	ADMIN PURCHASE BMO VEHICLE	(48,000)	(48,000)	0	0	0	0
Total - Governance				(163,000)	(163,000)	0	(54,525)	0	54,525
Community Amenities									
Total - Community Amenities				0	0	0	0	0	0
Other Property & Services									
E143530	EP005	9234	PURCHASE P&E - REPLACEMENT PR9 2012 BOMAG SMOOTH	(230,000)	(230,000)	0	0	0	0
E143530	LIGHTV6	9234	PURCHASE P&E - REPLACEMENT PPT4 BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	(30,000)	(30,000)	0	0	0	0
E143530	LIGHTV7	9234	PURCHASE P&E - REPLACEMENT PT5 PORTABLE MESSAGE BOARD TRAILER	(40,000)	(40,000)	0	0	0	0
E143530	LIGHTV8	9234	PURCHASE P&E - REPLACEMENT PT6 PORTABLE MESSAGE BOARD TRAILER	(40,000)	(40,000)	0	0	0	0
E143530	LIGHTV9	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20 GLX 4.2 SINGLE CAB UTILITY-BO039	(45,000)	(45,000)	0	0	0	0
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND UTE	(45,000)	(45,000)	0	0	0	0
Total - Other Property & Services				(430,000)	(430,000)	0	0	0	0
Total - Plant & Equipment				(593,000)	(593,000)	0	(54,525)	0	54,525
Furniture & Equipment									
Governance									
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(31,500)	(31,500)	0	0	0	0
E042520	SERVCAP	9232	ADMIN SERVER	(75,000)	(75,000)	0	0	0	0
				0	0	0	0	0	0
Total - Governance				(106,500)	(106,500)	0	0	0	0
Recreation & Culture									
E115520	ARTCAP	9232	ARTWORK - PUBLIC AND VISUAL	(20,000)	(20,000)	(3,332)	0	0	(3,332)
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	(18,000)	(18,000)	(3,000)	0	0	(3,000)
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(7,000)	(7,000)	0	0	0	0
Total - Recreation & Culture				(45,000)	(45,000)	(6,332)	0	0	(6,332)
Total - Furniture & Equipment				(151,500)	(151,500)	(6,332)	0	0	(6,332)
Infrastructure - Roads									
Transport									
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(709,036)	(709,036)	0	(1,935)	0	1,935
E121560	RICHR2R	9250	RICHARDSON STREET - RESEAL (RTR)	(55,000)	(55,000)	(55,000)	0	0	(55,000)
E121560	YOURR2R	9250	YOURALLING ROAD R2R	(85,097)	(85,097)	0	0	0	0
E121560	YOUNR2R	9250	YOUNG ROAD R2R	(57,000)	(57,000)	0	0	0	0
E121560	MCGSR2R	9250	MCGRATH STREET R2R	(12,000)	(12,000)	(12,000)	0	0	(12,000)
E121560	RAMR2R	9250	RAMSAY ROAD R2R	(88,785)	(88,785)	0	(786)	0	786
E121560	WHISR2R	9250	WHITE STREET	(55,000)	(55,000)	(55,000)	0	0	(55,000)
E121565	SODAR2R	9250	SOUTH DALE ROAD R2R	(91,927)	(91,927)	0	0	0	0
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	0	0	0	0	0	0
E121565	WBSF3	9250	DANGIN-MEARS ROAD WBSF ENVIRONMENTAL REPORTS 25/26	(38,000)	(38,000)	(6,332)	0	0	(6,332)
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	(63,696)	(63,696)	(10,612)	0	0	(10,612)
E121570	BRIDGE11	9250	BRIDGE 3150A ALDERSYDE NORTH ROAD	(39,017)	(39,017)	0	0	0	0
E121570	BRIDGE12	9250	BRIDGE 4878A BROOKTON KWEDA ROAD	(25,553)	(25,553)	0	0	0	0
Total - Transport				(1,320,111)	(1,320,111)	(138,944)	(2,722)	0	(136,222)
Total - Infrastructure - Roads				(1,320,111)	(1,320,111)	(138,944)	(2,722)	0	(136,222)
Infrastructure - Sewerage									
Community Amenities									
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(172,292)	(172,292)	(28,714)	(66,443)	0	37,729
E107541	HVCAP05	9262	HAPPY VALLEY SMART TECH BORE TANK CONTROL SYSTEM	(7,500)	(7,500)	(1,250)	0	0	(1,250)
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(157,047)	(157,047)	(26,174)	(8,600)	0	(17,574)
Total - Community Amenities				(336,839)	(336,839)	(56,138)	(75,043)	0	18,905
Total - Infrastructure - Sewerage				(336,839)	(336,839)	(56,138)	(75,043)	0	18,905

Infrastructure - Footpaths								
Transport								
				FOOTPATH - CORBERDING ROAD - GAYNOR AND MCGRATH				
	E121575	CORBFP	9252	ST	(50,000)	(50,000)	0	0
	E121575	ROBIAR	9252	ACCESSIBLE RAMP - ROBINSON ROAD	(5,000)	(5,000)	(832)	(832)
	E121575	MEMPPF	9252	MEMORAL PARK FOOTPATH	(20,000)	(20,000)	(3,332)	(3,332)
	Total - Transport				(75,000)	(75,000)	(4,164)	(4,164)
	Total - Infrastructure - Footpaths				(75,000)	(75,000)	(4,164)	(4,164)
Infrastructure - Parks & Gardens								
Recreation And Culture								
	E111550	WBSPCAP	9256	WB EVA SPORT PAVILION	(41,000)	(41,000)	(41,000)	(41,000)
	Total - Recreation And Culture				(41,000)	(41,000)	(41,000)	(41,000)
	Total - Infrastructure - Parks & Gardens				(41,000)	(41,000)	(41,000)	(41,000)
	Grand Total				(5,202,033)	(5,525,022)	(882,498)	(749,741)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2025	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	12,124	0	0	0	(5,978)	(12,124)	(12,124)	6,146	0	0	(143)	(593)	(593)
Housing									0					
Staff Housing (33%)	80	20,005	0	0	0	(9,864)	(20,005)	(20,005)	10,141	(0)	(0)	(235)	(979)	(979)
Community amenities									0					
Sewerage (14%)	80	8,487	0	0	0	(4,185)	(8,487)	(8,487)	4,302	(0)	(0)	(100)	(415)	(415)
Effluent Loan	83	575,905	0	0	0	0	(49,825)	(49,825)	575,905	526,080	526,080	6,479	(29,148)	(29,148)
Recreation and culture									0					
Sport & Recreation	81	210,174		0	0	0	(79,789)	(79,789)	210,174	130,385	130,385	(265)	(14,947)	(14,947)
Other property and services									0					
Grader (33%)	80	20,005	0	0	0	(9,864)	(20,005)	(20,005)	10,141	(0)	(0)	(235)	(978)	(978)
		846,700	0	0	0	(29,890)	(190,235)	(190,235)	816,810	656,465	656,465	5,500	(47,060)	(47,060)
Self supporting loans														
General purpose funding														
Country Club	82	84,518		0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
		84,518	0	0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
Total		931,218	0	0	0	(29,890)	(222,321)	(222,321)	901,328.58	708,896	708,896	6,956	(53,072)	(53,072)
Current borrowings		222,321							192,431					
Non-current borrowings		708,898							708,898					
		931,218							901,329					

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

Unspent borrowings

Particulars	Date Borrowed	Unspent Balance 2025	Borrowed During Year	Expended During Year	Unspent Balance 31 August 2025
		\$	\$	\$	\$
Effluent Loan	2/09/2024	148,862	0	(66,443)	82,419
		148,862	0	(66,443)	82,419

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES

Movement in carrying amounts

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

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	153,337	3,432	0	129,000	0	(178,710)	0	107,059	153,337
Leave Reserve	159,363	3,567	0	0	0	0	0	162,930	159,363
Sewerage Scheme Reserve	520,587	11,651	0	0	0	(199,680)	0	332,558	520,587
Plant and Vehicle Reserve	655,510	14,671	0	531,000	0	(593,000)	0	608,181	655,510
Madison Square Units Reserve	35,732	800	0	311	0	0	0	36,843	35,732
Brookton Community Resource Centre f	241,385	5,402	0	0	0	0	0	246,787	241,385
Building and Facility Reserve	5,857,969	131,104	0	78,347	0	(804,583)	0	5,262,837	5,857,969
Infrastructure Reserve	474,945	10,629	0	0	0	(97,616)	0	387,958	474,945
Waste Reserve	796,986	17,837	0	14,511	0	0	0	829,334	796,986
Aged Housing Reserve	462,222	10,345	0	0	0	0	0	472,567	462,222
Innovations & Development Reserve	3,242,262	72,562	0	0	0	(1,510,000)	0	1,804,824	3,242,262
	12,600,298	282,000	0	753,169	0	(3,383,589)	0	10,251,878	12,600,298

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Aug 2025
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		33,872	0	500	(14,329)	20,043
- Capital grant/contribution liabilities		110,951	0	189,076	(1,935)	298,091
Total other liabilities		144,822	0	189,576	(16,264)	318,134
Employee Related Provisions						
Annual leave		181,697	0	0	0	181,697
Long service leave		150,841	0	0	0	150,841
Provision for long service leave oncosts - Current		14,744	0	0	0	14,744
Provision for annual leave oncosts - Current		25,542	0	0	0	25,542
Total Employee Related Provisions		372,824	0	0	0	372,824
Total other current assets		517,646	0	189,576	(16,264)	690,958

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 AUGUST 2025

NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability				Grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Aug 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	454,038	0	454,038	121,539
Grants Commission - Roads (WALGGC)	0	0	0	0	201,237	0	201,237	58,899
Law, order, public safety	0							
DFES Grant - Fire Mitigation Activity Fund 24/25	33,872	0	(14,329)	19,543	143,430	23,904	143,430	14,329
DFES Grant - ESL operating Grant	0	0	0	0	105,000	0	105,000	26,250
Transport	0							
MRWA Direct Grant Funding	0	0	0	0	130,413	130,413	130,413	0
Economic services	0							
Seniors Week Event	0	0	0	0	1,000	0	1,000	0
Other Community Events Revenue	0	0	0	0	100	16	100	1,000
Community Christmas Party Revenue	0	0	0	0	2,000	0	2,000	0
Nadc (National Australia Day Council)	0	0	0	0	10,000	0	10,000	0
Youth Week Event Revenue	0	0	0	0	2,000	0	2,000	0
Grant Revenue - Stay On Your Feet	0	0	0	0	5,000	832	5,000	0
Grant Revenue - Dpird Crc Development Grant	0	0	0	0	3,000	500	3,000	0
Grant Revenue - Fitness Initiatives	0	0	0	0	5,000	832	5,000	0
Grant Revenue - Carers Week Grant	0	500	0	500	0	0	0	0
CRC Operating Grant Revenue	0	0	0	0	119,428	0	119,428	31,057
Grant Funding The Lbw Trust Library Grant	0	0	0	0	2,000	332	2,000	1,818
TOTALS	33,872	500	(14,329)	20,043	1,183,646	156,829	1,183,646	254,892

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities				Capital grants, subsidies and contributions revenue			
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Current Liability 31 Aug 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
General purpose funding								
LRCI 4 - Woods Loop Road	0	0	0	0	110,349	0	110,349	0
LRCI 4 - Mattingly Road	0	0	0	0	37,000	0	37,000	0
Refurbishment/Construction BCI Old Tennis Court Building	0	0	0	0	50,000	8,332	50,000	0
WBDC - Railway Station Building Refurbishment	20,000	0	0	20,000	240,000	0	240,000	0
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	0	0	0	13,671	0	13,671	0
LRCI 4 - PARK FURNITURE MEMORIAL PARK/WB EVA	0	0	0	0	0	0	0	0
Law, order, public safety								
EsI Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	333,055	55,508	333,055	0
Dangin-Mears Road WBSFN Stage 2- Environmental Reports	0	0.00	0.00	0	35,454	0	35,454	0
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	0.00	0.00	0	59,715	0	59,715	0
Mcgrath Street - R2R Income	0	0.00	0.00	0	12,000	0	12,000	0
Youralling Road - R2R Income	0	0.00	0.00	0	85,097	0	85,097	0
Young Road - R2R Income	0	0.00	0.00	0	57,000	0	57,000	0
Ramsay Road - R2R Income	0	0.00	0.00	0	88,785	0	88,785	0
Richardson Street - R2R Income	0	30,926.73	0	30,927	55,000	0	55,000	0
White Street - R2R Income	0	0.00	0	0	55,000	0	55,000	0
Southdale Road - R2R Income	0	60,024.00	0	60,024	91,927	0	91,927	0
York Williams Road RRG	0	189,076.00	(1,935)	187,141	472,691	78,780	472,691	1,935
Davis Road - R2R Income	10,030	(10,030.44)	0	0	0	0	0	0
Mattingly Road - R2R Income	20,896	(20,896.29)	0	0	0	0	0	0
Mattingly Road Culvert - R2R Income	60,024	(60,024.00)	0	0	0	0	0	0
TOTALS	110,951	189,076.00	(1,935)	298,091	1,796,744	142,620	1,796,744	1,935

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025**

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

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

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 Aug 2025
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	0	0	1,730
Facility Hire Bonds	7,360	2,500	(1,000)	8,860
Gym Bonds	8,040	420	(350)	8,110
Other Bonds	0	480	(480)	0
Sub-Total	17,130	3,400	(1,830)	18,700
	17,130	3,400	(1,830)	18,700

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						
RWSTCAP	Railway Station Building Refurbishment	OCM 08.25-04	Capital Expenditure			(322,989)	(322,989)
				0	0	(322,989)	(322,989)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2025

NOTE 17
EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2025-26 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Grants, subsidies and contributions	98,063	62.53%	▲	The FAG and the CRC operating grants have been received in advance of budget phasing. The MRWA Direct Grant has not been received but is budgeted to be received.		
Fees and charges	239,858	350.13%	▲	The main variance relates to budget profiling for the Refuse Rates Charges and Sewerage rates		
Expenditure from operating activities						
Materials and contracts	(96,921)	(21.04%)	▼		The main variance relates to Flood Damage expenditure being incurred in advance of budget phasing.	
Utility charges	20,188	46.18%	▲	The budget phasing of utility expenditure is currently ahead of actual expenditure.		
Depreciation	404,674	100.00%	▲	Depreciation is not run until after the 24/25 AFR is adopted		
Finance costs	23,009	143.33%	▲	The budget phasing of finance cost expenditure is currently ahead of actual expenditure.		
Non-cash amounts excluded from operating activities	(403,420)	(99.69%)	▼		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, as this is not run until after the 24/25 AFR is adopted	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(140,685)	(98.64%)	▼		Variance due to Accounting Standard AASB1058 recognition of revenue	
Proceeds from disposal of assets	29,091	0.00%	▲	The disposal of the Mitsubishi Triton has occurred before budgeted to occur.		
Payments for inventories, property, plant and equipment and infrastructure	749,741	84.96%	▲	The variance relates to a number of capital projects which have not commenced in FY25/26 (Refer to Note 8 for details)		

14.09.25.03 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – BROOKTON OLD TIME MOTOR SHOW
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File No:	FIN008D
Date of Meeting:	18 September 2025
Location/Address:	N/A
Name of Applicant:	Brookton Old Time Motor Show
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider the application made by the Brookton Old Time Motor Show (OTMS) for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Community & Strategic Partnership.

Description of Proposal:

Brookton Old Time Motor Show Inc. is seeking Council’s consideration of a grant of \$10,000 through the Community Chest Fund to fund a diverse range of free entertainment at the 2026 Brookton OTMS. The OTMS will provide activities catering to all ages, including interactive and physical activities for children, engaging hands-on experiences, and live music for all attendees to enjoy.

Supporting the Brookton OTMS operating costs of the 2026 OTMS entertainment will foster community spirit, ensure inclusive participation, support talent, and stimulate the local economy. Ultimately, it would help create a vibrant, welcoming event that reflects and strengthens the Brookton community.

The Brookton Old Time Motor Show Inc. Community Chest Fund Application is included at Attachment 14.09.25.03A.

Background:

The Brookton OTMS is a biennial event that celebrates the rich heritage of motoring and machinery in a fun, family friendly atmosphere. The OTMS features displays of vintage cars, trucks, bikes, military vehicles, and agricultural machinery. Beyond the motors, the event offers a wide range of free entertainment, including live music, children’s activities, interactive exhibits and food stalls. The OTMS draws visitors from across the region, fostering community pride, supporting local businesses, and providing a vibrant day out for people of all ages.

Consultation: Nil

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 & Strategic Partnership	Maximum of 50% of the total fund prescribed within the Shire's annual budget to a maximum of \$10,000 per application as cash support per financial year	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures and services offering broad benefit to the local community. • Demonstrates a high level of community support, benefit or need for the event, program, capital project or service. • Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application. • Applications for this category are limited to one application per organisation every year. • Applications can be made at any time throughout the year

Financial Implications:

The Community Chest was set at \$20,000 and a maximum of \$10,000 per financial year for the support of the Community & Strategic Partnership Annual Community Funding.

An amount of \$7,635.95 has been expended from the Community Chest Fund this financial year, leaving a current balance of \$12,364.05.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

This report 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 & Strategic Partnership. The Officer's Recommendation is for Council endorse the grant of \$10,000 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council, in relation to the application from Brookton Old Time Motor Show Inc. under Council Policy 2.14 — Community & Strategic Partnership, grant approval for \$10,000 Annual Community Funding from the Community Chest Fund to be used for entertainment operating costs of the 2026 Brookton Old Time Motor Show.

(Simple majority vote required)

Attachments

Attachment 14.09.25.03A – Brookton OTMS Community Chest Fund Application Form.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to: mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton Old Time Motor Show

CONTACT PERSON: Tracey Walawski

POSITION: President

POSTAL ADDRESS: P O Box 77, Brookton WA 6306

PHONE: MOBILE: 0488 966 693

EMAIL: president@otms.org.au

ORGANISATION'S ABN: 18 988 514 548

REGISTERED FOR GST? ☒ YES ☐ NO IS YOUR ORGANISATION INCORPORATED ☒ YES ☐ NO

NAME OF PROJECT OR EVENT: Brookton Old Time Motor Show – Bombs, Beasts & Beauties.

ESTIMATED START DATE: Sat 28 March 2026 ESTIMATED COMPLETION DATE: Sun 29 March 2026 .

REQUESTED COMMUNITY CHEST FUNDS:

Please tick which funding category you are applying for Please review the Community Funding and Donations Policy on the Shire of Brookton's website www.brookton.wa.gov.au for comprehensive grant guidelines.	
Annual Grants	Community Donations
<input checked="" type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input checked="" type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation
<input type="checkbox"/> Youth Leadership Development Sponsorship Grant	

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

The Brookton Old Time Motor Show encourages the restoration, preservation and display of vintage vehicles and machines in a non-competitive environment. It gives the general public the opportunity to see the craftsmanship of our vintage and veteran motors and machinery. Our committee currently has 18 volunteer members and we are looking forward to the continuation of this wonderful local event that helps build and sustain our community. Our show on average sees over 4,000 people attend with free educational entertainment for children, market stalls, food stalls, overnight camping, demonstrations, parades and live entertainment – something for everyone.

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

The Brookton Old Time Motor Show will use the Community Chest Funds to provide free entertainment at the 2026 show. This includes children's entertainment – animal interaction (Critters Up Close, Birds of Prey and Old MacDonald Farm - \$4,500), physical entertainment (Racing simulators, Formula 1 Foot races, Aerial Trampolines, Bouncy castles - \$8,000) and interactive (Face Painting, Remote Control Trucks, Lil Louie Train and Colouring Competition - \$3,000) – total \$15,000. Adult entertainment includes a Solo Entertainer during the day and Band at night – totalling \$2,500.

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

The show benefits Brookton through the involvement of local businesses and not-for-profit groups at our biennial exhibition, where all profits made from the show are returned into the local community. The show brings great financial and mental well-being to our community and local region by providing positive outcomes as people clear their minds of current burdens and focus on this feel-good project. The show allows families the opportunity to spend quality time together while giving visitors and participants the opportunity to enjoy a fun and relaxed atmosphere.

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

In providing an opportunity for the Community of Brookton to come together as one, The Brookton Old Time Motor Show aligns to the Brookton15 through Community Spirit. The Show also promotes the Brookton15 through the Business and Agricultural hub in bringing great financial benefit to Businesses in Brookton during the weekend of the show and finally Stop-over destination of Brookton15 as many arrive on Friday and stay till Sunday.

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

Signage at entry points to Brookton, radio advertising, website and social media posts, email marketing, flyers, and posters distributed throughout the South West and Metropolitan Areas of Western Australia.

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 of Brookton 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. – Social Media.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	\$40 000	Materials	\$1 500
Sponsorship	\$2 000	Labour	\$10 000
Donations in cash		Hire of Equipment	\$25 000
Other grants	\$10 000	Office/Administration	\$7 500
Catering Sales		Venue hire	\$650
Fees and Charges e.g. stalls	\$5 000	Advertising	\$10 500
Gate/Door entry fees	\$15 000	Catering Costs	
		Entertainment	\$17 000
Other Income (Please List)		Other Expenditure (Please List)	
		Security/Permits	\$2 500
		New Town Signage	\$8 000
Total of Community Chest Funds requested in cash*			
Community Chest	\$10 000		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
Pavilion and Oval x 3 days	\$650		
TOTAL INCOME	\$82 650	TOTAL EXPENDITURE	\$82 650

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.

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME: Tracey Walawski

POSITION: President

SIGNATURE: 

DATE: 18th June 2025

14.09.25.04 RATES EXEMPTION APPLICATION – NOONGAR BOODJA LAND SUB PTY LTD

File No:	A931, A932, A933, A934, A935, A850, A851, A852, A853, A854, A855
Date of Meeting:	18 Sep 2025
Location/Address:	101, 105, 109, 111 and 113 White Street, 102, 106, 108, 110, 112 and 114 Williams Street
Name of Applicant:	Noongar Boodja Land Sub Pty Ltd
Name of Owner:	Noongar Boodja Land Sub Pty Ltd
Author/s:	Holly Bassett – Finance Officer, Rates & Debtors
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The authors do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Report:

Council's consideration is sought for the application to exempt rates for properties owned by the Noongar Boodja Land Sub Pty Ltd.

Description of Proposal:

On 10th June 2025, Noongar Boodja Land Sub Pty Ltd lodged a Rate Exemption Application with the Shire of Brookton requesting exemption under section 6.26(2) (g) of the *Local Government Act 1995* for land used exclusively for charitable purposes.

Noongar Boodja Land Sub Pty Ltd has requested their properties listed below to be exempt from rates for a period of 3 financial years including 2024/25, 2025/26 and 2026/27 because the land is used for 'Charitable purposes'.

Address	Assess #	24/25 Rate \$	24/25 Refuse \$	24/25 ESL \$	25/26 Rate \$	25/26 Refuse \$	25/26 ESL \$
101 White Street	A931	939	66	103	995	68	108
105 White Street	A932	939	66	103	995	68	108
109 White Street	A933	939	66	103	995	68	108
111 White Street	A934	939	66	103	995	68	108
113 White Street	A935	939	66	103	995	68	108
102 Williams Street	A850	939	66	103	995	68	108
106 Williams Street	A851	939	66	103	995	68	108
108 Williams Street	A852	939	66	103	995	68	108
110 Williams Street	A853	939	66	103	995	68	108
112 Williams Street	A854	939	66	103	995	68	108
114 Williams Street	A855	939	66	103	995	68	108
	TOTAL	10,329	726	1,133	10,945	748	1,188

Should Council refuse the Noongar Boodja Land Sub Pty Ltd's application for rates exemption, the applicant can appeal this decision under s.6.76 and s6.77 of the Local Government Act to the State Administrative Tribunal (SAT).

Council would require legal representation for such action and are unlikely to successfully defend their decision. If Council was unsuccessful in defending the appeal, Council may also be responsible for the legal costs of the applicant. The anticipated cost of such action is likely

to be greater than \$30,000.

Background:

The Noongar Boodja Trust is a registered charity that advances the culture, social and public welfare of Aboriginal and Torres Strait Islander people, specifically the Noongar People of the Noongar Nation, and in accordance with the trust deed.

The Trust was granted Crown Land in the Native Title transfer and the lots are owned freehold by the Noongar Boodja Trust, by its holding entity, the Noongar Boodja Land Sub Pty Ltd, since 12 January 2022. The Shire of Brookton were alerted to the change in ownership in late 2024 and Landgate delivered valuation schedules in May 2025, for the above-mentioned properties dated from July 2024. Rates have been raised and paid for 2024/25 and 2025/26 rating years.

The lots of land have no occupants, no buildings and no operational use, and zoned Residential by the Shire of Brookton.

Copies of the following documents in support of the application have been provided and assessed by Council staff:

- Application for Rates Exemption – Noongar Boodja Land Sub Pty Ltd, including Statutory Declarations
- Letter to CEO, from Property Manager - Noongar Boodja Trust; Request for Rates Exemption for land held by the Noongar Boodja Trust
- Letter to Shire President and Councillors from Property Manager- Noongar Boodja Trust; Statement outlining the Nature of the Noongar Boodja Land Sub Pty Ltd's Operations
- Map of land holdings in Brookton
- Certificate of ACNC – Registration of Charity: Noongar Boodja Land Sub Pty Ltd
- Current ABN details: Noongar Boodja Land Sub Pty Ltd
- Constitution of Noongar Boodja Land Sub Pty Ltd
- Noongar Boodja Trust Deed
- Rates and Charitable Land Use Exemption Applications: Best Practice Guideline WALGA and WA Rates Officers Association

Consultation:

Consultation was undertaken with the Manager Corporate & Community and Chief Executive Officer.

Statutory Environment:

Local Government Act 1995, Section 6.26(2)(g):

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.*
- (2) The following land is not rateable land —*
 - (g) land used exclusively for charitable purposes;*

'Charitable purposes' is not currently defined in the Local Government Act 1995 or other statutes, rather charity is defined at common law.

The definition is largely based on the preamble to the Statute of Elizabeth enacted by the English Parliament in 1601 and the judgment of Lord Macnaghten in *Commissioners for Special Purposes of Income Tax v Pemsel*. Lord Macnaghten classified the categories of charitable as trusts for one of the following:

- the relief of poverty;
- the advancement of education;
- the advancement of religion; and
- other purposes beneficial to the community.

The High Court of Australia incorporated the Statute of Elizabeth I's into Australian law, finding that in order for an institution to be charitable, it must be –

- within the spirit and intendment of the Preamble to the Statute of Elizabeth I; and
- for the public benefit.

The Western Australian case law, arising from both the Courts and the State Administrative Tribunal, summarise that for a purpose to be charitable –

- it must fall within the purposes set out in the Statue of Elizabeth I, or by Lord Macnaghten; and
- there must be a public benefit, being a benefit directed to the general community, or to a sufficient section of the community to amount to the public.

Relevant Plans and Policy:

Shire of Brookton Policy 2.19 Rates Exemption for Charitable Purposes

Financial Implications:

Rates exemptions are only applicable to the land rates and do not include Emergency Services Levy, Refuse Site, Sewerage or Rubbish & Recycling Collection fees.

Council approving the Noongar Boodja Land Sub Pty Ltd's application will result in a revenue loss for 2024/25 of \$10,329 and for 2025/26 of \$10,945. Council has received these funds and will need to make payment to the Noongar Boodja Land Sub Pty Ltd.

Council has not budgeted to make this payment and will need to make savings in other areas through the financial year to meet this cost.

Risk Assessment:

Staff believe that the Likelihood of an appeal to such a Council decision refuse this application for rates exemption is Almost Certain with a Moderate financial Consequences.

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

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

Community & Strategic Objectives: Nil

Comment:

Staff believe that the Noongar Boodja Land Sub Pty Ltd's Rates Exemption Application confirms from their objects they are a charitable purpose and the properties are used exclusively for charitable purposes.

OFFICER'S RECOMMENDATION

That Council:

- 1. pursuant to Section 6.26 (2) (g) of the Local Government Act 1995 and Shire of Brookton 2.19 Rates Exemption for Charitable Purposes Policy grant Noongar Boodja Land Sub Pty Ltd an exemption for rates for the properties listed below:***

<i>Property Address</i>	<i>Assess #</i>	<i>24/25 Rates</i>	<i>25/26 Rates</i>
<i>101 White Street</i>	<i>A931</i>	<i>\$939</i>	<i>\$995</i>
<i>105 White Street</i>	<i>A932</i>	<i>\$939</i>	<i>\$995</i>
<i>109 White Street</i>	<i>A933</i>	<i>\$939</i>	<i>\$995</i>
<i>111 White Street</i>	<i>A934</i>	<i>\$939</i>	<i>\$995</i>
<i>113 White Street</i>	<i>A935</i>	<i>\$939</i>	<i>\$995</i>
<i>102 Williams Street</i>	<i>A850</i>	<i>\$939</i>	<i>\$995</i>
<i>106 Williams Street</i>	<i>A851</i>	<i>\$939</i>	<i>\$995</i>
<i>108 Williams Street</i>	<i>A852</i>	<i>\$939</i>	<i>\$995</i>
<i>110 Williams Street</i>	<i>A853</i>	<i>\$939</i>	<i>\$995</i>
<i>112 Williams Street</i>	<i>A854</i>	<i>\$939</i>	<i>\$995</i>
<i>114 Williams Street</i>	<i>A855</i>	<i>\$939</i>	<i>\$995</i>
<i>TOTAL</i>		<i>\$10,329</i>	<i>\$10,945</i>

on the basis that the land is used exclusively for charitable purposes; and

- 2. provide this exemption for the period of 1 July 2024 to 30 June 2027.***

(Simple majority vote required)

Attachments

Attachment 14.09.25.04A - Application for Rates Exemption – Noongar Boodja Land Sub Pty Ltd, including Statutory Declarations.

Attachment 14.09.25.04B – Properties map.



APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the *Shire of Brookton* for the sole purpose of providing requested and related services. Information will be stored securely by us and will not be disclosed to any third parties without your express written consent.

Shire of Brookton

PO Box 42
BROOKTON WA 6306

(08) 9642 1106

mail@brookton.wa.gov.au

www.brookton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

Multiple Properties, please see Appendix A attachment

Suburb

Brookton

Rates Assessment Number (if known)

Please see Appendix A attachment

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

Freehold land held by the Noongar Boodja Trust. Please see attached Ratepayer's Statement of Operations and Letter for full details.

3. PROPERTY OWNER DETAILS

Organisation:	Noongar Boodja Trust		
Property Owner: if different to above	Noongar Boodja Land Sub Pty Ltd		
Postal Address:	Level 29, 2 The Esplanade, PERTH WA 6000		
Telephone:	(08) 9224 4400	Postcode:	
Mobile:		Facsimile:	
E-mail:	nbt@perpetual.com.au		

4. APPLICANT DETAILS

Contact Person:	Jordan Chial		
Position Title:	Property Associate		
Postal Address:	Level 29, 2 The Esplanade, PERTH WA 6000		
Telephone:	+61 8 9224 4459	Postcode:	
Mobile:		Facsimile:	
E-mail:	jordan.chial@perpetual.com.au		

5. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporations Act 1987 (WA)?

If yes, provide a Certificate of Incorporation

Yes ☐ No ☒

Provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

Have a tax exemption from the Australian Tax Office (ATO)?

If yes, provide a certificate of tax exemption from the ATO

Yes ☒ No ☐

Leasing the property?

If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Yes ☐ No ☒

Have planning approval for the land use of the property?

A site inspection may be required before the application is processed

Yes ☐ No ☒

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- ☒ Organisation's Constitution
- ☒ Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Confirm the grounds upon which an objection is being made to the rate record under Section 6.76 of the Local Government Act 1995
- Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995
- Use and occupancy of the land, inclusive of date of commencement
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service
- If there is commercial activity conducted on the land, provide details of the activity and if revenue is raised, where it is disbursed

☒ A plan of the property, showing all buildings and outbuildings

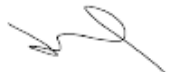
OR

☐ A floor plan of the leased property area, if only part of the property is the subject of this application

☒ A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Jordan Chial		
Position:	Property Associate		
Organisation:	Perpetual Trustees		
Signature of Applicant:		Date:	09/06/2025

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with Town Planning Scheme?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the property been inspected?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Recommend for non-rateable status?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Applicant/Owner Name: _____

Section of the Local Government Act 1995 6.26(2) _____

Exemption Description: _____

Reason for non-rateable status:

New Application

☐

Review of Exemption

☐

Amount of rates to be exempted and dates to be applicable from (application date).
The approval will be for a period of _____ years, unless circumstances change.

Amount: _____ Date (from): _____

Rubbish bin changes to be levied and dates to be applicable from:

Amount: _____ Date (from): _____

Sewerage rates changes to be levied and dates to be applicable from:

Amount: _____ Date (from): _____

2. DECISION UNDER DELEGATED AUTHORITY

This application has been:

DECLINED for
non-rateable status ☐

APPROVED for partial
non-rateable status ☐

APPROVED for
non-rateable status ☐

Council Resolution Reference: _____

Date of Council Meeting: _____

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 20

(1) Christian name or names and surname of declarant in full (1) I Jordan Chial
(2) Address (2) of Level 29, 2 The Esplanade PERTH WA 6000
In the State of Western Australia
3) Occupation (3) Property Associate

Sincerely declare as follows:-

The property located at	the Shire of Brookton (multiple properties)
is used by	Noongar Boodja Trust
for the purposes of	exclusively for charitable purposes
Description of the activities the property is used for	uncleared vacant lots.
for the period << to >> or from	12/01/2022 to present .

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is **ANY** change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at 2 The Esplanade Perth WA 6000

this 10 day of June 20 25

In the presence of COTM

(Signature of authorised witness)

Leslie Ann Mann Accountant, CPA
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration

(4)

***Important** This Declaration must be made before any of the following persons:-

Academic (post-secondary institution)
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer (Judge, magistrate, registrar or clerk)
Defence Force officer (Commissioned, Warrant or NCO (with 5 years continuous service))
Dentist
Doctor
Electorate Officer (State – WA only)
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace (any State)
Lawyer
Local government CEO or deputy CEO
Local government councillor
Loss adjuster
Marriage Celebrant
Member of Parliament (State or Commonwealth)
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Office manager
Psychologist
Public Notary,
Public Servant (State or Commonwealth)
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing (Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993).

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

STATUTORY DECLARATION
Statutory Declarations Act 1959

We, Jordan Chial [insert name of office bearer #1]
and Lachlan Huns [insert name of office bearer #2]
of Perpetual Trustees [insert name of organisation]
in the State of Western Australia hereby solemnly and sincerely declare as follows:

1. The financial information as provided presents fairly in accordance with relevant legislation, applicable accounting standards and other professional mandatory reporting requirements, the financial position, the results of operations and cash flows.
2. The nature and extent of non-charitable activities has been fully disclosed.
3. The description and purpose of each land or lease holding has been fully disclosed.

AND WE MAKE this solemn declaration by virtue of the *Statutory Declarations Act 1959* and, subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

Declared at 2 The Esplanade, Perth WA 6000 [Insert name of location]

This [10] day of [June] month 2025

Office Bearer #1 Print Name and Position	Office Bearer #1 Signature
Jordan Chial Property Associate	

Office Bearer #2 Print Name and Position	Office Bearer #2 Signature
Lachlan Huns Accountant, CPA	

Map of property locations - Brookton, WA 6306



14.09.25.05 RATES EXEMPTION APPLICATION – RETURNED SERVICES LEAGUE (WA)

File No:	A447
Date of Meeting:	18 Sep 2025
Location/Address:	171 Robinson Road, Brookton
Name of Applicant:	Returned Services League WA
Name of Owner:	Returned Services League WA
Author/s:	Holly Bassett – Finance Officer, Rates & Debtors
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The authors do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Report:

Council's consideration is sought for the application to exempt rates for the property located in Brookton at 171 Robinson Road, Brookton owned by the Returned Services League WA (RSL WA).

Description of Proposal:

On 9th September 2025, RSL WA lodged a Rate Exemption Application with the Shire of Brookton requesting exemption under section 6.26(2) (g) of the *Local Government Act 1995*- land used exclusively for charitable purposes.

RSL WA has requested their properties listed below to be exempt from rates for a period of 3 financial years including 2025/26, 2026/27 and 2027/28 because the land is used for 'Charitable purposes'.

Prop Address	Assess #	25/26 Rate	25/26 Sewerage	25/26 Refuse	25/26 ESL	25/26 Rubbish & Recycling Collection
117 Robinson Road	A447	\$995	\$731	\$68	\$108	N/A
TOTAL		\$1,902.00				

Should Council refuse the RSL WAs application for rates exemption, the applicant can appeal this decision under s.6.76 and s6.77 of the Local Government Act to the State Administrative Tribunal (SAT).

Council would require legal representation for such action and are unlikely to successfully defend their decision. If Council was unsuccessful in defending the appeal, Council may also be responsible for the legal costs of the applicant. The anticipated cost of such action is likely to be greater than \$30,000.

Background:

RSL WA is a registered charity and its purpose includes both welfare and community support for returned veterans. The Brookton RSL Sub-Branch also leads commemoration services for the public, including the annual ANZAC Day service, and fundraising initiatives to support the provision of these services.

The property is solely used for RSL WA's charitable purposes.

Copies of the following documents in support of the application have been provided and

assessed by Council staff:

- Application for Rates Exemption – Returned Services League (WA), including Statutory Declarations
- Letter to CEO – RSL (WA); Request for Rates
- Certificate of Incorporation
- Registration of Charity
- Charitable Collections Licence
- Notice of endorsement for charity tax concessions
- July 2023 Audited Financial Report _ RSL (WA)
- Constitution of Returned Services League (WA)
- Rates and Charitable Land Use Exemption Applications: Best Practice Guideline
WALGA and WA Rates Officers Association

Consultation:

Consultation was undertaken with the Manager Corporate & Community and Chief Executive Officer.

Statutory Environment:

Local Government Act 1995, Section 6.26(2)(g):

6.26. Rateable land

- (1) *Except as provided in this section all land within a district is rateable land.*
- (2) *The following land is not rateable land —*
 - (g) *land used exclusively for charitable purposes;*

‘Charitable purposes’ is not currently defined in the *Local Government Act 1995* or other statutes, rather charity is defined at common law.

The definition is largely based on the preamble to the Statute of Elizabeth enacted by the English Parliament in 1601 and the judgment of Lord Macnaghten in *Commissioners for Special Purposes of Income Tax v Pemsel*. Lord Macnaghten classified the categories of charitable as trusts for one of the following:

- the relief of poverty;
- the advancement of education;
- the advancement of religion; and
- other purposes beneficial to the community.

The High Court of Australia incorporated the Statute of Elizabeth I’s into Australian law, finding that in order for an institution to be charitable, it must be –

- (a) within the spirit and intendment of the Preamble to the Statute of Elizabeth I; and
- (b) for the public benefit.

The Western Australian case law, arising from both the Courts and the State Administrative Tribunal, summarise that for a purpose to be charitable –

- (a) it must fall within the purposes set out in the Statute of Elizabeth I, or by Lord Macnaghten; and
- (b) there must be a public benefit, being a benefit directed to the general community, or to a sufficient section of the community to amount to the public.

Relevant Plans and Policy:

Shire of Brookton Policy 2.19 Rates Exemption for Charitable Purposes

Financial Implications:

The application will result in a revenue loss for 2025/26 of \$995.00. Rates exemptions are only applicable to the land rates and do not include Emergency Services Levy, Refuse Site, Sewerage or Rubbish & Recycling Collection fees.

Council approving the RSL WA's application will result in a revenue loss for 2024/25 of \$995 Council has budgeted to receive these funds.

Council will need to make savings in other areas through the financial year to meet this cost.

Risk Assessment:

Staff believe that the Likelihood of an appeal to such a Council decision refuse this application for rates exemption is Almost Certain with a Moderate financial Consequences.

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

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

Community & Strategic Objectives: Nil

Comment:

Staff believe that the RSL WA's Rates Exemption Application confirms from their objects they are a charitable purpose and their property is used exclusively for charitable purposes.

OFFICER'S RECOMMENDATION

That Council:

- 1. pursuant to Section 6.26 (2) (g) of the Local Government Act 1995 and Shire of Brookton 2.19 Rates Exemption for Charitable Purposes Policy, grant Returned Services Leagues (WA) an exemption for rates for the property listed below;***

<i>Property Address</i>	<i>Assess #</i>	<i>25/26 Rates</i>
<i>117 Robinson Road</i>	<i>A447</i>	<i>\$995</i>

on the basis that the land is used exclusively for charitable purposes; and

- 2. provide this exemption for the period of 1 July 2025 to 30 June 2028.***

(Simple majority vote required)

Attachments

Attachment 14.09.25.05A - Application for Rates Exemption – RSL (WA), including Statutory Declarations



APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the *Shire of Brookton* for the sole purpose of providing requested and related services. Information will be stored securely by us and will not be disclosed to any third parties without your express written consent.

Shire of Brookton

PO Box 42
BROOKTON WA 6306

(08) 9642 1106

mail@brookton.wa.gov.au

www.brookton.wa.gov.au

This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

117 Robinson Road

Suburb

Brookton 6306

Rates Assessment Number (if known)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

The Brookton RSL Sub-Branch carries out the Returned & Services League's charitable purpose at 117 Robinson Road, Brookton, which includes both welfare and community support for returned veterans. The Brookton RSL Sub-Branch also leads commemoration services for the public, including the annual ANZAC Day service, and fundraising initiatives to support the provision of these services.

3. PROPERTY OWNER DETAILS

Organisation:	The Returned & Services League of Australia WA Branch Incorporated		
Property Owner: if different to above			
Postal Address:	PO Box Z5424 St Georges Terrace, Perth WA 6831		
Telephone:	(08) 9287 3799	Postcode:	6831
Mobile:		Facsimile:	
E-mail:	admin@rslwa.org.au		

4. APPLICANT DETAILS

Contact Person:	Sean Henbury		
Position Title:	Acting CFO		
Postal Address:	PO Box Z5424 St Georges Terrace, Perth WA 6831		
Telephone:	(08) 9287 3799	Postcode:	6831
Mobile:		Facsimile:	
E-mail:	accounts@rslwa.org.au		

5. ORGANISATION INFORMATION

Is/does the organisation:

An incorporated body as per the Associations Incorporations Act 1987 (WA)?

If yes, provide a Certificate of Incorporation

Yes ☒ No ☐

Provide an extract of the relevant certificate from the ACNC.

Yes ☒ No ☐

Have a tax exemption from the Australian Tax Office (ATO)?

If yes, provide a certificate of tax exemption from the ATO

Yes ☒ No ☐

Leasing the property?

If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Yes ☐ No ☒

Have planning approval for the land use of the property?

A site inspection may be required before the application is processed

Yes ☒ No ☐

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- ☒ Organisation's Constitution
- ☒ Written statement outlining the nature of the Organisation's operations.

It should include the following details:

- Confirm the grounds upon which an objection is being made to the rate record under Section 6.76 of the Local Government Act 1995
- Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995
- Use and occupancy of the land, inclusive of date of commencement
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service
- If there is commercial activity conducted on the land, provide details of the activity and if revenue is raised, where it is disbursed

- ☒ A plan of the property, showing all buildings and outbuildings


OR

- ☐ A floor plan of the leased property area, if only part of the property is the subject of this application

- ☒ A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	Stephen Barton		
Position:	Chief Executive Officer		
Organisation:	The Returned & Services League of Australia WA Branch Incorporated		
Signature of Applicant:		Date:	04/09/2025

OFFICE USE ONLY

1. CONSIDERATIONS

Approval with Town Planning Scheme?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Has the property been inspected?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Recommend for non-rateable status?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Applicant/Owner Name: _____

Section of the Local Government Act 1995 6.26(2) _____

Exemption Description: _____

Reason for non-rateable status:

New Application

☐

Review of Exemption

☐

Amount of rates to be exempted and dates to be applicable from (application date).
The approval will be for a period of _____ years, unless circumstances change.

Amount: _____ Date (from): _____

Rubbish bin charges to be levied and dates to be applicable from:

Amount: _____ Date (from): _____

Sewerage rates changes to be levied and dates to be applicable from:

Amount: _____ Date (from): _____

2. DECISION UNDER DELEGATED AUTHORITY

This application has been:

DECLINED for
non-rateable status ☐

APPROVED for partial
non-rateable status ☐

APPROVED for
non-rateable status ☐

Council Resolution Reference: _____

Date of Council Meeting: _____

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

**APPLICATION FOR RATES EXEMPTION UNDER
SECTION 6.26 OF THE LOCAL GOVERNMENT ACT 1995.**

STATEMENT OF PROPERTY USE FOR THE YEAR ENDING 30 JUNE 2026

(1) Christian name or names and surname of declarant in full I Stephen Edward Barton
(2) Address of c/- 28 St Georges Tce, Perth WA 6000
In the State of Western Australia
(3) Occupation (3) CEO

Sincerely declare as follows:-

The property located at	117 Hurd Road, Bullsbrook 6306
is used by	Brookton RSL Sub-Branch
for the purposes of	
	charitable purposes as per section 6.26(g) of the Local Government Act
Description of the activities the property is used for	
	fundraising, welfare and community support for returned veterans
for the period << to >> or from to	

The applicant agrees to advise the Local Government's Rating Services Section as soon as there is **ANY** change to the purpose/s as stated above.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

Declared at Anzac House, 28 St Georges Tce, Perth WA 6000
this Fourth day of September 200 2025
In the presence of [Signature]
(Signature of authorised witness)
Sean Harbury - Accountant
(Name of authorised witness and qualification as such a witness)

(4) Signature of person making the declaration
[Signature]
(4)

***Important** This Declaration must be made before any of the following persons:-

Academic {post-secondary institution}
Accountant
Architect
Australian Consular Officer
Australian Diplomatic Officer
Bailiff
Bank Manager
Chartered secretary
Chemist
Chiropractor
Company auditor or liquidator
Court officer {Judge, magistrate, registrar or clerk}
Defence Force officer {Commissioned, Warrant or NCO {with 5 years continuous service}}
Dentist
Doctor
Electorate Officer {State – WA only}
Engineer
Industrial organisation secretary
Insurance broker
Justice of the Peace {any State}
Lawyer
Local government CEO or deputy CEO
Local government councillor
Loss adjuster
Marriage Celebrant
Member of Parliament {State or Commonwealth}
Minister of religion
Nurse
Optometrist
Patent Attorney
Physiotherapist
Podiatrist
Police officer
Post Office manager
Psychologist
Public Notary,
Public Servant {State or Commonwealth}
Real Estate agent
Settlement agent
Sheriff or deputy Sheriff
Surveyor
Teacher
Tribunal officer
Veterinary surgeon

Or,

Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

FOR INFORMATION: Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing {Schedule 2, item 231 of the Commonwealth Statutory Declarations Regulations 1993}.

IMPORTANT INFORMATION:

AS OF 1 JANUARY 2006 THERE IS NO PROVISION FOR COMMISSIONERS FOR DECLARATIONS IN THE STATE OF WESTERN AUSTRALIA

STATUTORY DECLARATION
Statutory Declarations Act 1959


We, Stephen Edward Barton [insert name of office bearer #1]
and Sean Henbury [insert name of office bearer #2]
of The Returned & Services League of Australia WA Branch Incorporated [insert name of organisation]
in the State of Western Australia hereby solemnly and sincerely declare as follows:

1. The financial information as provided presents fairly in accordance with relevant legislation, applicable accounting standards and other professional mandatory reporting requirements, the financial position, the results of operations and cash flows.
2. The nature and extent of non-charitable activities has been fully disclosed.
3. The description and purpose of each land or lease holding has been fully disclosed.

AND WE MAKE this solemn declaration by virtue of the *Statutory Declarations Act 1959* and, subject to the penalties provided by the Act for the making of false statements in statutory declarations, conscientiously believing the statement contained in this declaration to be true in every particular.

Declared at c/- 28 St Georges Tce, Perth WA 6000 [Insert name of location]

This [Fourth] day of [September] month 2025

<i>Office Bearer #1 Print Name and Position</i>	<i>Office Bearer #1 Signature</i>
Stephen Edward Barton - CEO	

<i>Office Bearer #2 Print Name and Position</i>	<i>Office Bearer #2 Signature</i>
Sean Henbury - CFO (Accountant)	

14.09.25.06 RATES EXEMPTION APPLICATION – ST JOHN AMBULANCE (WA)

File No:	A471
Date of Meeting:	18 Sep 2025
Location/Address:	14 Williams Street, Brookton
Name of Applicant:	St John Ambulance WA Ltd
Name of Owner:	St John Ambulance WA Ltd
Author/s:	Holly Bassett – Finance Officer, Rates & Debtors
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The authors do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	There is no previous meeting reference

Summary of Report:

This report seeks Council's endorsement to exempt rates for the St John Ambulance WA Ltd (SJA) for their property located in Brookton at 14 Williams Street, Brookton (Assessment 471).

Description of Proposal:

On 28th April 2025, SJA lodged a Rate Exemption Application with the Shire of Brookton requesting exemption under section 6.26(2)(g) of the *Local Government Act 1995* as their land used exclusively for charitable purposes.

SJA has requested their properties listed below to be exempt from rates for a period of 3 financial years including 2025/26, 2026/27 and 2027/28 because the land is used for 'Charitable purposes'.

Property Address	Assess #	25/26 Rate	25/26 Sewerage	25/26 Refuse	25/26 ESL	25/26 Rubbish & Recycling Collection
14 Williams Street	A471	\$1,136.68	\$852.23	\$68.00	\$108.00	\$422.00
TOTAL		\$2,586.91				

Should Council refuse the SJAs application for rates exemption, the applicant can appeal this decision under s.6.76 and s6.77 of the Local Government Act to the State Administrative Tribunal (SAT).

Council would require legal representation for such action and are unlikely to successfully defend their decision. If Council was unsuccessful in defending the appeal, Council may also be responsible for the legal costs of the applicant. The anticipated cost of such action is likely to be greater than \$30,000.

Background:

St John Ambulance WA Ltd is a registered charity and its purpose includes the provision of emergency ambulance services in the Brookton and surrounding areas.

The 14 Williams Street property is solely used for charitable purposes.

Copies of the following documents in support of the application have been provided by SJSA and assessed by Council staff:

- Application for Rates Exemption – St John Ambulance WA Ltd, including Statutory Declarations

- Certificate of Registration of a Body Corporate as a Company
- Certificate of Title of 14 Williams Street, Brookton
- Registration of Charity
- Links to Annual Information Statement 2023
- Annual Report FY23/24 St John Ambulance WA Ltd
- Rates and Charitable Land Use Exemption Applications: Best Practice Guideline WALGA and WA Rates Officers Association

The SJA application was missing:

- a written statement of the Organisation's operations; and
- a plan of the property.

Consultation:

Consultation was undertaken with the Manager Corporate & Community and Chief Executive Officer.

Statutory Environment:

Local Government Act 1995, Section 6.26(2)(g):

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.*
- (2) The following land is not rateable land —*
 - (g) land used exclusively for charitable purposes;*

'Charitable purposes' is not currently defined in the Local Government Act 1995 or other statutes, rather charity is defined at common law.

The definition is largely based on the preamble to the Statute of Elizabeth enacted by the English Parliament in 1601 and the judgment of Lord Macnaghten in *Commissioners for Special Purposes of Income Tax v Pemsel*. Lord Macnaghten classified the categories of charitable as trusts for one of the following:

- the relief of poverty;
- the advancement of education;
- the advancement of religion; and
- other purposes beneficial to the community.

The High Court of Australia incorporated the Statute of Elizabeth I's into Australian law, finding that in order for an institution to be charitable, it must be –

- (a) within the spirit and intendment of the Preamble to the Statute of Elizabeth I; and
- (b) for the public benefit.

The Western Australian case law, arising from both the Courts and the State Administrative Tribunal, summarise that for a purpose to be charitable –

- (a) it must fall within the purposes set out in the Statute of Elizabeth I, or by Lord Macnaghten; and
- (b) there must be a public benefit, being a benefit directed to the general community, or to a sufficient section of the community to amount to the public.

Relevant Plans and Policy:

Shire of Brookton Policy 2.19 Rates Exemption for Charitable Purposes

Financial Implications:

The application will result in a revenue loss for 2025/26 of \$1,136.68. Rates exemptions are only applicable to the land rates and do not include Emergency Services Levy, Refuse Site, Sewerage or Rubbish & Recycling Collection fees.

Council approving the RSL WA's application will result in a revenue loss for 2024/25 of \$995. Council has budgeted to receive these funds.

Council will need to make savings in other areas through the financial year to meet this cost.

Risk Assessment:

Staff believe that the Likelihood of an appeal to such a Council decision refuse this application for rates exemption is Almost Certain with a Moderate financial Consequences.

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

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

Community & Strategic Objectives: Nil

Comment:

Staff believe that the SJA's Rates Exemption Application confirms from their objects they are a charitable purpose and their property is used exclusively for charitable purposes.

OFFICER'S RECOMMENDATION

That Council:

- 1. pursuant to Section 6.26 (2) (g) of the Local Government Act 1995 and Shire of Brookton 2.19 Rates Exemption for Charitable Purposes Policy, grant St John Ambulance WA Ltd an exemption for rates for the property listed below:***

<i>Property Address</i>	<i>Assess #</i>	<i>25/26 Rates</i>
<i>14 Williams Street</i>	<i>A471</i>	<i>\$1,136.68</i>

on the basis that the land is used exclusively for charitable purposes.

- 2. provide this exemption for the period of 1 July 2025 to 30 June 2028.***

(Simple majority vote required)

Attachments

Attachment 14.09.25.06A - Application for Rates Exemption – St John Ambulance WA Ltd, including Statutory Declarations



APPLICATION FOR RATES EXEMPTION

Local Government Act 1995 – Section 6.26

Privacy

The personal information collected on this form will only be used by the *Shire of Brookton* for the sole purpose of providing requested and related services. Information will be stored securely by us and will not be disclosed to any third parties without your express written consent.

Shire of Brookton

PO Box 42
BROOKTON WA 6306

(08) 9642 1106

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This application form is to be used by organisations seeking exemption from rates, pursuant to the provisions of Section 6.26 of the Local Government Act 1995. In doing so you are objecting to the rate book under Section 6.76 of the Local Government Act 1995. The application for exemption will be checked based on the information you have provided, and you will be advised of the outcome in due course. Please attach any additional documents requested, as failure to do so may result in the application being refused.

Please note that where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other service fees or charges, if applicable, such as rubbish collection charges. All properties granted exemption from rates are subject to periodic reviews to ensure continued approval.

Instructions: Please print clearly in the spaces provided.

1. PROPERTY ADDRESS DETAILS

Street address

14 WILLIAM'S STREET

Suburb

BROOKTON WA 6306

Rates Assessment Number (if known)

2. WHAT IS THE CURRENT USE OF THE PROPERTY? Please provide full details:

THE PROPERTY IS USED FOR THE PROVISION OF
EMERGENCY AMBULANCES SERVICES IN THE
BROOKTON AND SURROUNDING AREAS.
THE EXEMPTION/OBJECTION IS BASED ON THE
ORGANISATION BEING A CHARITABLE ORGANISATION

3. PROPERTY OWNER DETAILS

Organisation:	ST JOHN WA		
Property Owner: If different to above	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD		
Postal Address:	209 GREAT EASTERN HWY, BELMONT		
Telephone:	08 9334 1222	Postcode:	6104
Mobile:		Facsimile:	
E-mail:			

4. APPLICANT DETAILS

Contact Person:	KEIGAN DONKIN		
Position Title:	DISTRICT OPERATIONS MANAGER		
Postal Address:	PO BOX 1125, NARROGIN WA RURAL & REMOTE		
Telephone:		Postcode:	6312
Mobile:	0456 519 472	Facsimile:	
E-mail:	KEIGAN.DONKIN@STJOHNWA.COM.AU		

5. ORGANISATION INFORMATION

Is/does the organisation:

Yes ☐ No ☒

An incorporated body as per the Associations Incorporations Act 1987 (WA)?

If yes, provide a Certificate of Incorporation

Provide an extract of the relevant certificate from the ACNC.

Yes ☐ No ☐

Have a tax exemption from the Australian Tax Office (ATO)?

If yes, provide a certificate of tax exemption from the ATO

Yes ☐ No ☐

Leasing the property?

If yes, provide a copy of the lease and confirm if the lessee is responsible for payment of the rates

Yes ☐ No ☒

Have planning approval for the land use of the property?

A site inspection may be required before the application is processed

Yes ☐ No ☐

6. DOCUMENTATION REQUIREMENTS

Please provide a copy of (in addition to those specified in Section 4):

- ☒ Organisation's Constitution
- ☐ Written statement outlining the nature of the Organisation's operations.

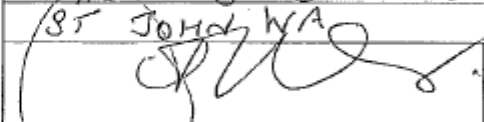
It should include the following details:

- Confirm the grounds upon which an objection is being made to the rate record under Section 6.76 of the Local Government Act 1995
- Confirm the grounds upon which the exemption application applies under Section 6.26 of the Local Government Act 1995
- Use and occupancy of the land, inclusive of date of commencement
- Type of service provided (e.g. food, accommodation etc)
- Frequency of service provision (e.g. full-time, daily, weekly etc)
- Whether payment is received for the service
- If there is commercial activity conducted on the land, provide details of the activity and if revenue is raised, where it is disbursed

- ☐ A plan of the property, showing all buildings and outbuildings
- OR
- ☐ A floor plan of the leased property area, if only part of the property is the subject of this application
- ☒ A Copy of the current years audited financial statements for the Organisation
(If this exemption applies to only a portion of land owned by this Organisation, provide the relevant statements for the land this application applies to.)

7. AUTHORISATION

By signing this application, I hereby certify that the information provided is true and correct to the best of my knowledge.

Name:	BEVERLEY AYLES		
Position:	REGIONAL SUB CENTRE CO-ORDINATOR - SOUTH		
Organisation:	ST JOHN WA		
Signature of Applicant:		Date:	28.4.25

15.09.25 GOVERNANCE REPORTS

15.09.25.01 FIREBREAK ORDER 2025/26

File No:	EME001
Date of Meeting:	18 September 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sandie Spencer – Executive Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the recommendations of the Shire of Brookton's Bush Fire Advisory Committee (BFAC) to adopt the Firebreak Order 2025/26.

Description of Proposal:

The Firebreak Notice 2025/26 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season.

The draft Firebreak Notice 2025/26, included at Attachment 15.09.25.01A, is very similar to that from previous years. The draft Firebreak Notice 2025/26 includes additions from 2024/25 in red and deletions struck out.

The draft Firebreak Notice 2025/26 addresses only Section 33 fire-break requirements. Other compliance issues will be separately considered in a separate report.

The Shire will again extensively advertise the adopted Fire Break Order 2025/26. With approval by Council, the draft Firebreak Notice 2025/26 will be:

1. prepared in a professional looking document with additional, pertinent, local fire prevention information;
2. made publicly available on Council's website;
3. incorporated into a folded DL size pamphlet similar to previous years. Council will provide this pamphlet:
 - a. to local residents by direct mail at the Brookton Post Office;
 - b. to absentee owners by addressed mail; and
 - c. from the Shire Administration and CRC office counters.

Background:

The Shire of Brookton's BFAC held a meeting on Thursday 27th August 2025. Unconfirmed minutes of that meeting have been separately provided to Council and are available on the Shire of Brookton website.

Consultation:

The Shire of Brookton BFAC have endorsed the draft Firebreak Order 2025/26 included at Attachment 15.09.25.01A.

Statutory Environment:

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
 - (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
 - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,and the notice may require the owner or occupier to do so —
 - (c) as a separate operation, or in coordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the Interpretation Act 1984.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.
Penalty: \$5,000.
- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
 - (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
 - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice.

- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
 - (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount; and
 - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
- (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 —
 - (a) requiring owners and occupiers of land in its district to clear fire breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire– breaks clear of inflammable matter;
 - (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
- (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply mutatis mutandis as if those requirements were the requisitions of a notice given under subsection (1).
- (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
- (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
- (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
- (7) Nothing in this section authorises a local government —
 - (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
 - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
- (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
 - (a) a debt due from each subsequent owner in succession; and
 - (b) a charge against the land with the same consequences as if it were a charge under the Local Government Act 1995 for unpaid rates; and
 - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.

- (9) In this section —
owner or occupier of land includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Relevant Plans and Policy: Nil at this time

Financial Implications:

Council will develop the Fire Break Notice into a pamphlet with other fire prevention information. This information will be direct mailed to every resident receiving mail from the Brookton Post Office and to every ratepayer with a mailing address outside the Shire of Brookton.

The labour cost of enforcement of the conditions included in the Shire of Brookton's draft Firebreak Order 2025/26 will be significant for the Shire of Brookton staff and volunteers.

Risk Assessment:

Council's Firebreak Order 2025/26 Information is a risk management strategy to:

- ameliorate the risks to the community of bush fire; and
- reduce liability of Council's responsibilities arising in the Bush Fire Act 1954.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and responsibility of the Shire of Brookton.

Comment: Nil

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION

That Council adopt the Firebreak Order 2025/26 as included at Attachment 15.09.25.01A.

(Simple majority vote required)

Attachments

Attachment 15.09.25.01A – Firebreak Order 2025/26.

2025/26 Shire of Brookton Fire Break Order

Pursuant to section 33(1) of the Bush Fires Act 1954, the Shire of Brookton gives notice that the owners and/or occupiers of land within the district are required to undertake the following works on land owned or occupied by them –

TOWNSITE LAND

PROPERTIES EQUAL TO OR LESS THAN 2,023m² IN SIZE. Are required to be fire hazard reduced by:

- Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.*

PROPERTIES OVER 2,023m² IN SIZE. Are required to be fire hazard reduced by:

- Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 3m of the property boundaries (footpaths and roads or road verges are not to be accepted as firebreaks); or*
- Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.*

RURAL LAND

PROPERTIES EQUAL TO OR LESS THAN 100 HECTARES IN SIZE. Are required to be fire hazard reduced by:

- Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 30m of the boundary of the property.*
- ~~*• Any activity that may start a fire on the property requires an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready throughout the restricted and prohibited burning period. Trailer type units must be attached to a towing vehicle and slip on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.*~~
- Construction of a 5m wide minimum bare earth unobstructed trafficable firebreak within 15m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400m from any infrastructure including operational generators and stationary motors.*

PROPERTIES AND AGGREGATED LAND OVER 100 HECTARES IN SIZE. Are required to be fire hazard reduced by:

- Construction of a 5m wide minimum bare earth unobstructed trafficable firebreak within 15m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400m from any infrastructure including operational generators and stationary motors. Excluding seed cleaners as they are deemed part of the harvest operations.*

- Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.
- ~~Provision on the property of an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready throughout the restricted and prohibited burning period. Any activity that may start a fire must be accompanied by a trailer type unit that must be attached to a towing vehicle and/or a slip on unit that must be attached to the tray of the vehicle in accordance with manufacturer's instructions.~~
- ~~During any period when harvesting operations are being conducted, an operational independent mobile firefighting unit must be located in the same paddock, or within 50m of the paddock and be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner. Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.~~

PLANTATIONS

A plantation is an area of planted trees, other than a windbreak, within the gazetted townsites exceeding 3 hectares and outside of a townsite exceeding 10 hectares.

Plantations are required to be fire hazard reduced by:

- Boundary firebreaks: a 15m clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5m minimum of clear bare earth and a minimum vertical clearance of 4m. The remaining 10m must be maintained in a low fuel condition, i.e. Closely mowed, grazed or sprayed.
- Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6m wide and for compartments over 30 hectares a minimum of 10m wide. In all cases a 5m trafficable surface and a minimum 4m vertical clearance should be maintained to allow access by firefighting appliances.
- ~~Firefighting water supplies: must be designed and constructed to enable heavy duty firefighting equipment to access the water supply in accordance with DFES Guidelines for Plantation Fire Protection 2011 or as revised.~~
-
- ~~Firefighting equipment must be provided by the plantation owner to the minimum standards recommended in the DFES Guidelines for Plantation Fire Protection 2011 or as revised.~~
-

~~Paragraphs A to D do not apply to established plantations which have received planning approval and have an approved Fire Management Plan as part of the planning approval. Owners and managers of such plantations must comply with the conditions of their Fire Management Plan.~~

SLASHER AND ROTARY MOWER BAN

~~A ban applies to the use of slasher and rotary mowers from 1st December to 28th February during the hours of 6:00am to 6:00pm and from 6:00pm on the day before an extreme or above fire danger rating is forecast from Bureau of Meteorology, unless the use is:~~

- ~~On a property within a townsite, of any size that is reticulated or;~~

- ~~On a property outside the townsite, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare.~~

Notice Requirements

The requirements of this notice are to be in place for the period between 1st November 2025 to 14th April 2026 inclusive.

15.09.25.02 FIRE PREVENTION REQUIREMENT NOTICE

File No:	EME001
Date of Meeting:	18 September 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider Council is to consider the recommendations of the Shire of Brookton's Bush Fire Advisory Committee (BFAC) to landowners to complete or refrain from certain activities during the Restricted Burning and Prohibited Burning periods.

Description of Proposal:

The Shire of Brookton completes an annual Firebreak Notice declaring the declaration of the conditions required for compliance by landowners for this forthcoming fire season. In previous years Council included in the Fire Break Notice

Under Section 27 of the BFA and Regulation 39A of the Bushfire Regulations a local government or a bush fire control officer may prohibit the carrying out of an activity or operation either absolutely or except in accordance with conditions specified in the notice or direction by which the prohibition is imposed or in the regulations.

These notices were previously included in the Shire of Brookton Fire Break Notice. In 2025/26 it is recommended that these notices, although not included in the formal Fire Break Notice, they will be included in the materials mailed to all landowners and occupiers.

At their August 2025 Meeting the BFAC recommend that the Shire of Brookton give notice that:

1. to prohibit the use of slasher and rotary mowers from 1st December to 28th February during the hours of 6:00am to 6:00pm with exceptions for reticulated areas.
2. Landowners must provide an operational, independent, mobile, water filled, firefighting unit with a water capacity of not less than 450 litres at all times on any property of aggregated land over 100 hectares in size throughout the restricted and prohibited burning period.
3. During any period when harvesting operations are being conducted an operational, independent, mobile firefighting unit must be located in the same paddock, or within 50m of the paddock.
4. during any operations throughout the restricted and prohibited burning period that may start a fire on any rural property of aggregated land equal to or less than 100 hectares in size, the operation must be accompanied by at least:
 - a. a trailer type fire unit attached to a towing vehicle and/or

- b. a slip-on fire unit that must be attached to the tray of an operational vehicle in accordance with manufacturer's instructions.

Background:

The Shire of Brookton's BFAC held a meeting on Wednesday 27th August 2025. Unconfirmed minutes of that meeting have been separately provided to Councillors and are available on the Shire of Brookton website.

Consultation:

The Shire of Brookton BFAC have made the recommendation to Council to require these actions.

The Shire will advertise the requirements of these notices by a mail out to all residents and land owners and promote the requirements through the restricted and prohibited burning periods.

Statutory Environment:

Bush Fires Act 1954

27. Prohibition on use of tractors or engines except under certain conditions

(7) Regulations made under subsection (6) may —

- (a) authorise a local government or a bush fire control officer to prohibit the carrying out of an activity or operation either absolutely or except in accordance with conditions specified in the notice or direction by which the prohibition is imposed or in the regulations;
- (b) prohibit the carrying out of an activity or operation without the consent of a local government or bush fire control officer;
- (c) provide that an act or thing shall be done subject to the approval or to the satisfaction of a local government or a bush fire control officer;
- (d) provide as the penalty for a breach of any regulation so made a maximum penalty of \$5 000.

Bush Fires Regulations 1954

38A. Vehicles etc., power to prohibit etc. use of in restricted or prohibited burning times

(1) Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.

39A. Motor vehicles, use of in crops etc.

(2) A person operating a motor vehicle within the district of a local government shall comply with any requisition of the local government or a bush fire control officer which is made under the Act and communicated to him by an officer of the local government or the bush fire control officer.

Relevant Plans and Policy: Nil at this time.

Financial Implications:

In September 2025, Council will again develop a pamphlet with fire prevention information,

including the statutory notices. This information will be direct mailed to every resident receiving mail from the Brookton Post Office and to every ratepayer with a mailing address outside the Shire of Brookton.

Risk Assessment:

Council's fire prevention activities, including the Firebreak Order 2025/26 and these area activity notices are a risk management strategy to:

- ameliorate the risks to the community of bush fire; and
- reduce liability of Council's responsibilities arising in the Bush Fire Act 1954.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of statutory requirement of the Shire of Brookton and core business and responsibility of the Shire of Brookton.

Comment:

The requirements of this Recommendation, although now separately presented, are unchanged from previous years.

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATION

That Council:

- prohibit the use of slasher and rotary mowers:***
 - from 1st December to 28th February during the hours of 6:00am to 6:00pm; and***
 - from 6:00pm on the day before an extreme or above fire danger rating is forecast from Bureau of Meteorology,***
unless that use is:
 - on a property within a townsite, of any size that is reticulated or;***
 - on a property outside the townsite, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare;***
- require that landowners must provide an operational, independent, mobile, water filled, firefighting unit with a water capacity of not less than 450 litres at all times on any property of aggregated land over 100 hectares in size throughout the restricted and prohibited burning period;***

3. ***during any period when harvesting operations are being conducted, landowners must provide an operational, independent, mobile firefighting unit in the same paddock, or within 50m of that paddock, when operations are being conducted.***

This operational, independent, mobile firefighting unit must be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner. Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.

4. ***during any operations throughout the restricted and prohibited burning period that may start a fire on any rural property of aggregated land equal to or less than 100 hectares in size, the operation must be accompanied by at least:***
 - a. ***a trailer type fire unit attached to a towing vehicle and/or***
 - b. ***a slip-on fire unit that must be attached to the tray of an operational vehicle in accordance with manufacturer's instructions.***

Operations likely to cause a fire includes, but is not limited to welding, use of an abrasive cutting disc or driving recreational vehicles through a paddock.

(Simple majority vote required)

15.09.25.03 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS

File No:	EME002
Date of Meeting:	19 September 2025
Location/Address:	N/A
Name of Applicant:	Shires of Wandering, Pingelly and Corrigin
Name of Owner:	N/A
Author/s:	Sandie Spencer – Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is to consider formally the consideration of Dual Fire Control Officers (FCO) from adjoining Local Governments.

Description of Proposal:

The Shire of Wandering, Shire of Pingelly and Shire of Corrigin have requested that Council appoint Dual FCOs for the Shire of Brookton from these Shires. The nominated FCOs are:

Shire of Wandering	Graham Treasure, Anthony Turton.
Shire of Pingelly	Rodney Shaddick, Sam MacNamara, Brodie Cunningham, Jeffrey Edwards, Robert Lee, Richard Campbell, Adam Watts.
Shire of Corrigin	Greg Evans, Braden Grylls.

Background:

The *Bush Fires Act 1954* permits the appointment of Dual FCOs to be authorised between adjoining Local Governments.

Council has been requested by the Shire's of Wandering, Pingelly and Corrigin to appoint Dual FCOs under the *Bush Fires Act, 1954*, to empower these volunteers to act in their appointed roles across the municipal boundary to the Shire of Brookton.

Consultation:

The Shire of Brookton Bush Fire Advisory Committee (BFAC) has considered these applications and made recommendation to Council to make these appointments.

Statutory Environment:

The appointment of Dual FCOs for the 2025/26 Bush Fire season is undertaken in accordance with Sections 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers of the *Bush Fires Act, 1954*.

Relevant Plans and Policy:

Council Policies 4.3 – Use of Council Equipment and Machinery for Bushfire Control.

Financial Implications:

There are no direct financial implications of this matter.

Risk Assessment:

The appointment of Dual FCOs encourages cross border liaison between volunteer bush fire brigades, reducing the organisation risks associated with deployment to fire emergencies.

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

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

Community & Strategic Objectives: Nil.

Comment: Nil

BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATIONS

That the Council make the following appointments of Dual Fire Control Officers for the 2025/26 fire season.

<i>Shire of Wandering</i>	<i>Graham Treasure, Anthony Turton</i>
<i>Shire of Pingelly</i>	<i>Rodney Shaddick, Sam MacNamara, Brodie Cunningham, Jeffrey Edwards, Robert Lee, Richard Campbell, Adam Watts.</i>
<i>Shire of Corrigin</i>	<i>Greg Evans, Braden Grylls</i>

(Simple majority vote required)

Attachment

Attachment 15.09.25.03A – Letter from Shire of Wandering

Attachment 15.09.25.03B – Letter from Shire of Pingelly

Attachment 15.09.25.03C – Letter from Shire of Corrigin

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308
Ph: 08 9884 1056
www.wandering.wa.gov.au



Our Ref: 05.051.05108 / BF303

Your Ref:

Enquiries: Helen Herbert

Gary Sherry
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

11 June 2025

Dear Gary,

DUAL FIRE CONTROL OFFICER APPOINTMENTS - 2025/2026

The Shire of Wandering would like to nominate Graham Treasure and Anthony Turlon as Dual Fire Control Officers with the Shire of Brookton for 2025/26 fire season.

If request is approved, please arrange the necessary local advertising.

Should you have any questions regarding this matter, please contact the Shire Office on (08) 6828 1800 or email admin@wandering.wa.gov.au.

Kind Regards,

Dr. Alistair Pinto
CHIEF EXECUTIVE OFFICER



Wandering Road District
Established 1874

YOUR REF:

OUR REF: ADM0313/OWS255726

ENQUIRIES: Sheryl Squiers



22 July 2025

Mr G Sherry
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Gary

Appointment of Dual Fire Control Officers 2025/26

Council is seeking the appointment of the following Shire of Pingelly Dual Fire Control Officers with the Shire of Brookton for the 2025/26 fire season:

Rodney Leonard Shaddick
Sam Macnamara
Jeffrey Bernard Edwards
Brodie Cunningham
Robert John Lee
Richard Campbell
Adam Lindsay Watts

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email sheryl.squiers@pingelly.wa.gov.au.

Yours faithfully



Andrew Dover
Chief Executive Officer



PO Box 221, Corrigin WA 6375
T: 9063 2203
F: 9063 2005
E: shire@corrigin.wa.gov.au

Our Ref: ES 0001
Contact: Jarrad Filinski
eso@corrigin.wa.gov.au

EME007.

1 May 2025

Mr Gary Sherry
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Dear Gary

RE: APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2025/2026

The Shire of Corrigin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Brookton for the 2025/2026 bush fire season:

- **Greg Evans**
- **Braden Grylls**

Yours sincerely

Natalie Manton
Chief Executive Officer



www.corrigin.wa.gov.au

15.09.25.04 RETIREMENT OF CR CRUTE – INVITATION TO EVENT

File No:	GOV027A
Date of Meeting:	12 September 2025
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider additional, budgeted expenditure outside of the guidelines of Council's Policy to hold a function to recognise the service to the Shire of Brookton of Cr Crute.

Description of Proposal:

Cr Crute is retiring at the 18 October 2025 Ordinary Election after service including:

- Shire President since 2017;
- Councillor since 2009; and
- earning a life membership of WALGA.

Then Officer believes that this level of service exceeds the expectations of a longer serving Councillor when Council prepared their Policy 1.5 Gift For Retiring Councillors.

The policy 1.5 Gift For Retiring Councillors policy includes:

1. A gift purchased for a retiring Councillor, irrespective of length of service, of a framed certificate of service as an elected member.
2. A dinner or function for a retiring Councillor who has two terms of continuous service (8 years) that includes:
 - a. invites to Councillors and their partners, eight guests of the retiring Councillor, senior Shire staff and their partners; and
 - b. The total cost of the event including all food and refreshments not exceeding \$2,250 (GST Exclusive).

The Officer's Recommendation outlines that because of Cr Crute's exceptional achievement that it is appropriate Council that:

- Invite to the retirement function current Shire Presidents from neighbouring/nearby local governments, the WALGA President and the WALGA Zone Delegate. Invites to this extended group would include partners. This would add 14 additional invites to the function, increasing the total invitees to 41. It is unlikely that all would attend; and
- presents a framed photograph to Cr Crute of the presentation of her life membership to WALGA. Staff would likely purchase two of these framed photographs, with one to remain permanently displayed in the Council Chamber.

With finalisation of an invitation list, staff will undertake a procurement process for a function to be held on Wednesday 15th October, as a cocktail type event at a local establishment for about 2 hours. Staff believe that the cost of the event will exceed the policy limit by about \$1,250.

Background:

Cr Crute will serve 16 years as a Councillor, commencing in 2009 and retiring at the October 2025 Ordinary Election. Cr Crute has served eight years as Shire President from 2017.

During her service as a Shire of Brookton Councillor, Cr Crute has been recognised as a life member of WALGA.

Consultation: Nil

Statutory Environment:

Council Policy 2.15 Procurement applies.

Relevant Plans and Policy:**1.5 Gift For Retiring Councillors**

Upon the retirement of a Councillor, Council will provide:

- 1) A gift purchased for a retiring Councillor, irrespective of length of service, of a framed certificate of service as an elected member.
- 2) A dinner or function for a retiring Councillor who has two terms of continuous service (8 years) to the Shire, subject to their agreement.

The style of dinner or function is to be at the discretion of the Shire President with the parameters of the event being limited to:

- a) The invitation list may consist of:
 - Retiring members that qualify under this section of the policy and their spouse/partner;
 - up to 8 guests of the retiring members that qualify under this section of the policy;
 - Sitting and immediately retiring elected members who do not qualify under this section of the policy and their spouse/partner; and
 - Current Senior Employees and their spouse/partner.
- b) The total cost of the event including all food and refreshments not exceeding \$2,250 (GST Exclusive).
- c) Where an elected member is “stood down”, “suspended”, or their term of office expired without completing two terms of office, they shall only be entitled to a gift of a framed certificate of service.

Financial Implications:

Council policy 1.5 Retirement Gift for Councillors includes a limit of \$2,250 (GST Exclusive). With an increased number attending, Council has budgeted funds that can be allocated to complete additional expenditure.

Risk Assessment:

Under the Shire of Brookton’s Risk Framework, the consequence rating of the reputational risk associated with increased funding for a Councillor’s retirement, is assessed as Minor. The Likelihood of these consequences is assessed as Possible.

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

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

Community & Strategic Objectives: Nil

Comment:

Cr Crute's long and distinguished service, coupled with the statewide recognition she has received, is an exceptional achievement for a Councillor representing a smaller rural local government such as the Shire of Brookton. In this context, a modest and carefully considered increase in funding for Cr Crute's retirement function should be regarded as both appropriate and justified, ensuring her contribution is acknowledged by Council in a fitting manner.

OFFICER'S RECOMMENDATION

That Council:

- 1. approve an increase in the number of invites to a function to recognise the service to the Shire of Brookton of Cr Crute to include current Shire Presidents from neighbouring/nearby local governments, the WALGA President and the WALGA Zone Delegate and their partners.***
- 2. approve an increase of upto \$3,500 (GST Exclusive) in the total cost of the function to recognise the service to the Shire of Brookton of Cr Crute; and***
- 3. authorise the presentation of a gift of a framed photograph to Cr Crute of the presentation of her life membership to WALGA.***

(Simple majority vote required)

16.09.25	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil.

17.09.25	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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Nil at this time.

18.09.25	CONFIDENTIAL REPORTS
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Nil at this time.

19.09.25	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 16th October 2025 commencing at 6:00pm.