



## ORDINARY MEETING OF COUNCIL

### AGENDA

**19 SEPTEMBER 2024**



## NOTICE OF MEETING

**19 September 2024**

**14 White Street  
Brookton, WA 6306**

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 19<sup>th</sup> September 2024 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

**Gary Sherry**

**CHIEF EXECUTIVE OFFICER**

12 September 2024

### DISCLAIMER

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

# *Living Values*

## **Collaborate**

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

I will

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

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

I will

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

## **Learn**

## **Integrity**

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

I will

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

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

I will

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

## **Resilient**

## TABLE OF CONTENTS

<b>1.09.24</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS .....</b>	<b>6</b>
<b>2.09.24</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....</b>	<b>6</b>
<b>3.09.24</b>	<b>USE OF COMMON SEAL – AUGUST .....</b>	<b>7</b>
<b>4.09.24</b>	<b>DELEGATED AUTHORITY – ACTIONS PERFORMED .....</b>	<b>7</b>
<b>5.09.24</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>7</b>
<b>6.09.24</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>7</b>
<b>7.09.24</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>7</b>
<b>8.09.24</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS.....</b>	<b>7</b>
<b>9.09.24</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....</b>	<b>8</b>
9.09.24.01	ORDINARY MEETING OF COUNCIL – 15 AUGUST 2024.....	8
9.09.24.02	BUSHFIRE ADVISORY COMMITTEE MEETING – 27 AUGUST 2024 .....	8
9.09.24.03	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 10 SEPTEMBER 2024 .....	8
<b>10.09.24</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>8</b>
<b>11.09.24</b>	<b>DISCLOSURE OF INTERESTS .....</b>	<b>8</b>
<b>12.09.24</b>	<b>TECHNICAL &amp; DEVELOPMENT SERVICES REPORTS.....</b>	<b>9</b>
12.09.24.01	PROPOSED SUBDIVISION – LOT 4793 (NO. 122) FANCOTE ROAD, BROOKTON	
12.09.24.02	DEVELOPMENT APPLICATION – TWO WAREHOUSE/STORAGE SHEDS AND TRADE DISPLAY – 121 BROOKTON HIGHWAY .....	24
12.09.24.03	BROOKTON RAILWAY STATION REFURBISHMENT – COMMUNITY COMMENT.....	50
12.09.24.04	TENDER - RFT 07-2023 - BROOKTON RAILWAY STATION REFURBISHMENT .	58
<b>13.09.24</b>	<b>COMMUNITY SERVICES REPORTS .....</b>	<b>61</b>
13.09.24.01	REVIEW OF ACCESS AND INCLUSION PLAN 2024-2029 .....	61
13.09.24.02	REQUEST FOR FEE WAIVER – DIRT N DUST.....	83
<b>14.09.24</b>	<b>CORPORATE SERVICES REPORTS .....</b>	<b>90</b>
14.09.24.01	LIST OF PAYMENTS – AUGUST 2024 .....	90
14.09.24.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2024.....	105
14.09.24.03	REVIEW OF THE AUDIT & RISK COMMITTEE TERMS OF REFERENCE.....	131
14.09.24.04	APPOINTMENT OF COMMUNITY COMMITTEE MEMBER – AUDIT & RISK COMMITTEE .....	139
<b>15.09.24</b>	<b>GOVERNANCE REPORTS.....</b>	<b>142</b>



15.09.24.01	FIREBREAK ORDER 2024/25 .....	142
15.09.24.02	APPOINTMENT OF DUAL FIRE CONTROL OFFICERS .....	148
15.09.24.03	APPOINTMENT OF FIRE CONTROL OFFICERS.....	153
15.09.24.04	REVIEW OF POLICY 2.33 COMMUNITY FUNDING AND DONATIONS POLICY	156
15.09.24.05	REVIEW OF POLICY 2.47 ADMINISTRATION STAFF UNIFORM .....	164
15.09.24.06	REVIEW OF POLICY 1.10 AUSTRALIA DAY AWARDS.....	167
<b>16.09.24</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ...</b> .....	<b>176</b>
<b>17.09.24</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b> .....	<b>176</b>
<b>18.09.24</b>	<b>CONFIDENTIAL REPORTS.....</b>	<b>176</b>
<b>19.09.24</b>	<b>NEXT MEETING &amp; CLOSURE.....</b>	<b>176</b>

<b>1.09.24</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS</b>
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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.

<b>2.09.24</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE</b>
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Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Nil at this time

Leave of Absence

Nil at this time

Members of the Public

Nil at this time

**3.09.24 USE OF COMMON SEAL – AUGUST**

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

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

**4.09.24 DELEGATED AUTHORITY – ACTIONS PERFORMED**

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

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
Nil.			

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
Nil.				

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

Nil.

**6.09.24 PUBLIC QUESTION TIME**

Nil at this time.

**7.09.24 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.09.24 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

<b>9.09.24</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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<b>9.09.24.01</b>	<b>ORDINARY MEETING OF COUNCIL – 15 AUGUST 2024</b>
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*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15<sup>th</sup> August 2024, be confirmed as a true and correct record of the proceedings.*

<b>9.09.24.02</b>	<b>BUSHFIRE ADVISORY COMMITTEE MEETING – 27 AUGUST 2024</b>
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*That the minutes of the Bushfire Advisory Committee Meeting held in the Shire of Brookton Council Chambers, on 27<sup>th</sup> August 2024, be received by Council.*

<b>9.09.24.03</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE – 10 SEPTEMBER 2024</b>
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*That the minutes of the Local Emergency Management Committee Meeting held in the Shire of Brookton Council Chambers, on 10<sup>th</sup> September 2024, be received by Council.*

<b>10.09.24</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b>
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Nil at this time.

<b>11.09.24</b>	<b>DISCLOSURE OF INTERESTS</b>
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*Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.*

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

**12.09.24.01 PROPOSED SUBDIVISION – LOT 4793 (NO. 122) FANCOTE ROAD, BROOKTON**

<b>File No:</b>	REL016
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	Lot 4793 (No.122) Fancote Road, Brookton
<b>Name of Applicant:</b>	Brook and Marsh Pty Ltd
<b>Name of Owner:</b>	Bevan & Robyn Fancote
<b>Author/s:</b>	Gary Sherry - Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry - Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

A subdivision application, on Lot 4793 Fancote Road, to create a homestead lot and a balance rural lot, is not supported. The subdivision application is inconsistent with the local planning framework and would result in unplanned, ad-hoc fragmentation of rural land and set an undesirable precedent.

**Description of Proposal:**

The proposal is to create two new titles:

- Lot 1, the homestead lot, is 17.3255 hectares in area and contains an existing dwelling and some sheds; and
- Lot 2, the balance lot, is 47.4242 hectares and is proposed to be used for rural farming purposes.

Details provided by the applicant are provided in Attachment 12.09.24.01A.

**Background:**

The Western Australian Planning Commission (WAPC) has referred a subdivision application to the Shire for comment.

The application site is approximately 9 kilometres east of the Brookton townsite (see Attachment 12.09.24.01B).

The site is 64.7497 hectares in area. The property is generally cleared and contains one existing dwelling and various sheds. The site has frontage to Fancote Road which is a no through road.

The landowners, Bevan and Robyn Fancote, do not own adjoining titles.

**Consultation:**

The WAPC invites comments from the Shire, servicing agencies and relevant State Government departments on subdivision applications.

**Statutory Environment:**

*Planning and Development Act 2005*

*Shire of Brookton Local Planning Scheme No. 4 (LPS4)*

The property is partially located within the designated bushfire prone area.

In summary:

- The property is zoned 'Rural' in LPS4;
- The property is classified as 'General Agriculture' in the *Shire of Brookton Local Planning Strategy*;
- *State Planning Policy 2.5 Rural Planning* includes an objective to 'provide investment security for existing, expanded and future primary production and promote economic growth in regional development on rural land for rural land uses'; and
- The WAPC's *Development Control Policy 3.4 Subdivision of Rural Land* (Policy DC3.4) outlines the WAPC will consider rural subdivision for a limited range of exceptional circumstances. One of these exceptional circumstances is for homestead lots subject to meeting relevant criteria. As part of this, the WAPC is to have due regard to the provisions of a local planning scheme and a local planning strategy.

Further details are set out in Attachment 12.09.24.01C.

#### Relevant Plans and Policy:

*Local Planning Policy 3.9 Developer Contributions for Road and Footpath Upgrading Relating to Subdivision of Land*

The application is inconsistent with the Local Planning Strategy.

**Financial Implications:** Nil.

#### Risk Assessment:

There is potential that the applicant may request a review of the WAPC's decision to the State Administrative Tribunal. Under Council's risk framework, the Likelihood of this outcome is Possible and the Consequence of this outcome is assessed as Insignificant.

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:

Council's *Strategic Community Plan* vision is 'Brookton is a well-recognised business and agricultural hub, a flourishing stop-over destination and a celebrated place to live.'

**Comment:**

Based on Council's Local Planning Strategy, it is recommended that the Council advise the WAPC that the application be refused given:

- The application is inconsistent with the local planning framework (see Attachment 12.09.24.01C). Section 10.3 of the Local Planning Strategy does not support the creation of additional lots, proposed as homestead lots, in rural areas. In comparison, the Local Planning Strategy supports the creation of homestead lots when associated with a boundary realignment (where no additional lot is created);
- The unplanned breakdown of rural land is inconsistent with the local planning framework. It will create a precedent for creating similar proposals that will place pressure on agricultural production and the cost of acquiring rural land;
- It will fragment rural land which is inconsistent with Policy DC3.4;
- This application is seeking to subdivide a lot that is not large to begin with at 64.7ha which does not leave a lot of land for productive rural uses;
- The Local Planning Strategy supports new subdivisions, creating additional lots, to be within or adjoining the Brookton townsite. The reasons include protecting agricultural land, maintaining and growing the local economy and service delivery considerations. This includes servicing new residents that are further from the Brookton townsite;
- It will introduce 'rural lifestylers' surrounded by farming operations. This is considered incompatible with the planning intent of the Rural zone and would result in ad-hoc fragmentation of agricultural land;
- Historically, homestead lots were considered on their merits in parts of Western Australia where the population was declining. This is not the case for the Shire of Brookton;
- There are a wide range of existing lot sizes in the Shire. Significantly, the Local Planning Strategy identifies generous areas for rural residential (1 – 4 hectares) and rural smallholding lots (4-40 hectares) that are close to the Brookton townsite;
- The applicant has not addressed the implications of economic viability and precedent of creating essentially two rural smallholding lots in the rural area; and
- The applicant did not raise or consider the Local Planning Strategy.

Subject to the Council's decision and the WAPC's determination of this application, there may be a future item to Council seeking to amend *Local Planning Scheme No. 4*. This would seek to provide statutory backing to reflect the endorsed Local Planning Strategy and only support homestead lot subdivisions where associated with a boundary realignment.

The Council can resolve to:

1. Recommend to the WAPC that the application be refused;
2. Support the subdivision application with no conditions; or
3. Support the subdivision application with conditions.

**OFFICER'S RECOMMENDATION**

***That Council advise the Western Australian Planning Commission that it does not support the subdivision application of Lot 4793 (No. 122) Fancote Road, Brookton (WAPC 200583) for the following reasons:***

1. ***The proposed subdivision is inconsistent with the Rural zoning of the land in the Shire of Brookton Local Planning Scheme No. 4. The purpose and intent of this zoning is to***

*protect broad acre agricultural activities and to provide for the operation and development of existing future and potential rural land uses.*

- 2. The proposed subdivision is contrary to the Shire of Brookton Local Planning Strategy which has a general presumption against the subdivision of land designated 'General Agriculture' to create additional lots. In particular, the application is inconsistent with section 10.3 which states 'not recommend subdivision approval to the WAPC for ... homestead lots (unless no additional lots are created) and 'The Council's strategy is to not support homestead lots, through the creation of additional titles, given the population of the municipality is growing and is expected to continue to grow in the Strategy period.' The application is inconsistent with the Strategy's objective to support rural land being retained for primary production. The proposed lot sizes are inconsistent with the settlement strategy which supports smaller lots close to the Brookton townsite in defined areas. Accordingly, the application represents the unplanned breakdown of rural landholdings.*
- 3. The proposed subdivision is contrary to State Planning Policy 2.5 - Rural Planning including it creates the ad hoc fragmentation of rural land, it creates rural living lots within a productive agricultural area which raises service deliver considerations and it creates increased potential for land use conflict.*
- 4. The proposed subdivision is contrary to Development Control Policy 3.4 - Subdivision of Rural Land, including the balance lot, has limited scope for productive rural land use. Additionally, subdivision of the subject land in the manner proposed has not been identified in a Local Planning Scheme or an endorsed Local Planning Strategy for closer settlement in the manner proposed and therefore represents the unplanned breakdown of landholdings.*
- 5. The application will result in ad-hoc fragmentation of rural land and the cumulative effect of the proposed development will adversely affect the character and amenity of the area.*
- 6. The application does not comply with the planning intent for the zone or area and is inconsistent with orderly and proper planning for the area.*
- 7. Approval to the subdivision would create an undesirable precedent for the further subdivision of other lots of a similar size in the Rural Zone in this locality and in the Shire of Brookton.*
- 8. The application has failed to demonstrate that proposed Lot 2 is suitable and capable for viable agricultural production.*

*(Simple majority Vote required)*

### **Attachments**

Attachment 12.09.24.01A – Subdivision plan and applicant advice

Attachment 12.09.24.01B – Location plan

Attachment 12.09.24.01C – Extract of Planning Framework





**From:** [Brook and Marsh Admin](#)  
**To:** [Steve Thompson](#)  
**Subject:** RE: Application 200583 - Form 1A Referral  
**Date:** Tuesday, 13 August 2024 5:20:32 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image006.png](#)  
[image007.png](#)  
[image009.png](#)  
[doc\\_006702.pdf](#)

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Good afternoon Steve,

The idea is that the landowners would like to retain the homestead lot and remain on the lot whilst the vacant lot to be sold on so that future owners are able to utilize the area for farming purposes. This is consistent with the intention of DC 3.4, 6.6 for homestead lots allowing primary producers continuing to occupy their dwellings when they cease to farm.

The surrounding area is made up of a range of lots varying in sizes, some of which are in the 30-to-40-hectare range. We are proposing a farming lot size of approximately 47hectares (I did a quick click around Landgate for lot sizes within the immediate area – see attached). The homestead lot is kept small and absorbing areas including a ridge which the landowners have mentioned would not be the most suitable for farming activities and as such, the proposed boundary follows the natural ridge line and existing fencing. We have tried to include as much usable land as possible into the farming lot.

In compliance the homestead policy, we kept the lot size under the 20 hectares. This proposal does not remove the fact that most of these lots are agricultural use and any other proposal under the homestead policy would provide a limitation on subdivision given the lot size maximum. Each individual proposal would also be dependent upon the location of an existing homestead and whether it would be in an area close enough to a road so that a proposed homestead lot could be proposed without producing a lot that was landlocked. I don't think it is necessarily setting a precedence also considering that not all the surrounding lots have existing dwellings.

Kind regards,

Kelly Lloyd  
Manager

Logo signature for email

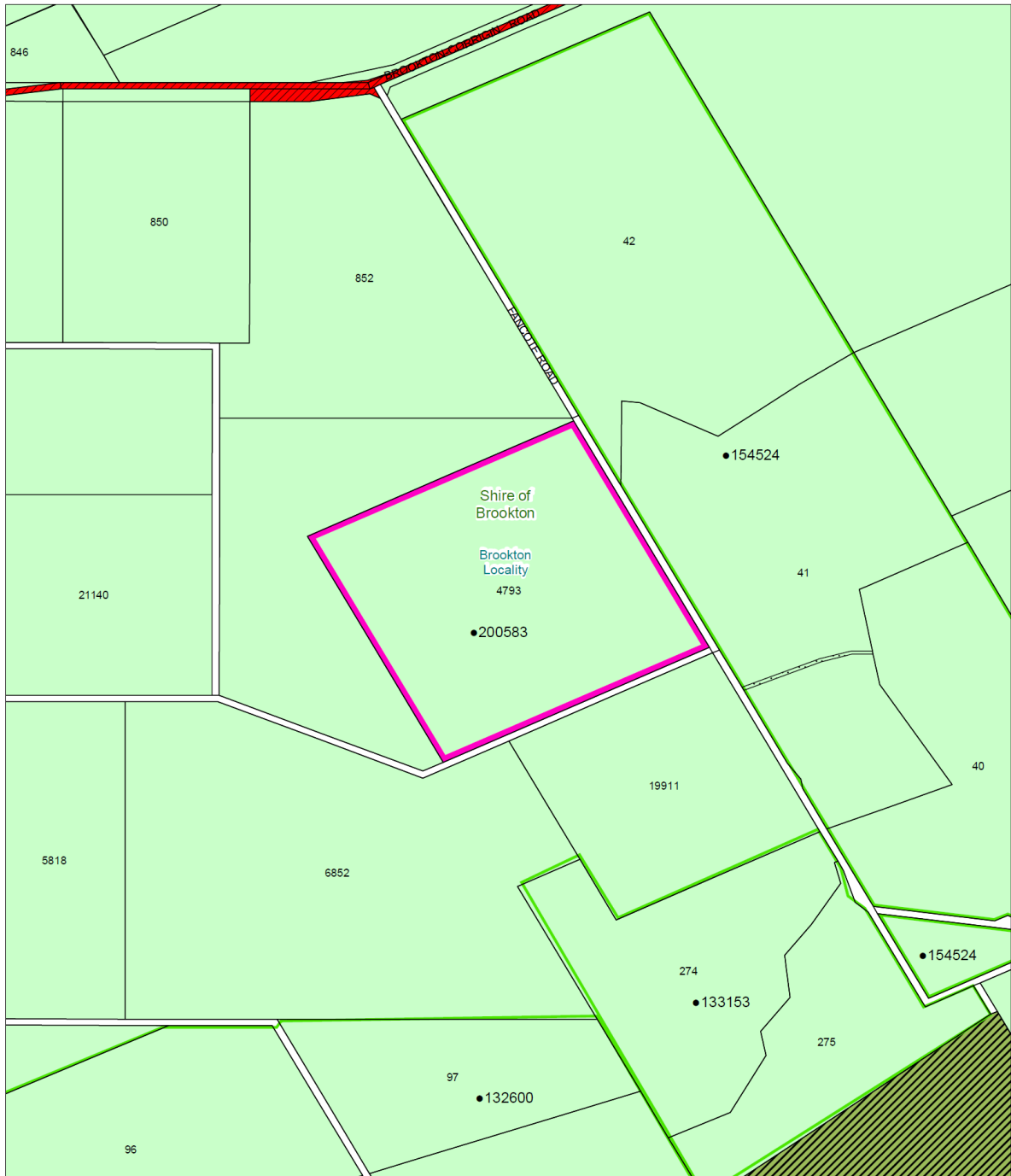


Image preview









# **Location Plan for: Subdivision Application**

This data is to be used only for the processing of a  
Subdivision Application

Application Number: **200583**

Decision: **Outstanding**

Printed: **26/07/2024**



Produced by Data Analytics,  
Department of Planning, Lands and Heritage, Perth WA

Base information supplied by  
Western Australian Land Information Authority SLIP 1447-2023-1

## **Application Status**

- Approved
- Outstanding

## **Existing LPS Zones and Reserves**

- Environmental conservation reserve
- Local road
- Primary distributor road
- Rural

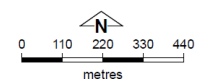
## **Easements and Referrals**

- Easements

## **Region Scheme Reserves**

## **Localities & Local Government Boundaries**

- Local government boundary
- Locality



## **Extract of DC Policy 3.4 – Subdivision of Rural Land**

### Policy objectives

This operational policy guides the subdivision of rural land to achieve the key objectives of *State Planning Policy 2.5: Rural Planning*, which are to:

- (a) support existing, expanded and future primary production through the protection of rural land, particularly priority agricultural land and land required for animal premises and/or the production of food;
- (b) provide investment security for existing, expanded and future primary production, and promote economic growth and regional development on rural land for rural land uses;
- (c) outside of the Perth and Peel planning regions, secure significant basic raw material resources and provide for their extraction;
- (d) provide a planning framework that comprehensively considers rural land and land uses, and facilitates consistent and timely decision-making;
- (e) avoid and minimise land use conflicts;
- (f) promote sustainable settlement in, and adjacent to, existing urban areas; and
- (g) protect and sustainably manage environmental, landscape and water resource assets.

Circumstances under which rural subdivision may be considered:

In considering applications under section 6, the WAPC will consider rural subdivision in the following exceptional circumstances:

- (d) in the Homestead lot policy area (Appendix 2), to allow for the continued occupation of existing homesteads when they are no longer used as part of a farming operation;

### 6.6 Homestead lots

The creation of homestead lots is intended to allow primary producers to continue to occupy their dwelling when they cease to farm, and provide settlement opportunities in areas where land fragmentation is limited and unlikely to increase. Homestead lots are to be created in a manner that is consistent with the rural character and landscape of a locality. Homestead lots may be facilitated through boundary rationalisation or the creation of a new lot.

Homestead lots may therefore be created to enable an approved existing house on a rural lot to continue to be occupied provided that:

- (a) the land is in the DC 3.4 Homestead lot policy area (refer Appendix 2);

- (b) the homestead lot has an area between one and four hectares, or up to 20 hectares to respond to the landform and include features such as existing outbuildings, services or water sources;
- (c) there is an adequate water supply for domestic, land management and fire management purposes;
- (d) the dwelling is connected to a reticulated electricity supply or an acceptable alternative is demonstrated;
- (e) the homestead lot has access to a constructed public road;
- (f) the homestead lot contains an existing residence that can achieve an appropriate buffer from adjoining rural land uses;
- (g) a homestead lot has not been excised from the farm in the past;
- (h) the balance lot is suitable for the continuation of the rural land use, and generally consistent with prevailing lot sizes, where it can be shown that this is consistent with the current farming practices at the property; and
- (i) the dwelling on a homestead lot must be of a habitable standard and may be required to be certified as habitable by the local government.

Where there are a number of existing approved dwellings on a rural lot, more than one homestead lot may be considered as a one-off application.

#### Appendix 1

Homestead lot - a small lot generally ranging from one to four hectares, but may be up to 20 hectares in size depending on site specific circumstances, which is excised from a larger farm holding for separate occupation, such as by a retiring farmer wishing to remain in an approved existing dwelling.

#### **Shire of Brookton Local Planning Scheme No. 4**

Clause 16 sets out the following objectives for the Rural Zone:

- To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

## Shire of Brookton Local Planning Strategy

### Extract from sections 2.1 and 2.2

- Objectives (section 2.1) include to 'promote agricultural activity, predominately broad acre farming, as the key economic and social driver for the district';
- Strategic aims of Delivering Sustainable Development including that Council aims to 'guide the location of urban, rural residential and rural small holding development to maximise community benefits, seek appropriate levels of servicing and minimise future land use conflicts including on agricultural land; 'provide for the growth of the Brookton and Beverley townsites in a land use pattern which reduces pressure to convert productive agricultural land to non-agricultural uses';
- The Council aims to 'conserve land required for agricultural production and support opportunities for agricultural diversification and value adding'; and
- The Council aims to 'maintain and protect areas of agricultural production and conserve their non-urban character whilst accommodating other complementary rural activities'.

## 10.0 AGRICULTURE AND RURAL

### 10.1 General Agriculture

#### *Aim*

The aims are to:

- protect agricultural land for food production from incompatible non-rural development and land fragmentation;
- seek to preserve the productivity of agricultural and natural resources areas to maximise economic advantages to the district and ensure long-term food security;
- provide for a range of rural pursuits such as broad acre and diversified farming which are compatible with the capability of the land and which retain the rural character and amenity of the locality;
- retain farming land in large landholdings to support primary production and typically prevent creation of additional lots;
- provide opportunities for compatible non-rural uses which benefit from the district's location and are not detrimental to primary production activity, natural resources or the environment;
- regulate the subdivision of agricultural land to discourage the removal of agricultural land from agricultural production and ensure the potential for agricultural land to be productive is not diminished;
- seek suitable management of land at the interface between rural and townsites/rural living areas;
- protect rural land from incompatible uses by:
  - making land-use decisions for rural land that support existing and future primary production;
  - providing investment security for the existing and future primary production sector;
  - minimising land use conflicts that compromise agricultural land uses; and
- provide for intensive agricultural activities particularly where sustainable water resources exist and land management issues are appropriately addressed.

## *Strategy*

The Council's strategy is to:

- protect productive agriculture land and support existing agriculture pursuits;
- provide for new forms of agricultural development and practices;
- provide for the development of land for alternative and complementary non-agricultural uses where the applicant can demonstrate:
  - the use will not detrimentally affect on-going agricultural operations; and
  - that the proposed use will not result in the removal of highly productive agricultural land from agricultural production;
- encourage low-key tourist uses including those associated with traditional forms of agriculture;
- direct rural residential and rural smallholding subdivision away from productive agricultural land;
- regulate the subdivision of agricultural lands to discourage the removal of land from agricultural production and ensure the potential for agricultural land to be productive is not diminished; and
- encourage boundary realignments which are justified in terms of effective land management practices, environmental and landscape enhancement and facilitating the ongoing agricultural usage.

## *Actions*

The Council will:

- encourage sustainable farming practices;
- support initiatives to enhance the productivity of agricultural areas through:
  - working to ensure that sufficient water supplies are made available to agriculture;
  - minimising the impact of agricultural practices and extraction or use of natural resources on the environment; and
  - encouraging the establishment of value-adding industries in appropriate locations to maximise economic advantages to the district;
- support provisions in the new Local Planning Scheme requiring the rehabilitation of degraded land, re-vegetation of cleared land, strategic fencing and other appropriate land management controls, as considered appropriate by the Council, as conditions of development or subdivision;
- encourage landowners to adopt best practice for the agricultural activity, including in accordance with codes of practice (where available), to minimise environmental impacts and seek environmental repair; and
- through the new Local Planning Scheme will:
  - rename "Farming" Zone to "General Agriculture" Zone in accordance with SPP2.5;
  - review the permissibility of uses based on State Planning Policy 2.5 and Policy DC3.4;
  - contain provisions to control the development of second/multiple houses on rural land and provisions restricting development, particularly residential development, on land with no legal road frontage unless suitable access can be demonstrated to ensure orderly development; and
  - contain provisions relating to the subdivision of land zoned General Agriculture.



## 10.2 General Agriculture Development and Use

### *Strategy*

The Council's strategy is to:

- support agricultural activities and uses;
- not support scheme amendment requests to Residential, Rural Residential or Rural Smallholding for land shown as General Agriculture on the Strategy Plan;
- take into account the following in considering development proposals or a request for a scheme amendment:
  - discourage land uses unrelated to agriculture from locating on agricultural land (unless the proponent suitably demonstrates there are exceptional circumstances to the satisfaction of the Council);
  - other elements of the Strategy including protecting environmental assets, servicing and landscape impact;
  - provide adequate separation distance between potential conflicting land uses. The proposed development or use should contain all potentially conflicting effects within the property on which it is located;- buffer distances to enable agricultural uses to continue to operate without undue restrictions. The buffers to agricultural land are accommodated within the site subject to the proposal and not within adjoining land;
  - how the proposal will not detrimentally impact on existing agricultural operations and outline how the proposal will contribute to sustainable agricultural production in the area;
  - introduce management requirements that protect existing agricultural land uses;
  - discourage development that may result in land or environmental degradation; and
- require memorials or notifications, as appropriate, to be lodged on titles to notify prospective purchasers of any potential land use conflict.

## 10.3 General Agriculture Subdivision

### Overview

### *Strategy*

The Council's strategy is to:

- support rural land being retained for primary production and highlight there is a general presumption against the subdivision of land designated General Agriculture, to create additional lots;
- recommend subdivision approval to the WAPC when any of the following circumstances apply:
  - the proposal involves property consolidation and/or boundary realignments, where no additional titles are created;
  - for major non-agricultural purposes where in accordance with *WAPC Policy No. 3.4 Subdivision of Rural Land* which is associated with an Agricultural Impact Assessment as set out in State Planning Policy 2.5 and Policy DC3.4;
  - significant physical divisions;

- to allow for the efficient provision of public utilities and infrastructure, for access to natural resources and major ancillary uses to the rural area;
- conservation of biodiversity and natural heritage;
- to protect and actively conserve places of cultural heritage;
- tied lots; and
- for other unusual or unanticipated purposes which, in the opinion of the Council, does not conflict with this Strategy and are necessary in the public interest;
- not recommend subdivision approval to the WAPC for the following:
  - the creation of residential, rural residential or rural smallholding lots on land allocated as “General Agriculture” on the Strategy Plan;
  - the creation of rural smallholding size equivalent lots on land allocated as “General Agriculture” on the Strategy Plan unless no additional lots are created, or it is associated with the conservation of biodiversity, natural heritage or historic heritage;
  - homestead lots (unless no additional lots are created);
  - the creation of lots for management investment schemes and strata titling unless consistent with Strategy requirements for subdivision of land identified as General Agriculture;
  - where the application represents ad-hoc unplanned subdivision which is inconsistent with this Strategy; and
- request the WAPC to impose conditions, as considered appropriate, which will alert prospective purchasers, through memorials or notifications lodged on titles, of the types of agricultural activities that are likely to be undertaken in the area, e.g. spraying, pesticide use, noise, odours, dust and other activities that have potential amenity and land use impacts.

### Boundary Adjustments and Property Rationalisation

#### *Strategy*

The Council’s strategy is to support proposals that amalgamate titles and support boundary adjustments (where no additional lots are created) and property rationalisation to consolidate primary production land into one lot and the creation of smaller balance lots subject to:

- no additional lots are created;
- the new lot boundaries facilitate on-going productive agriculture, reflect good environmental and land management practice (including to address matters such as waterway protection, physical landform constraints/protection, remnant vegetation protection/enhancement, substantial revegetation projects, sound land care practice and protection of landscape values) and the proposed lots are appropriate for the intended land uses;
- no additional public roads are created unless supported by the Council;
- all lots having direct access to a constructed public road. Should the proposed subdivision require new public roads, provision of such roads will be at the Council’s discretion and at the proponents cost;
- new vehicle access points onto State (main) roads being minimised;
- former road reserves and small remnant portions of lots are not considered to be lots for the purpose of boundary rationalisation;
- lots created under 40 hectares containing suitable buffers to off-site agricultural areas;
- any lot having a minimum area of 4 hectares;

- rural smallholdings sized lots (4 to 40 hectares) may have notifications or memorials placed on titles advising that the lot is in a rural area and may be impacted upon by primary production, including the potential for impacts by noise, dust, odour etc.;
- rural smallholding sized lots are capable of being appropriately serviced including with potable drinking water, water for firefighting and land management and an acceptable electricity supply;
- rural smallholding sized lots are generally not located in areas of extreme bushfire risk;
- bushfire risk being managed in accordance with the most recent *Planning for Bushfire Protection Guidelines* produced by the WAPC and DFES; and
- future subdivision of any lots created through boundary adjustments and property rationalisation subdivisions, to create additional lots, will not be supported.

### Homestead Lots

#### *Strategy*

The Council's strategy is to not support homestead lots, through the creation of additional titles, given the population in the municipality is growing and is expected to continue to grow in the Strategy period.

<b>12.09.24.02 DEVELOPMENT APPLICATION – TWO WAREHOUSE/STORAGE SHEDS AND TRADE DISPLAY – 121 BROOKTON HIGHWAY</b>
---

<b>File No:</b>	A547
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	Lot 76 (No. 121) Brookton Highway, Brookton
<b>Name of Applicant:</b>	Matthew & Jasmine Locke
<b>Name of Owner:</b>	Matthew & Jasmine Locke
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider a Development Application for two warehouse/storage sheds and a proposed trade display use at 121 Brookton Highway, Brookton.

**Description of Proposal:**

The applicant seeks approval:

- to construct two new sheds for warehouse/storage purposes. Each proposed shed measures 15m x 30m and will be used for storage and warehouse purposes;
- for a trade display use over the entire property; and
- for existing and future businesses to utilise access via Young Crescent.

Details relating to the application are included at Attachment 12.09.24.02A.

**Background:**

The site is outlined on the location plan and is 14.6491 hectares in area. Brookton Tyre Service and McIntosh and Son currently operate from the site.

The Council, at its Ordinary Meeting on 16 December 2021, in part, resolved in issuing a previous development approval for the site, imposed a condition:

All vehicles accessing and exiting the business must do so via Brookton Highway with no vehicle access or exit permitted via Robinson Road and Young Crescent, unless satisfactory arrangements being made with the Shire of Brookton Chief Executive Officer for the upgrade of Young Crescent, to a sealed standard.

**Consultation:**

The Shire invited comments on this Development Application from neighbours for 14 days. No comment was provided to the Shire.

**Statutory Environment:**

The site is zoned 'Rural Enterprise' under *Local Planning Scheme No. 4* (LPS4) and parts of the site are within Special Control Area 1 – Flood Prone Area. The proposed sheds are located outside of Special Control Area 1 – Flood Prone Area.

The proposed use of warehouse/storage is a 'D' (discretionary) use while trade display is a 'P' (permitted) use in the Rural Enterprise Zone. The proposed uses are subject to various requirements in LPS4 including addressing amenity, carparking, servicing and managing stormwater.

‘Warehouse/storage’ means premises including indoor or outdoor facilities used for –

- (a) the storage of goods, equipment, plant or materials; or
- (b) the display or sale by wholesale of goods.

‘Trade display’ means premises used for the display of trade goods and equipment for the purpose of advertisement.

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

*Shire of Brookton Local Planning Strategy*

### **Financial Implications:**

There are no financial implications in relation to this matter other than receipt of the Development Application fee.

### **Risk Assessment:**

There is potential that the applicant may request a review of the Council’s decision to the State Administrative Tribunal. Under Council’s risk framework, the Likelihood of this outcome is Possible and the financial Consequence of this outcome is assessed as Minor or Moderate.

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 aligns with Council’s Strategic Community Plan including ‘There is growth in Brookton’s businesses through the release of commercial space.’

### **Comment:**

The Development Application is conditionally supported given:

- the development is consistent with the planning framework including the sheds are located outside of flood prone areas;
- the proposed storage uses have minimal off site impacts;
- it assists to diversify and grow the local economy; and
- recommended development conditions and advice can assist to control the use, address amenity, limit off-site impacts and seek effective management of the development.

The main consideration is the standard of upgrading Young Crescent. The Shire has received no details from the applicant on likely traffic numbers using Young Crescent for existing and proposed businesses on the site. Based on Council's decision on 16 December 2021 and legal principles, it is recommended that the applicant is responsible for sealing Young Crescent (around 80m). It is noted the applicant's developments (existing and proposed) create the traffic impacts and the applicant obtains the benefit of the sealed road. It is suggested that the applicant could either arrange design and associated works or pay the estimated construction costs.

Trade display is supported subject to not being located in flood prone areas (Special Control Area No. 1).

### **OFFICER'S RECOMMENDATION**

***That Council grant Development Approval for two sheds for warehouse/storage purposes plus trade display use on Lot 76 on Deposited Plan 133964 (No. 121) Brookton Hwy, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:***

#### **Conditions**

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 2. The applicant shall prepare and submit a Stormwater Management Plan, prior to the commencement of works, to the specification and satisfaction of the local government which sets out how stormwater will be addressed for the development (including stormwater from buildings, car parking, vehicle access and other impervious areas). Amongst matters, it is to minimise risks of spills from hydrocarbons and limit impacts on the Avon River. The approved Stormwater Management Plan to be implemented, to the satisfaction of the local government, prior to occupation of the sheds. The stormwater infrastructure provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.***
- 3. Prior to the issue of a Building Permit, an application under the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974, for the disposal of effluent and wastewater.***
- 4. Details are provided as to how trade waste will be managed prior to occupation to the satisfaction of the local government and/or the Department of Health. Approved trade waste measures are then implemented to the satisfaction of the local government and/or the Department of Health prior to occupation of the sheds.***
- 5. A Dust Suppression Plan for the unsealed internal roadways and car parking bays must be completed and submitted to the satisfaction of the local government prior to the commencement of proposed development works. Following this, the plan is to be suitably implemented to the satisfaction of the local government.***

6. *The vehicle access ways, vehicle manoeuvring areas and car parking spaces being designed, constructed (unsealed standard) and drained to the satisfaction of the local government prior to occupation. These areas shall be permanently maintained for vehicle parking, access and manoeuvring areas to the satisfaction of the local government.*
7. *All vehicles accessing and exiting the proposed sheds and existing businesses on No. 121 Brookton Highway must do so via Brookton Highway with no vehicle access or exit permitted via Young Crescent and Robinson Road. This is unless the applicant meets the full cost of designing, sealing and draining Young Crescent, to the satisfaction of the local government, prior to occupation of the sheds.*
8. *Open storage is to be suitably screened from public view by a fence, wall, or screen landscaping to the satisfaction of the local government.*
9. *The approval for Trade Display is to ensure it is located on freehold land and is located outside of Special Control Area No. 1 – Avon River Flood Prone Area.*
10. *Any lighting device shall be positioned and shielded so as not to cause any direct, reflected or incidental light beyond the property boundaries. Lighting should be designed in accordance with AS 4282-2019 Control of the Obtrusive Effects of Outdoor Lighting.*
11. *No development is located within the sewerage easement or is to impact the sewerage line.*

#### **Advice Notes**

- A) *The applicant is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.*
- B) *If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.*
- C) *The applicant is advised that the approved development must comply with all relevant provisions of the Health Act, 1911 (as amended), Health (Miscellaneous Provisions) Act 1911, the Public Health Act 2016, the Shire of Brookton Health Local Law and the Building Code of Australia.*
- D) *A low fuel area should be maintained around the sheds at all times.*
- E) *In relation to Condition 7, the works to design, seal and drain Young Crescent are required to be completed or a suitable performance bond made to the Shire prior to occupation of the sheds*
- F) *Nothing in the approval or these conditions gives RAV access to Robinson Road or Young Crescent, without the express approval of the Shire of Brookton and Main Roads Western Australia.*

- G) With regard to signage the applicant is advised that any sign affixed to the approved building does not require development approval. However, any form of freestanding signage will require a further application for development approval to be submitted and determined by the local government.**
- H) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

*(Simple majority Vote required)*

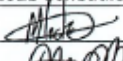
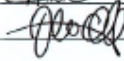
### **Attachments**

**Attachment 12.09.24.02A – Development Application Details 121 Brookton Highway**





**LOCAL PLANNING SCHEME NO. 4  
APPLICATION FOR DEVELOPMENT APPROVAL**

Land Owner Details			
Full Name: Matthew & Jasmine Locke			
ABN: (if applicable)			
Postal Address: 121 Brookton Hwy Brookton WA 6306			
Phone	Work: 08 9642 1177	Home:	Mobile: 0428447147
Email: brooktontyreservice@outlook.com			
Contact Person for Correspondence: Jaz			
<i>The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			
Signature: 			Date: 01/07/24
Signature: 			Date: 01/07/24

Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing.			
Signature:			Date:

Property Details		
Lot No: 76	House/Street No: 121	Location No:
Diagram or Plan No: 133964	Certificate of Title Vol. No: 2116	Folio: 228
Title encumbrances (e.g. easements, restrictive covenants, etc):		
Street Name: Brookton Hwy		Suburb: Brookton
Nearest street intersection: Richardson Street/Brookton Hwy		

Proposed Development	
Nature of Development, (Works, Land/Premise Use or Works and Use): <input type="checkbox"/> Works <input type="checkbox"/> Use <input checked="" type="checkbox"/> Works & Use	
Is an exemption from development claimed for part of the development? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use	
Description of proposed works and/or land use:  Together with current land use for Brookton tyre service (automotive); new proposed use & buildings	
Nature of any existing buildings and/or land use: <ul style="list-style-type: none"> <li>• Shed 1 (Brookton tyre service)</li> <li>• Shed 2 (McIntosh &amp; Son)</li> <li>• Shed 3 (McIntosh &amp; Son)</li> </ul>	
Approximate cost of proposed development (GST Exclusive): \$215k	
Estimated time of completion: October	

CHECK LIST FOR SUPPORTING DOCUMENTS
<b>SITE PLANS</b> <ul style="list-style-type: none"> <li>• Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500</li> <li>• Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500</li> <li>• Scale to be notated</li> <li>• North point</li> <li>• Street Name – Lot number and if appropriate house number</li> <li>• Location of existing and proposed buildings on site</li> <li>• Means of access (crossover, driveway, etc.)</li> </ul>
<b>HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS</b> <ul style="list-style-type: none"> <li>• Details of the proposal</li> <li>• Hours of operation (including operating times during the day and days of operation during the week)</li> <li>• Location of the proposal on site (see Site Plans)</li> <li>• Details of access and parking (see Site Plans)</li> </ul>
<p>Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.</p>

OFFICE USE ONLY			
Lodgment Date:	<u>4/7/24</u>	Property Assessment No.:	<u>A547</u>
Fee Payable:	<u>\$688.00</u>	Payment Date:	<u>4/7/24</u>
		Receipt No:	<u>45379.</u>

# **LOCKE DEVELOPMENT APPLICATION 4-5/121**

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4-5/121 Brookton Highway, Brookton Western Australia 6306

## CONTENTS

PROPOSAL .....	3
BUSINESS DESCRIPTION .....	3
CERTIFICATE OF TITLE .....	3
LOCATION .....	3
SITE PLAN .....	3
ACCESS .....	4
PARKING AREAS .....	4
AMENITIES.....	4
BUILDING PLANS .....	5
ZONING .....	5
BUSINESS SIGNAGE.....	5
ATTACHMENT 1 .....	6
ATTACHMENT 2 .....	7
ATTACHMENT 3 .....	8
ATTACHMENT 4 .....	9
ATTACHMENT 5 .....	10

## **PROPOSAL**

MR & JD Locke are applying for trade display and new commercial warehousing/storage premises to expand the current assets at 121 Brookton Hwy.

The anticipation of future endeavours with potential partners are still in planning stage at the time this proposal is written, and we seek to expand our available spaces for active commercial businesses based in the wheatbelt to extend and improve current services within the Brookton and surrounding areas, supporting new employment and enticing families to come to our evolving community to assist in cementing Brookton's economic growth.

Our foundation of infrastructure together with our expanding business and others in the area is what will fortify Brookton's position in a sustainable future.

We look forward to the support of the Shire of Brookton and our Councillors.

## **BUSINESS DESCRIPTION**

We anticipate the addition of a trade display at 121 Brookton Hwy, allowing for the expansion on Brookton's current existing trade displays. We envision this enticing more tourists to town and also customers from other locations to our great community.

With the addition of the two new buildings to the north of the existing buildings we plan to expand the commercial capacity of Brookton. These are to be utilised as Storage & Warehousing.

The trading hours will be consistent with Brookton Tyre Service current hours

## **CERTIFICATE OF TITLE**

Owners: Mr Matthew & Mrs Jasmine Locke

ATTACHMENT 1.0/1.1/1.2

## **LOCATION**

121 Brookton Highway, Brookton Western Australia 6306.

## **SITE PLAN**

ATTACHMENT 2



## **ACCESS**

Standard Access to the property via Young Crescent. RAV Access via RAV approved entry on Brookton Hwy.

Access consists of gravel compacted to road user standards. Internal yard space allows RAV turnaround to exit via RAV rated access.

### **Additional Access being requested:**

*Seeking permission to utilise access via Young Cres for all existing businesses at 121 Brookton Hwy, not just emergency access.*

## **PARKING AREAS**

Delineation measures for car parking are outlined on the Site Plan ATTACHMENT 2

*(zoom in required)*

10 bays per building and extra overflow parking shown on plan in accordance with Shire of Brookton Local Planning Scheme NO 4 - Table 7 and the explanatory figure in Figure 1. Car parks consist of gravel compacted to road user standards. Accessible bays previously approved & shared with existing buildings as per details below in Amenities.

All other areas utilised for the business are to a hardstand level. This ensures no dust impact to neighbouring properties.

## **AMENITIES**

Amenities within Shed 1 are to be shared with Shed 2/3/4/5 and have written contract between if/any business working either building. These include regulation accessible bathroom facilities & accessible car parking bays ATTACHMENT 3.

**Electrical** Western Power connection is existing on site. Sheds 4 & 5 will be fitted out and connected by licenced Electrician once selected upon completion of structure build.

### **Water**

Water Corporation connection is existing on site and was connected via licenced plumber.

Stormwater management plan ATTACHMENT 4

## **BUILDING PLANS**

*Shed 4 & 5*

Building elevations including colours and Plans to be identical to existing shed 3.

*ATTACHMENT 5*

## **ZONING**

Shire of Brookton Local Planning Scheme NO 4 - Part 3 - Zones and use of land.

### **Land-use Permissibility - Current land use classifications:**

Motor Vehicle Repair

Industry-light

Trade supplies

Warehouse/storage (New buildings to be warehousing)

### **Additions being requested:**

*Trade Display (as per the outline on Site Plan ATTACHMENT 2)*

## **BUSINESS SIGNAGE**

Panel Signage to be affixed to shed 4 & 5. Signage will follow suit of current signage on buildings at 121 Brookton Hwy.

\*If applicable - any road side signage will be submitted as a separate application.

## ATTACHMENT 1



WESTERN



AUSTRALIA

REGISTER NUMBER	
<b>76/DP133964</b>	
DUPLICATE EDITION	DATE DUPLICATE ISSUED
<b>2</b>	<b>1/8/2005</b>

# **RECORD OF CERTIFICATE OF TITLE** **UNDER THE TRANSFER OF LAND ACT 1893**

VOLUME 2116  
 FOLIO 228

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BG Roberts*  
 REGISTRAR OF TITLES



## **LAND DESCRIPTION:**

LOT 76 ON DEPOSITED PLAN 133964

## **REGISTERED PROPRIETOR:** **(FIRST SCHEDULE)**

MATTHEW RUSSELL LOCKE  
 JASMINE DALE LOCKE  
 BOTH OF 73 KING STREET BROOKTON WA 6306  
 AS JOINT TENANTS

(T 0734280 ) REGISTERED 14/5/2021

## **LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:** **(SECOND SCHEDULE)**

1. THE LAND THE SUBJECT OF THIS CERTIFICATE OF TITLE EXCLUDES ALL PORTIONS OF THE LOT DESCRIBED ABOVE EXCEPT THAT PORTION SHOWN IN THE SKETCH OF THE SUPERSEDED PAPER VERSION OF THIS TITLE.
2. B858313 EASEMENT TO SHIRE OF BROOKTON. SEE INSTRUMENT B858313. REGISTERED 5/2/1980.
3. C568946 EASEMENT TO MINISTER OF WATER RESOURCES. SEE SKETCH ON VOL 2116 FOL 228. REGISTERED 17/6/1983.
4. \*O734281 MORTGAGE TO BENDIGO AND ADELAIDE BANK LTD REGISTERED 14/5/2021.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
 \* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
 Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

## **STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 2116-228 (76/DP133964)  
 PREVIOUS TITLE: 1543-841  
 PROPERTY STREET ADDRESS: 121 BROOKTON HWY, BROOKTON.  
 LOCAL GOVERNMENT AUTHORITY: SHIRE OF BROOKTON

END OF PAGE 1 - CONTINUED OVER

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600

  
 www.landgate.wa.gov.au

RECORD OF CERTIFICATE OF TITLE

REGISTER NUMBER: 76/DP133964

VOLUME/FOLIO: 2116-228

PAGE 2

NOTE 1:

DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING  
K868395

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600

 **Landgate**  
[www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)

## Deposited Plan 133964

<u>Lot</u>	<u>Certificate of Title</u>	<u>Lot Status</u>	<u>Part Lot</u>
76	2116/228	Registered	

LANDGATE COPY OF ORIGINAL NOT TO SCALE 22/07/2021 08:01 AM Request number: 62313600



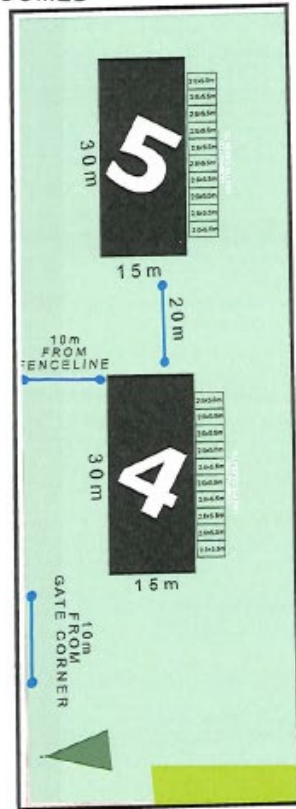
77 JUL 1969

## ATTACHMENT 2

MR & JD LOCKE  
4-5/121 Brookton Hwy

SITE PLAN  
(zoom for finer details)

ZOOMED



## ATTACHMENT 3







Arrow advising exisiting accessible toilet facilities & car space







Accessible access

SCALE 1: 5000



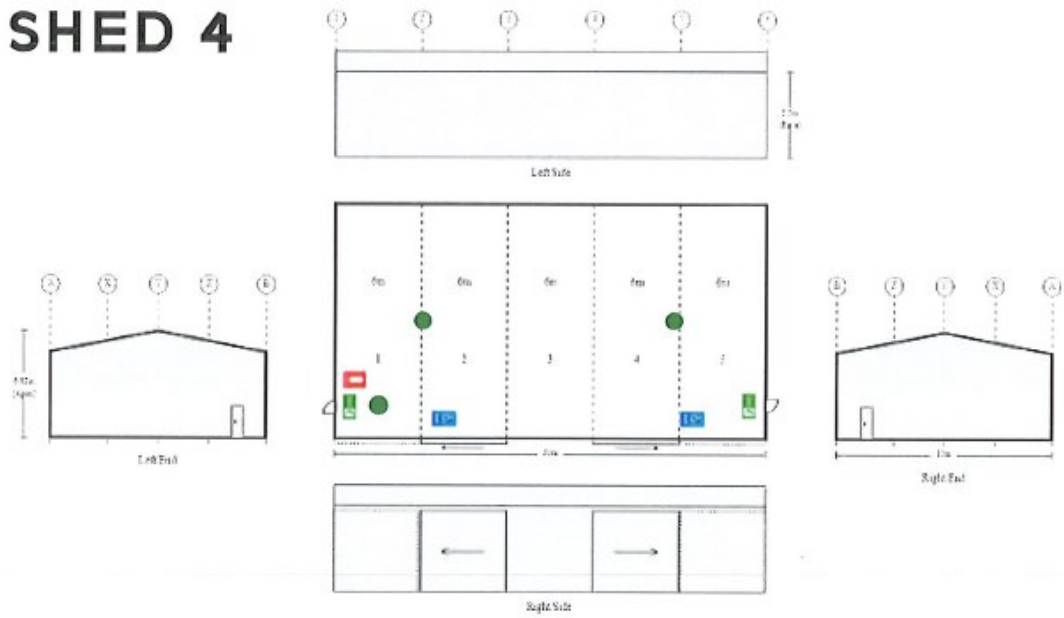
## ATTACHMENT 4



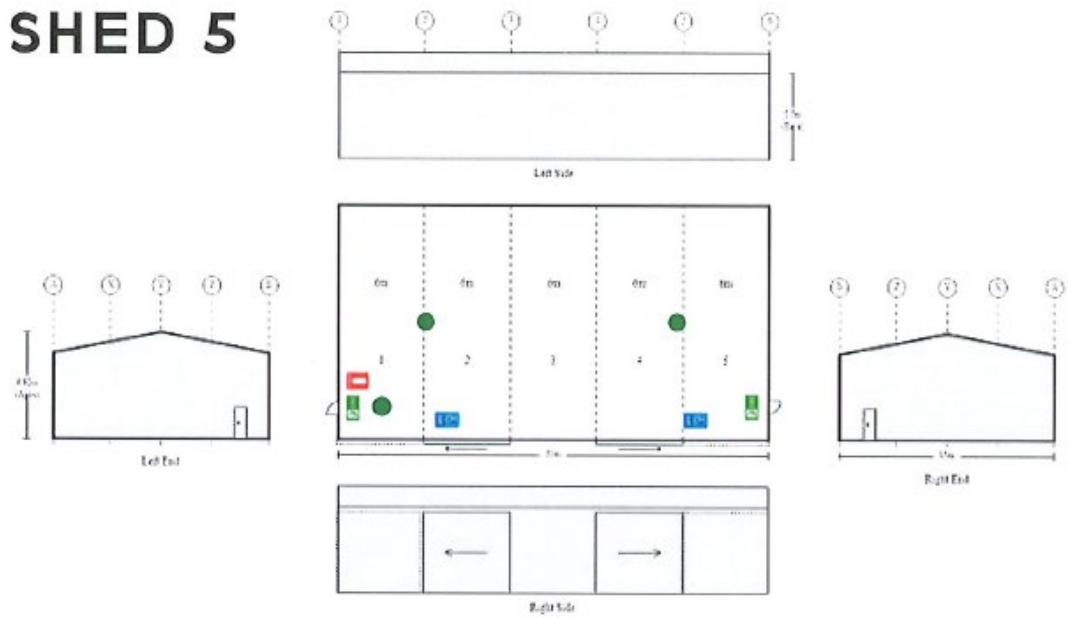
-  NEW BUILDINGS
-  STORMWATER TRENCH SYSTEM - DAM CATCHMENT
-  DIRECTION WATER FLOWS AWAY FROM ALL STRUCTURES AND INTO CONTOUR OF LAND
-  GUTTER SYSTEMS



## SHED 4



## SHED 5



## Building Elevations



**12.09.24.03 BROOKTON RAILWAY STATION REFURBISHMENT – COMMUNITY COMMENT**

<b>File No:</b>	CO011A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	Robinson Road, Brookton
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	15 August 2024

**Summary of Report:**

Council is to consider receiving comment from Brookton community members and organisations relating to the Brookton Railway Station.

**Description of Proposal:**

Council held a public meeting on Monday 3<sup>rd</sup> September 2024 attended by 26 residents and has received submissions on the benefits to the community of completing this project. The public meeting and submissions related to the relative community benefit or otherwise of completing this project, rather than the tenders received.

The written comments received are included in 12.09.24.03A.

**Background:**

The Shire is separately considering a tenders to complete refurbishment of the Brookton Railway Station.

Council considered the 3 tenders received at their August 2024 Ordinary Council Meeting where Council resolved to:

1. lay this item on the table;
2. consider a short public consultation to review this project prior to decide the tenders; and
3. consider this matter at the September 2024 Ordinary Meeting of Council.

**Consultation:**

Council has received comment and community feedback relating to the Brookton Railway Station refurbishment.

**Statutory Environment:** Nil

**Relevant Plans and Policy:** Nil

**Financial Implications:**

There are no direct financial implications from receiving the comment provided by Shire of Brookton residents and organisations. Council has allocated of \$1,838,150 in their 2024/25 Budget for this construction project.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the consequence rating of the reputation risk is assessed as Moderate. 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:

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

### Comment:

The purpose of this report is to ensure that Council receives the contributions provided by community members and organisations of the Shire of Brookton.

### **OFFICER'S RECOMMENDATION**

#### ***That Council:***

- 1. receive the comment included at Attachment 12.09.24.03A provided by community members and organisations of the Shire of Brookton; and***
- 2. thank the community members and organisations of the Shire of Brookton for their contribution.***

*(Simple majority vote required)*

### **Attachments**

**Attachment 12.09.24.03A – Brookton Railway Station Refurbishment – Community Comment**



30<sup>th</sup> August 2024

The CEO and Shire Councillors

Dear Sir/Madam

Re: Brookton Railway Station Renovation

I am writing and circulating my correspondence as many of you know that due to medical reasons I rarely attend night meetings

I am concerned re the cost but feel it is totally necessary that the Railway Station Building is renovated at the least cost and bought back to its original historical style building. I do not believe we need a meeting room in the railway building as we have many other buildings that can be used – CWA, RSL, Town Hall, WB Eva.

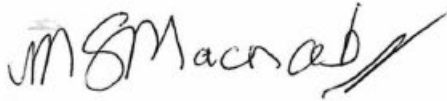
I believe that the Shire needs to work in conjunction with the local residents in town who are keen to be involved (I know of many) and at the same time use their knowledge and expertise and keep the costs down. I was told that to do this as far as gardening goes would be unprofessional – some gardens around buildings have been like it for 40 years that I know of and are very unprofessional. If residents are involved they will take ownership and be very proud of what takes place and at the same time save a lot of money.

It is not only gardening that can be done by residents, there are many other small jobs that we can save money on and this has been proven by many other towns that locals have joined with the Shire and taken ownership of their work.

I am not referring to working groups that did attend some meetings, I am referring to locals in general that would work with the working groups/Shire to develop our buildings/landscapes in town.



Please consider my proposal, renovate at the least cost and get back to basics, we don't need to have "professionals" for some of the "real work" and allow the community to be proud of what we as a community can achieve.



Gail Macnab

Mob: 0456226674

Email: [gailmacnab@outlook.com](mailto:gailmacnab@outlook.com)

Address: 21 Gaynor St, Brookton 6306

**From:** Nick McCABE <XXXXXXXXXXXX@hotmai.com>  
**Sent:** Monday, 2 September 2024 11:00 PM  
**To:** Administration Officer <mail@brookton.wa.gov.au>  
**Subject:** Saving our community here in Brookton

You don't often get email from XXXXXXXXXXXXXXX@hotmai.com. [Learn why this is important](#)

G'day to all our current Local Government Decision Makers here in Brookton,

Having a swimming pool in a little country town will never be economically justifiable, but I will argue that it is still worth having one (so, as a rate-payer, I help to pay for it).



Five years ago I took this photo of a sign that was attached to the temporary fencing erected around the Railway Station in the heart of Brookton (my own home town). As a young man, I worked on the bins, so I knew the station and the Station Masters. Fertiliser came on the train ... wool, grain and livestock went to market on the train. Mail and freight came on the train ... people travelled to the Big Smoke on the train. Forty WAGR staff were based in Brookton alone; the rail was important to Brookton.

I attended the station meeting this evening, and these are my thoughts on the matter. There's no disputing about how important the station has been for people in the past, but the question for me is, should I be expecting Matilda McCabe to be paying for it? Will Matilda consider it to be good bang for her buck, or will she struggle to justify it? Her grandmother lobbied your predecessors to have it retained for future generations; I now struggle with the dilemma that faces you as Brookton's current Decision Makers.

We live in a world dictated to by governing bodies facing more and more restrictions. The reason why it will cost millions of dollars is because of what society has created. We will never be able to beat the system, so let's shed a few tears and cut our losses; bring in the bulldozer and tear the structure down, in the hope that our grandparents and our grandchildren will understand the rationale we have used in selling our soul.

*Nick McCabe            2<sup>nd</sup> of September, 2024*



## SEABROOK ABORIGINAL CORPORATION

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ABN: 48313927032

ICN 1620

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### *Brookton Railway Station Refurbishment.*

To Shire President & Councilor's

We apologize firstly for not attending the Community forum regarding the Railway Station and appreciate the opportunity to submit an opinion of the project.

After discussion regarding the renovations and the amount of money to be spent on it we think that the funds could be spent on something less costly.

We understand the significance of the railway station to many of our community members but it is not the only piece of history Brookton has.

We feel that there is an opportunity to include the local Noongar history into our community in some way, which, could be a significant opportunity to involve them and give a sense of belonging, many of them long term residence who have not left Brookton.

We have a significant amount of young people in our community who have no connection to the railway station, these are the members of our community we need to cater for. More open spaces, shop frontage and housing, an opportunity for Brookton to grow.

An open-air construction to acknowledge the Railway Station and its history could be done at lesser cost and still be able to add to the streetscape and local businesses.

We hope that with funds saved there would also be an opportunity to do more streetscaping and spaces for community and tourists to be able to visit the main street for longer. The railway Station can still have visuals and for tourists to visit and interact.

Brookton has many missed opportunities and it would be good to be more inviting to people passing through or stopping over.

Thank you again for allowing us an opportunity to speak on this.

Seabrook Aboriginal Corporation Board of Directors.  
10th September 2024

# The future of Brookton Railway Station

As local business owners in Robinson Road of 35 years, Brad & I appreciate the history and heritage of our station, over the years we have watched many visitors stop and wander around this historic building.

Our wish was to restore this building to its natural beauty as it is a main attraction in our main street and the history of Brookton but after attending Monday nights meeting this option is going to come at a cost that is far greater than initially considered and may not be feasible for current times and years to come.

Our thoughts for the future station would be to reproduce a replica roof line with a room enclosure with water and sink washing facilities with a servery at southern end and open seating from the center to Northern end. This would allow for markets, stalls, street parties, sausage sizzles, small BBQ functions for tourists and locals to sit, view and enjoy. Toilets are already conveniently close by.

RV friendly parking needs to be increased at the southern end of toilets to accommodate for vans to park and use ablution blocks, station vicinity and main street. Currently vans park across parking bays adjacent to IGA, which is certainly not ideal.

A Memorial of the Station history at southern end and local tourism board displayed would ensure this history is not completely lost and can be viewed for years to come.

I respect that this is not an easy decision, and we thank you for giving us all the opportunity to voice our opinions.

Kind Regards  
Brad & Naomi Eyre  
Brookton Newsagency

**From:** Charity Gisborne <>  
**Sent:** Monday, September 2, 2024 9:55 AM  
**To:** Administration Officer <[mail@brookton.wa.gov.au](mailto:mail@brookton.wa.gov.au)>  
**Subject:** Brookton Railway station refurbishment

You don't often get email from [charlieb85@live.com.au](mailto:charlieb85@live.com.au). [Learn why this is important](#)

Dear Brookton Councilors,

My questions relate to the proposed refurbishment of the Brookton Railway Station.

Could you outline the following:

- What is the estimated total cost of the refurbishment?
- . Are there any alternative solutions to the proposed refurbishment that would cost less?
- What economic return will the Shire of Brookton hope to recover after this investment is made?
- How would this refurbishment benefit the wider community?
- How would this investment benefit future Brookton residents and future generations that want to live in Brookton?
- Is there a possibility that these funds would be better spent on any other economic development that would attract more people to the region?
- Is there a plan in place to generate funding for other future developments to attract business and people to Brookton without raising rates and burdening current residents?
- How much is the Memorial Hall still going to cost and will this impact councils decision on the Railway Station?

Thank you for your time.

Charity Gisborne.

**12.09.24.04 TENDER - RFT 07-2023 - BROOKTON RAILWAY STATION REFURBISHMENT**

<b>File No:</b>	FIN012J
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	Brookton Railway Station Robinson Road Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kevin D'Alton – Manager Projects
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	15 August 2024

**Summary of Report:**

Council is to consider the tenders received from building contractors to complete the Stage 1 of the refurbishment of the Brookton Railway Station.

**Description of Proposal:**

RFT 07-2023 Brookton Railways Station Refurbishment was advertised on 1<sup>st</sup> June 2024 and closed at 15:00 on 17<sup>th</sup> July 2023 at.

The Shire of Brookton received 3 submissions RFT-07-2023. The submissions included:

<b>Tenderer</b>	<b>Tendered Price GST Exclusive</b>	<b>Tendered Price GST Inclusive</b>
CLPM	\$1,980,155.97	\$2,178,171.57
COLGAN	\$1,888,898.49	\$2,077,888.44
Stallion Building Company	\$1,432,560.00	\$1,575,816.00
Pretender Quantity Surveyor Estimate – For comparison	\$1,827,000.00	\$2,009,700.00
Budget	\$1,838,150.00	\$2,021,965.00

All Tenders provided were of a high quality and all were considered suitable to complete the scope of works.

The evaluation of RFT 07-2023 was established in the RFT document as the non-weighted cost method. This method evaluates each tender's capability complete the requirements separate to other factors. Once the tenders have been ranked for capability, a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Shire of Brookton.

While staff completed a review of tenders the Shire also engaged Stephen Carrick Architects to complete a review of tenders that is included at Confidential Attachment 12.09.24.04A.

The review of the tenders completed by Stephen Carrick Architects ranked the tenders with CLPM being the highest rank, Colgan second and Stallion Building Company third.

In reviewing the value for money for the Shire of Brookton of the tenders received, staff have considered:

1. the significant cost saving to budget provided by the tender of Stallion Building Company.
2. That Stallion Building Company has recently completed the large, but less complicated, West Brookton Fire Station project for Council efficiently and effectively; and

3. that the lower tender price may in part reflect Stallion Building Company's localised operations and established supply chains in the Wheatbelt. The use of local trades can reduce transportation and accommodation costs.

**Background:**

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

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

Tender, RFT-07-2023, relates to Council Resolution passed on 20<sup>th</sup> July 2023 where Council decided:

*That Council:*

1. *accepts the risks associated with the presence of asbestos at the Brookton Railway Station in completing the transfer of Management of the Brookton Railway Station from the Public Transport Authority to the Shire of Brookton;*
2. *approves the replacement of the Brookton Railway Station ceramic roof tiles with similar modern ceramic roof tiles; and*
3. *approves:*
  - a. *Stage 1 - Stabilise the building, replace the roof tiles and effect repairs to the exterior of the building; and*
  - b. *Stage 2 - Refurbish the platform area and platform fencing to limit access to the rail corridor from the platform;**of the Brookton Railway Station Refurbishment to be completed concurrently to minimise disruption to rail traffic and rail safety compliance costs.*

This Tender, RFT 07-2023, includes the completion of Stages 1 and 2.

Council considered this matter at their August 2024 Ordinary Council Meeting where Council resolved to:

1. lay this item on the table.
2. consider a short public consultation to review this project prior to decide the tenders; and
3. consider this matter at the September 2024 Ordinary Meeting of Council.

Council held a public meeting on Monday 3<sup>rd</sup> September 2024 attended by 26 residents and has received submissions on the benefits to the community of completing this project. The public meeting and submissions related to the relative community benefit or otherwise of completing this project, rather than the tenders received.

**Consultation:**

Council has completed significant amounts of public consultation with this project.



**Statutory Environment:**

Tender processes are governed by the Local Government (Functions & General) Regulations.

**Relevant Plans and Policy:**

In proceeding with the required works the purchase of goods and services will be conducted in accordance with Council Policy 2.36 – Procurement.

**Financial Implications:**

The tendered prices are within or near to the 2024/25 Budget allocation of \$1,838,150 for this construction project.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, the Consequence rating of the financial risk associated accepting this tender is assessed as Moderate to Major. 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:**

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

**Comment:** Nil

**OFFICER'S RECOMMENDATION*****That Council:***

- selects the tender of Stallion Homes Co Pty Ltd provided for the RFT 07/2023 Brookton Railway Station Refurbishment for a cost of \$1,432,560.00 (GST Exclusive) as the preferred tender; and***
- delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Minor Works Contract.***

*(Absolute majority vote required)*

**Attachments**

Confidential Attachment 12.09.24.04A – Stephen Carrick Architects Tender Analysis.



**13.09.24.01 REVIEW OF ACCESS AND INCLUSION PLAN 2024-2029**

<b>File No:</b>	CO003A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider formal endorsement of a new Access and Inclusion Plan (AIP) 2024/2029.

**Description of Proposal:**

The purpose of an Access and Inclusion Plan (AIP) is to ensure that access to services, facilities, buildings and information provided by the Shire and opportunities within our community are accessible and inclusive for everyone. The AIP is designed to create an environment where all community members feel valued and can contribute meaningfully.

The new AIP includes a proposed name change from the Disability Access and Inclusion Plan (DAIP) to the AIP. This change reflects a commitment to creating a more inclusive environment for the entire community, not just individuals with disabilities.

A consultation process for the AIP included a community survey in April 2024. The survey gathered valuable insights from residents with a total of 8 responses received. Shire staff also actively participated in the survey. A community consultation workshop followed in July 2024. The survey and workshop provided a platform for both staff and community members to discuss the survey results and collaborate on actionable steps to enhance accessibility and inclusivity in our community.

The feedback and ideas generated through the consultation process has played a crucial role in shaping the AIP and the development of the AIP Project List. These projects are practical and achievable and designed to enhance the quality of life in our community. These initiatives will be integrated into our future planning through the Strategic Resource Plan (SRP) and the annual budget process.

A draft AIP 2024/2029 is included at Attachment 13.09.24.01A and a draft AIP Project List at Attachment 13.09.24.01B.

The draft AIP and AIP Project List will significantly contribute to our community's growth and foster a more inclusive community.

**Background:**

The Disability Services Act 1993 requires that AIP's are to be reviewed at least every five years. This review ensures that our plan remains relevant, and it reflects the community's needs and aspirations.

In May 2013 Council adopted its first DAIP 2013/2018. The current DAIP 2018/2023 expired in 2023.

#### **Consultation:**

Consultation included a community survey in April 2024 and a community consultation workshop held in July 2024.

#### **Statutory Environment:**

The Disability Services Act 1993, Part 5, Section 27-39C requires that all public authorities develop and implement an AIP. The Act makes these plans mandatory and prescribes their development, implementation and reporting.

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

Council Policy 2.1 Equal Employment Opportunity and Valuing Diversity incorporates the values of the AIP model.

#### **Financial Implications:**

The draft AIP and draft AIP Project List identify areas of improvement. Any initiative will need to be fully costed and integrated into the Strategic Resource Plan and will be subject to the annual budget approval process.

#### **Risk Assessment:**

The risk in relation to this matter is assessed as “Low”. The adoption of the draft AIP will mitigate the risk of non-compliance.

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 Strategic Community Plan –June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

#### **Comment:**

The draft AIP 2024/2029 represents a significant step forward in ensuring that our community is inclusive and accessible to all individuals, regardless of their abilities. The projects identified

are practical and achievable. These initiatives will not only benefit individuals with disabilities but also enrich our entire community by promoting diversity and inclusion.

**OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Adopt the draft Access and Inclusion Plan 2024/2029, included at Attachment 13.09.24.01A;***
- 2. Adopt the draft Access and Inclusion Plan Project List included at Attachment 13.09.210.1B; and***
- 3. provide the Access and Inclusion Plan 2024/2029 to the Department of Communities.***

*(Simple majority vote required)*

**Attachments**

Attachment 13.09.24.01A – draft Access Inclusion Plan 2024-2029.

Attachment 13.09.24.01B – draft Access Inclusion Plan - Project List - DRAFT Version 3.



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## CONTENTS

The Shire of Brookton .....	3
People with Disability in the Shire of Brookton .....	3
Planning for Better Access.....	3
Disability Trends in Western Australia .....	4
Progress Since 2017 .....	5
Progression of the Access and Inclusion Plan .....	6
Community Consultation Process .....	6
Responsibility for Implementing the AIP .....	7
Strategies to Improve Access and Inclusion .....	8
Implementation Plan .....	8
References .....	8
Appendixes	

## THE SHIRE OF BROOKTON

The Shire of Brookton is located in the Central Wheatbelt and covers an area of 1,626 km<sup>2</sup>. The principal town site of Brookton is located on the Brookton Highway 138km from Perth. The town was established in 1899 and has a current population of approximately 929.

The area is predominately mixed cropping and livestock, with increasing hay production since the establishment of two export hay facilities. Brookton has recently been experiencing a changing population due to the movement of retirees and other mature-aged people to the area.

## PEOPLE WITH DISABILITY IN THE SHIRE OF BROOKTON

According to the Australian Bureau of Statistics (ABS) Survey of Disability, Ageing and Carers Summary of Findings (2021) in 2021 there were 5.5 million Australians with disability, 21.4% of the population. It can therefore be estimated that around 100 people living within the Shire of Brookton have a disability. Any influx of retirees will increase this number as according to the ABS survey, 52.3% of older Australians identified as having a disability. The seasonal influx of tourists, including tourists with a disability, must also be considered.

## PLANNING FOR BETTER ACCESS

The Disability Services Act 1993 (the Act) requires all public authorities, including state and local government to develop and implement a Access and Inclusion Plan (AIP) in accordance with the principles of the Act.

The Act requires agents and contractors of public authorities to conduct their business in a manner consistent with their funder's Access and Inclusion Plan. Agents and contractors are required to report annually on progress they have made against the outcomes of the Shire of Brookton's Access and Inclusion Plan. Other legislation underpinning access and inclusion includes:

- Equal Opportunity Act 1984 (Western Australia)
- Commonwealth Disability Discrimination Act 1993
- United Nations Convention on the Rights of Persons with Disabilities.

## Disability trends in Western Australia



The ABS estimates 405,500 people live with disability. That's about 20% of the population or one in every five people.



115,800 people have profound or severe core activity limitation - that's almost one in four.



Between 2006 and 2026, the number of people with disability in WA is expected to increase by more than 210,000. This is due to an ageing population.



The unemployment rate for people with disability is more than double that for people without disability.



Disability impacts a large cross-section of the community, with almost one in three identifying as a carer or a family member of someone living with disability.

Source: <https://www.wa.gov.au>



## PROGRESS SINCE 2017

The Shire of Brookton is committed to facilitating the inclusion of people with disability through the improvements of access to its facilities and services. Since the implementation of the first AIP in 2017, a range of facilities and initiatives have been implemented to support equitable and inclusive access and inclusion for people with disability to our services, facilities and information. Some of these are highlighted in Appendix 1.

The Shire of Brookton is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers. The Shire of Brookton interprets an accessible and inclusive community as one in which all Shire functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disability, providing them with the same opportunities, rights and responsibilities as other people in the community. The Shire of Brookton:

- ❖ Recognises that people with disability are valued members of the community who make a variety of contributions to local social, economic and cultural life;
- ❖ Believes that a community that recognises its diversity and supports the participation and inclusion of all of its members makes for a richer community life;
- ❖ Believes that people with disability, their families and carers should be supported to remain in the community;
- ❖ Is committed to consulting with people with disability, their families and carers and disability organisations in addressing barriers to access and inclusion;
- ❖ Will ensure its agents and contractors work towards the desired outcomes in the Access and Inclusion Plan;
- ❖ Is committed to achieving the seven desired outcomes of its Access and Inclusion Plan. These are:
  - ❖ People with disability have the same opportunities as other people to access the services of, and any events organised by, a public authority.
  - ❖ People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.
  - ❖ People with disability receive information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.
  - ❖ People with disability receive the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.
  - ❖ People with disability have the same opportunities as other people to make complaints to a public authority.
  - ❖ People with disability have the same opportunities as other people to participate in any public consultation by a public authority.
  - ❖ People with disability have the same opportunities as other people to obtain and maintain employment with a public authority.
- ❖ Celebrating International Day of People with Disability (IDoPwD) through a community event and promotions.
- ❖ Chair Yoga for Seniors
- ❖ Ensuring our library collection contains large print and audio



## PROGRESSION OF THE ACCESS AND INCLUSION PLAN

Responsibility for the planning process, the Manager Corporate and Community has responsibility to oversee the development, implementation, review and evaluation of the AIP. Council endorses the final AIP, and it is the responsibility of officers to implement relevant actions.

## COMMUNITY CONSULTATION PROCESS

The Shire of Brookton is required to undertake a review of its Access and Inclusion Plan and consult with key stakeholders to guide further improvements to access and inclusion, every five years. The process includes:

- ❖ Examination of the 2017 – 2022 Disability Access and Inclusion Plan
- ❖ Examination of other relevant documents and strategies
- ❖ Consultation with staff
- ❖ Consultation with the community

The Disability Services Act Regulation (2004) set out the minimum consultation requirements for public authorities in relation to Access and Inclusion Plans. Local Governments must call for submissions (either general or specific) by notice in a newspaper circulating in the Local Government area and on any website by or on behalf of the Local Government. Other mechanisms may be used. The following methods were used by the Shire of Brookton:

- ❖ A whole of Shire survey was conducted in April 2024 within the Shire of Brookton. This survey was made available online, with a link to the survey provided on all forms of communication to the community, and in hard copy / paper format upon request.
- ❖ Advertising by way of both electronic communications and placement of notices on the Shire's website, social media, and in the local newsletter within the Shire of Brookton inviting comments and feedback.
- ❖ Community Consultation workshop

### Findings of the consultation

The consultation process identified 2 persons as having a disability, with 2 respondents identifying as being a family member, carer or friend of a person with disability. It was found that 70% of the respondents were aware that the Shire of Brookton had a AIP. 30.7% of respondents believed that they had experienced difficulties or barriers when dealing with Shire employees either infrequently or never. 78.6% believed that access to Shire buildings and facilities was either good or very good, while 79% rated the level of access to the Shire information as either good or very good. 63% believed that the Shire of Brookton is an inclusive community.

The consultation found a common community call for additional improvements to footpaths, accessible doors and ramp access to all buildings.

### Future projects relevant to community feedback

The Shire of Brookton has committed to:

1. Assessing upgrades to footpaths
2. Investigation of additional ACROD parking
3. Access to chalets and facilities at Brookton Caravan Park
4. Additional signage

The Shire of Brookton is committed to ensuring that the community is accessible for and inclusive of people with disability, their families and carers.

#### RESPONSIBILITY FOR IMPLEMENTING THE AIP

Implementation of the AIP is the responsibility of all areas of the Shire. The Disability Services Act (1993) requires all public authorities to take all practical measure to ensure that its officers, employees, agents and contractors implement the AIP.

##### Communicating the plan to staff and people with disability

- ❖ The community will be informed by way of both electronic communications and placement of notices on the Shire's website, social media, and in the local newsletter that the finalised AIP is available upon request and in alternative formats, if required, including hard copy in standard and large print, electronic format by email.
- ❖ As AIPs are amended, Shire staff and the community will be advised of the availability of the updated Plans, using the above methods.

##### Review and evaluation mechanisms

The Disability Services Act (1993) requires that the AIPs are reviewed at least every five years. Whenever the AIP is amended, a copy of the amended AIP is lodged with the Department of Communities. The Implementation Plan can be updated more frequently.

##### Monitoring and reviewing

The employee with the responsibility for the AIP will analyse progress in implementing the AIP and provide a report to management and Council on progress and recommended changes to the implementation plan annually.

- ❖ The Shire's AIP will next be reviewed and submitted to the Department of Communities in 2029. The report will outline what has been achieved under the Shire's AIP in the period 2024 – 2029.

##### Evaluation

- ❖ An evaluation will occur as part of the five yearly review of the AIP.
- ❖ The community, staff and Elected Members will be consulted as per the endorsed consultation strategies, as part of any evaluation.

##### Reporting on the AIP

The Disability Services Act (1993) requires the Shire to report on the implementation of its AIP in its annual report, outlining:

- ❖ Progress towards the desired outcomes of its AIP;
- ❖ Progress of its agents and contractors towards meeting the seven desired outcomes; and
- ❖ The strategies used to inform agents and contractors of its AIP.

The Shire is also required to report on progress, in the prescribed format, to the Department of Communities by July 31 each year.

SHIRE OF BROOKTON  
ACCESS AND INCLUSION PLAN  
IMPLEMENTATION PLAN 2024 - 2029

**STRATEGIES TO IMPROVE ACCESS AND INCLUSION**

The following overarching strategies (refer to the Appendixes) have been developed to address each of the seven desired outcome areas of the Disability Services Act 1993 from feedback gained in the consultation process. (Refer to the Implementation Plan below).

**IMPLEMENTATION PLAN**

The Implementation Plan details the task, timelines and responsibilities for each broad strategy to maintain and/or progress the strategies of the AIP. Whilst all strategies have been actioned, they are ongoing and open to improvement where possible.

The Implementation Plan will be updated annually to progress and record the strategies over the duration of the five-year plan.

**REFERENCES**

- ❖ Australian Bureau of Statistics
- ❖ Disability, Ageing and Carers Summary of Findings 2021
- ❖ Disability Services Act Regulation (2004)
- ❖ Equal Opportunity Act 1984 (Western Australia)
- ❖ Commonwealth Disability Discrimination Act 1993
- ❖ United Nations Convention of the Rights of Persons with Disabilities
- ❖ State Disability Strategy 2020-2030
- ❖ Shire of Brookton – Strategic Community Plan

## APPENDIX 1

OUTCOME 1: People with disability have the same opportunities as other people to access the services of, and any events, organised by a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are consulted on their needs for services and the accessibility of current services.	<ul style="list-style-type: none"> <li>❖ Develop a feedback mechanism for use by all services, provided or funded.</li> <li>❖ Develop consultation guidelines for all future reviews of services.</li> </ul>	Ongoing	All Managers
Monitor Shire services to ensure equitable access and inclusion.	<ul style="list-style-type: none"> <li>❖ Conduct systematic reviews of the accessibility of services.</li> <li>❖ Rectify identified barriers and provide feedback to consumers</li> </ul>	Ongoing Program	All Managers, Building Maintenance
Improve access to the information in the library	<ul style="list-style-type: none"> <li>❖ Incorporate the objectives and strategies of the AIP into the Shire's existing planning processes, particularly the Strategic Plan.</li> </ul>	Ongoing Program	All Managers
Develop the links between the AIP and other Shire plans and strategies.	<ul style="list-style-type: none"> <li>❖ Ensure all events are planned using the Accessible Events checklist.</li> </ul>	Ongoing	All Managers
Ensure that events, whether organised or funded, are accessible to people with disability.	<ul style="list-style-type: none"> <li>❖ Provide large print and audio books for relevant community members.</li> <li>❖ Promote access to business.</li> <li>❖ Make access information available on the Shire's website.</li> </ul>	Ongoing	All Managers
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>❖ Conduct audit of halls and pavilions and playgrounds.</li> <li>❖ Develop and implement a program of progressive upgrade</li> </ul>	Ongoing	All Managers

OUTCOME 2: People with disability have the same opportunities as other people to access the buildings and other facilities of a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all public buildings and facilities meet the standards for access and any demonstrated additional need.	<ul style="list-style-type: none"> <li>❖ Identify access barriers to public buildings and facilities.</li> <li>❖ Prioritise and make a submission to Council to commence work on rectifying identified barriers.</li> </ul>	Ongoing Program	Manager Infrastructure and Works
Ensure that all new or redevelopment works provide access to people with disability.	<ul style="list-style-type: none"> <li>❖ Ensure that the legal requirements for access are met in all plans for new or redeveloped buildings and facilities.</li> <li>❖ Ensure that no development application is signed off without a declaration that it meets the legal requirements.</li> <li>❖ Ensure that key staff are trained and kept up to date with the legal requirements.</li> </ul>	Ongoing Program	All Managers, Building Maintenance
Ensure that ACROD parking meets the needs of people with disability in terms of quantity and location.	<ul style="list-style-type: none"> <li>❖ Undertake an audit of ACROD bays and implement a program to rectify any non-compliance.</li> <li>❖ Consider the need for additional bays at some locations.</li> </ul>	Ongoing	Manager Infrastructure and Works
Advocate to local businesses and tourist venues the requirements for and benefits flowing from the provision of accessible venues.	<ul style="list-style-type: none"> <li>❖ Provide information (available on the DSC website), on the needs of people with disability and of legal requirements and best practice.</li> <li>❖ Promote access to business.</li> <li>❖ Make access information available on the Shire's website.</li> </ul>	Ongoing	All Managers
Ensure that all recreational areas are accessible.	<ul style="list-style-type: none"> <li>❖ Conduct audit of halls and pavilions and playgrounds.</li> <li>❖ Develop and implement a program of progressive upgrade</li> </ul>	Ongoing	All Managers

OUTCOME 3: People with disability have the same information from a public authority in a format that will enable them to access the information as readily as other people are able to access it.			
Strategy	Task	Task Timeline	Responsibility
Ensure that the community is aware that Shire information is available in alternative formats upon request.	<ul style="list-style-type: none"> <li>❖ Ensure that all documents carry a notation that it is available in alternative formats.</li> <li>❖ Publicise the availability of other formats in the local newspaper.</li> </ul>	Ongoing	All Managers
Improve staff awareness of accessible information needs and how to provide information in other formats.	<ul style="list-style-type: none"> <li>❖ Make State Government Access Guidelines for Information, Services and Facilities guidelines available to Shire employees. Train employees in providing accessible information.</li> </ul>	Ongoing	All Managers
Ensure that the Shire's website meets contemporary good practice	<ul style="list-style-type: none"> <li>❖ Maintain website to web content guidelines.</li> <li>❖ Budget for and provide interpreters to significant events upon request.</li> <li>❖ Make budget provision for interpreters and advertise the availability of the service.</li> </ul>	Ongoing	All Managers

OUTCOME 4: People with disability have the same level and quality of service from the staff of a public authority as other people receive from the staff of that public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that all employees, existing and new, and Elected Members are aware of	<ul style="list-style-type: none"> <li>❖ Determine training needs of Elected Members and employees and conduct training as required.</li> </ul>	Ongoing including staff training	CEO and MCC



disability and access issues and have the skills to provide appropriate services.			
Improve community awareness about disability and access issues.	❖ All public documents state that they are available in different formats.	Ongoing	CEO and MC

OUTCOME 5: People with disability have the same opportunities as other people to make complaints to a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that grievance mechanisms are accessible for people with disability and are acted upon.	<ul style="list-style-type: none"> <li>❖ Review current grievance mechanisms and implement any recommendations.</li> <li>❖ Develop other methods of making complaints, such as web-based forms.</li> <li>❖ Promote accessible complaints mechanisms to the community.</li> </ul>	Ongoing	CEO and MCC

OUTCOME 6: People with disability have the same opportunities as other people to participate in any public consultation by a public authority.			
Strategy	Task	Task Timeline	Responsibility
Ensure that people with disability are actively consulted about the AIP and any other significant planning processes.	<ul style="list-style-type: none"> <li>❖ Consult people with disability in a range of different consultation mediums, eg focus group, interviews, surveys.</li> <li>❖ Develop a register of people to provide comment on access and inclusion issues.</li> </ul>	Ongoing	CEO and MCC
Ensure that people with disability are aware of and can	❖ Ensure agendas, minutes and other documents are available on request in alternative formats and are published on the Shire's website.	Ongoing	CEO and MCC



access other established consultative processes.			
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OUTCOME 7: People with disability have the same opportunities as others to obtain and maintain employment with a public authority.			
Strategy	Task	Task Timeline	Responsibility
Use inclusive recruitment practices and improve methods of attracting, recruiting and retaining with disability.	<p>Ensure that job advertisements are in an accessible format.</p> <ul style="list-style-type: none"> <li>❖ Include Equal Opportunity Employment statement, e.g., "promotes a workplace that actively seeks to include, welcome and value unique contributions of all people and encourages people with disability, Aboriginal Australians, young people and people from culturally diverse backgrounds to apply for this job."</li> <li>❖ Ensure that interviews are held in an accessible place.</li> <li>❖ Consider job flexibility with regards to location and work hours.</li> <li>❖ Monitor Diversity Questionnaire feedback for disability requirements / changing needs.</li> <li>❖ Consult with Disability Employment Services (free service for employers) for advice, when applicable</li> </ul>	Ongoing	CEO and MCC
Ensure policies and procedures are regularly reviewed.	<ul style="list-style-type: none"> <li>❖ Occupational Health and Safety</li> <li>❖ Procedures manual.</li> </ul>	Ongoing	All Managers

## Review and Monitoring

The Coordinator will monitor and review progress towards achieving stated outcomes in the AIP. A progress report will be submitted to the Department of Communities by the 31<sup>st</sup> of July each year. Information on the implementation of the AIP is included in the Shire of Brookton Annual Report.

## Communicating the AIP

The Shire will advise via the local media and its own publications that copies of the AIP are available. Shire staff, relevant government departments, local health centres, disability service providers and the local Community Resource Centres will be provided with a copy of the AIP.

The AIP is also available to the public via the Shire's website: [www.brookton.wa.gov.au](http://www.brookton.wa.gov.au)

## Appendix 1

### Progress since 2017 under the Access and Inclusion Plan:

Since the review and implementation of our AIP in 2017, a range of facilities and initiatives have been implemented to support equitable and inclusive access and inclusion for people with disability to our services, facilities and information, including:

- ❖ Installation of a chalet with disabled access at the Brookton Caravan Park.
- ❖ Installation of a camper's kitchen at the Brookton Caravan Park, allowing access to all, under cover.
- ❖ Installation of access ramp to the Shire of Brookton Council Chambers.
- ❖ Improvements to the Shire's Administration building, including a low-level table counter at reception for wheelchair users.
- ❖ Refurbishment of Memorial Hall.
- ❖ Improvements to the Community Resource Centre building, including installation of handrails in bathrooms and externally, and modification of the entry ramp.
- ❖ Trimming or replacement of trees along footpaths.
- ❖ Various footpath upgrades, including Richardson Street and Lennard Street.
- ❖ Installation of an ablution block at the Brookton Cemetery.

### Access and Inclusion Plan (AIP) Project List

No	Project Title	Objective	Actions	Timeline	Budget	Responsible Officer
1	Footpath Plan/Audit	Evaluate current state of footpaths, identifying areas that need repair or improvement. Ensure compliance with accessibility standards and guidelines.	Perform regular audits of footpaths to monitor their condition and identify areas needing improvement. Plan and implement necessary upgrades and repairs based on audit findings	6-12 Months	Staff Resourcing	MIW
2	Footpath Maintenance	Improve physical accessibility	Regularly maintain of footpaths to ensure they are free from obstacles, potholes, and other hazards that could impede accessibility	Monthly	Staff Resourcing	MIW
3	Seating	Make sure all seating areas are accessible to individuals with disabilities including wheelchairs and mobility aids. Seating arrangements that encourage social interaction and inclusivity for all users	Provide seating at northern end on the Brookton Town Oval for individuals who may need to rest	6-12 Months	5,000	MIW
4	Oval entry off Whittington Street	Improve physical accessibility	Regularly maintain entry to ensure it is free from obstacles and other hazards that could impede accessibility. Define footpath entry to WB Eva Pavilion.	Monthly	Staff Resourcing	MIW
5	Raised Cross Walk Robinson Road near Brookton Rural Traders - Parking EV Charging Station	Improve safety for all users - children, older adults, parents, parents with strollers, wheelchairs and mobility aids.	Construction of cross walk to have continuous routes that connect destinations and keep users safe	12-24 Months	15,000	MIW

No	Project Title	Objective	Actions	Timeline	Budget	Responsible Officer
6	Designated pram and elderly parking area outside of IGA Robinson Road x 2	Introduce timed parking bays to ensure the elderly individuals and parents with prams can easily access public services in a safe and convenient way	Install clearly marked timed parking bays close to entrances . Install signage indicating the purpose of the bays	6-12 Months	2,000	MIW
7	Timed Parking Bays - Lennard Street	Introduce timed parking bays near a key location (Bedford Arms Hotel - Bottle shop) where individuals need assistance. These bays allow for drop-offs and pick-ups	Install clearly marked timed parking bays. The bay should be wide enough for vehicles to stop comfortably. Install signage indicating the purpose of the bays	12-24 Months	2,000	MIW
8	Footpath Corberding Road	Improve access for all residents and visitors	Construction of footpath ensuring compliance with accessibility standards	12-24 Months	25,000	MIW
9	Country Club - Footpath Lions Park to Chemist - Brookton Highway	Improve access for all residents and visitors	Construction of footpath ensuring compliance with accessibility standards	12-24 Months	25,000	MIW
10	ACROD Bay	To ensure parking facilities meet the needs of people with disabilities visiting the Brookton CRC	Clearly mark and allocate ACROD parking space close to entrance . Install signage indicating the purpose of the bay	12-24 Months	2,000	MIW
11	Great Southern Hwy bike barriers - School	Ensure all students can bike to school safely	Install bike barriers to create safe crossing and traffic calming measures	36-48 Months	10,000	MIW
12	Automatic sliding door	Improve physical accessibility to Administration Building	Install automatic sliding door to administration building	12-36 Months	50,000	MIW
13	Entry Ramp	Improve physical accessibility to Brookton CRC Building	Install ramp that is safe, functional, and compliant with accessibility standards	36-48 Months	30,000	MIW
14	Cross Walk - William Street access near Tiller Street (school)	Improve safety for school students	Construction of cross walk to ensure students safety	12-36 Months	15,000	MIW

No	Project Title	Objective	Actions	Timeline	Budget	Responsible Officer
15	Road Crossings William Street Access near Brookton Hotel/Whittington Street	Improve safety for all users - children, older adults, parents, parents with strollers, wheelchairs and mobility aids	Construction of cross walk to have continuous routes that connect destinations and keep users safe	12-36 Months	15,000	MIW
16	Road Crossings Brookton Highway Cnr Robinson Road Across to Butcher/Bendigo Bank	Improve safety for all users - children, older adults, parents, parents with strollers, wheelchairs and mobility aids	Construction of cross walk to have continuous routes that connect destinations and keep users safe	12-36 Months	15,000	MIW
17	Signage CRC Building Disability Access sign to be added	Ensure that all visitors are aware of the building's disability access features. Make sure the signage is accessible and understandable for all individuals, including those with disabilities	Use clear and legible fonts to ensure visibility and easy to read. Place signs at heights that are accessible to both standing and seated individuals	12-24 Months	2,000	MIW
18	Footpath - Williams Street to Vines Medical Centre	Improve access for all residents and visitors	Construction of footpath ensuring compliance with accessibility standards	12-24 Months	25,000	MIW
19	Footpath White Street From Brookton Highway to Whittington Street, uneven	Identify physical barriers that hinder access, such as uneven surfaces or slopes	Regularly maintain footpaths to ensure they are free from obstacles, potholes, and other hazards that could impede accessibility	Monthly	Staff Resourcing	MIW
20	Footpath White Street install ramp has steep incline	Identify physical barriers that hinder access, such as uneven surfaces or slopes	Install ramp that is safe, functional, and compliant with accessibility standards	36-48 Months	25,000	MIW
21	Footpath Brookton Highway - Bridge to Country Club Debris to be removed from footpath	Identify physical barriers that hinder access, such as uneven surfaces or slopes	Regularly maintain footpaths to ensure they are free from obstacles, potholes, and other hazards that could impede accessibility	Monthly	Staff Resourcing	MIW
22	Footpath Brookton Highway - Bridge to Chemist Footpath to be installed	Improve access for all residents and visitors	Construction of footpath ensuring compliance with accessibility standards	36-48 Months	25,000	MIW

No	Project Title	Objective	Actions	Timeline	Budget	Responsible Officer
23	Footpath Lennard Street (side of Bedford Arms) Ramp at entry to bottle shop required	Improve access for all residents and visitors	Install ramp that is safe, functional, and compliant with accessibility standards	36-48 Months	25,000	MIW
24	Footpath Whittington Street to Mensshed footpath to be installed	Improve access for members, residents and visitors	Construction of footpath ensuring compliance with accessibility standards	36-48 Months	25,000	MIW
25	Caravan Park Laundry access	Improve physical accessibility to Brookton Caravan Park Laundry	Install ramp that is safe, functional, and compliant with accessibility standards	36-48 Months	30,000	MIW
26	Caravan Park Laundry accessibility	Ensure that all laundry facilities are easily accessible to guests with mobility impairments	On replacement as per Caravan Replacement Program install front-loading machines, which are more accessible.	36-48 Months	10,500	MCC
27	Brookton Aquatic Centre Access to Pool Lift chair/ramp	Provide a safe and inclusive environment for all residents and visitors	Install a pool lift that can be independently operated by a person with a disability.	TBD	TBD	MCC
28	Brookton Aquatic Centre Blankets to assist with heating pool	Ensure the pool is accessible and comfortable for all users, including those with disabilities	Choose solar pool covers that are effective in trapping heat and preventing evaporation	6-12 Months	28,000	MCC
29	ACROD - Audit	To ensure parking facilities meet the needs of people with disabilities	Perform regular audits to ensure bays are correctly marked, adequately sized and conveniently located	Annually	Staff Resourcing	MIW
30	Promotion of Education Regulation promotion and feedback opportunities	Ensure that educational opportunities are accessible to all, including individuals with disabilities	Establish feedback channels - online surveys, suggestion boxes to gather input to make improvements	Annually	Staff Resourcing	MCC
31	Basketball Court	Promote an inclusive environment where individuals of all abilities can participate	Construction of 1/2 or full accessible and inclusive basketball court with potential partnership with the school	6-24 Months	20,000	MIW

No	Project Title	Objective	Actions	Timeline	Budget	Responsible Officer
32	Training opportunities (for students) Businesses to support	Training opportunities - Setting clear objectives and actions that ensure all students, regardless of their background, have equal opportunities to learn and grow	Provide scholarships and financial aid to students from low-income backgrounds to ensure they can participate in training programs. Establish mentorship programs that pair students with local businesses.	12-24 Months	\$5,000 & Staff Resourcing	MCC
33	Volunteer opportunities (for students) Businesses to support	Encourage participation to ensure all students, regardless of background, have access to volunteer opportunities	Create volunteer roles that are accessible to students with different abilities and schedules. Partner with local businesses to tailor and support volunteer programs	12-24 Months	Staff Resourcing	MCC
34	Withall Street Footpath	Improve access for all residents and visitors	Construct/define footpath on the southern end of Withall Street, past Stumpy's Roadhouse and installation of pram ramp on southern side of Brookton Highway to access existing footpath	12-18 Months	20,000	MIW
35	Withall Street Footpath	Improve access for all residents	Construct 250 metres of footpath on Withall Street	48-60 Months	60,000	MIW
36	Matthew Street Footpath	Improve access for all residents	Construct footpath on Matthew Street	48-60 Months	30,000	MIW
37	Brookton Railway Station	Improve access for all residents and visitors	Construct compliant accessible access to Brookton Railway Station	48-60 Months	30,000	MIW
38	Shire of Brookton Administration Centre	Improve access for all residents and visitors	Construct compliant accessible access across White Street and Whittington Street to link with footpaths	48-60 Months	10,000	MIW



**13.09.24.02 REQUEST FOR FEE WAIVER – DIRT N DUST**

<b>File No:</b>	COM025
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Dirt n Dust
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate & Community
<b>Declaration of Interest:</b>	The Author and Authorising Officer do not have an interest in this item.
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider waiving the adopted fee for the hire of the WB Eva Pavilion and camping (grassed area) for the Dirt n Dust Charity Run staying overnight in Brookton on Saturday 19<sup>th</sup> to Sunday 20<sup>th</sup> October 2024,

**Description of Proposal:**

The Dirt n Dust Charity Run is raising funds that will directly benefit mental health support programs.

The Dirt n Dust has requested that the WB Eva Pavilion hire and camping fees be waived, meaning the cost to Council would be \$1,196.00.

**Background:**

The Dirt n Dust Run is a volunteer-led event that has been running for six successful years, raising critical funds for mental health initiatives. Organised by the Greater Bunbury Rotary Volunteers, this unique journey of exploration through Western Australia is set to attract 29 2WD cars in 2024.

The funds raised by the event assist several mental health support programs such as Doors Wide Open, In Between the Ears, Sail into Life and Riding for the disabled to name a few. The funds go directly toward supporting individuals and communities impacted by mental health.

While the event is organised to raise awareness and funds for mental health programs and it is a valuable cause, the event does not provide a direct impact to our community. The request for a fee waiver comes from a previous family connection with the Brookton community.

**Consultation:**

Consultation has occurred with the applicant.

**Statutory Environment:**

*Local Government Act 1995*

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

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

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

*\*Absolute majority required*

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

#### Relevant Plans and Policy:

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

#### Financial Implications:

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

Particulars	Rate	GST	Charge
WB Eva Pavilion – Private Function (6am – 12 midnight) x 2	\$323.64	\$32.36	\$356.00
Camping (grassed area) per night x 35 sites @ \$24.00 per site	\$763.64	\$76.36	\$840.00

The bond of \$500 for the facility is payable prior to the event.

#### Risk Assessment:

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

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

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

#### Community & Strategic Objectives:

This 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:

It is important to recognise the significant benefits this event provides to individuals with mental health issues. While the cause is commendable, the event's lack of direct community impact does not appear to justify a waiver of Council's fees. Council should consider previous decisions regarding the waiving of fees for community facilities.

### **OFFICER'S RECOMMENDATION**

***That Council does not approve the waiving of the hire fee for hire of the Shire of Brookton WB Eva Pavilion and grassed area camping by Dirt n Dust on Saturday 19<sup>th</sup> to Sunday 20<sup>th</sup> October 2024.***

*(Absolute majority vote required)*

### **Attachments**

Attachment 13.09.24.02A – Attachment -Fee Waiver Dirt n Dust 11-09-24

Attachment 13.09.24.02B –Attachment - Dirt n Dust Run Booking - Fee Waiver 11-09-24 2

11-9-24

The Chief Executive Officer  
Shire of Brookton



Dear Shire of Brookton Council,

**Re: Request for Waiver of Fees for the Dirt n Dust Charity Run**

I hope this request finds you well. I am writing on behalf of the Dirt n Dust Run to formally request the waiver of fees associated with our upcoming event, which will be passing through Brookton on **Saturday, October 19th, 2024**, where we will be camping overnight.

**About Dirt n Dust:**

The Dirt n Dust Run is a volunteer-led run event that has been running for six successful years, raising critical funds for mental health initiatives. Over the course of our events, we have proudly raised **in excess of \$400,000** for mental health causes, with nearly **\$69,000** raised just this year alone as I send this.

**What is Dirt n Dust?** an exhilarating mystery 2wd escapade organised and run by Greater Bunbury (formerly South Bunbury) Rotary Volunteers that transcends the ordinary and invites participants to embark on a unique journey of exploration through Western Australia's rugged landscapes. Each year, we attract a diverse group of participants from all over the state, and this year, we are expecting **29 Cars** to join the event.

Our fundraising efforts directly benefit mental health support programs such as **Doors Wide Open, In Between the Ears, Sail Into Life, and Riding for the Disabled**, among others. Additionally, we have established the **WA Mental Health Disaster Aid Fund** at a state level providing funding for Mental health support post disaster, and we continue to support **Australian Rotary Health's 'Lift the Lid' on mental health program** nationally, which funds research grants, fellowships, and scholarships focusing on mental health in young Australians ARH is one of the largest private investors in mental health .

We pride ourselves on the fact that the entire event is run by volunteers. We even have a dedicated team of volunteer caterers who cook, bake, and travel on the run to feed participants, creating a truly community-centric atmosphere.

**Request for Waiver:**

Given the not-for-profit nature of our event and its significant contributions to mental health initiatives, we kindly request that the Shire of Brookton consider waiving any associated fees for our use of facilities and amenities during our overnight stay on October 19th, 2024. This will greatly assist us in maximizing the funds raised for these critical mental health programs and ensure that every dollar raised goes directly toward supporting individuals and communities impacted by mental illness.



Our participants, local businesses, and communities benefit from our presence, and we hope the Shire of Brookton will see this as a positive opportunity to support a cause that touches many lives, especially in regional areas like yours.

We would be grateful if this request could be included as an agenda item in an upcoming Council meeting, and we look forward to the Council's consideration of our request.

Thank you for your time and support. Should you require any further information or have any questions, please do not hesitate to contact me at



David Keyser

**Treasurer**

**Dirt n Dust Run 24**

Email. [dashell@bigpond.net.au](mailto:dashell@bigpond.net.au)

ph. 0400216451

[www.dirtndustrun.com](http://www.dirtndustrun.com)

**From:** [D & M Keyser](#)  
**To:** [Deanne Sweeney](#)  
**Cc:** ["Ben Andrew"](#)  
**Subject:** RE: Dirt n Dust Run Booking - Brookton Invoice No 10994  
**Date:** Wednesday, 11 September 2024 1:03:02 PM  
**Attachments:** [shire of Brookton.pdf](#)

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Hello Deanne

Thank you for your reply

I have attached our request to be added to your meeting agenda for consideration at the Council meeting  
Could you also include my email re the family connection to Brookton

Look forward to a favourable outcome

Kind regards

David Keyser

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**From:** Deanne Sweeney <[deanne.sweeney@brookton.wa.gov.au](mailto:deanne.sweeney@brookton.wa.gov.au)>  
**Sent:** Wednesday, 11 September 2024 11:47 AM  
**To:** [dashell@bigpond.net.au](mailto:dashell@bigpond.net.au)  
**Subject:** RE: Dirt n Dust Run Booking - Brookton Invoice No 10994

Hi David

Thank you for your email regarding the possibility of a discount on fees for The Dirt n Dust Run event.  
Unfortunately, Council staff do not have the discretion or power to waive or reduce fees. This can only be done through an application to Council, which must be presented at an Ordinary Council Meeting.

The next meeting is scheduled for Thursday 19<sup>th</sup> September, with agenda items due by 12<sup>th</sup> September 2024. If you wish to proceed, we will require a request on the Dirt n Dust Run letterhead by close of business today 11/09/2024. This would allow sufficient time to include it in the agenda. Alternatively, the October OCM is Scheduled for the 17<sup>th</sup> October (Agenda Items due 10/10/24) .

Please note that should you submit a formal request, the Council's decision is final and will be communicated to the applicant after the meeting.

Thank you for your understanding.

Regards



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**From:** D & M Keyser <[dashell@bigpond.net.au](mailto:dashell@bigpond.net.au)>  
**Sent:** Tuesday, September 10, 2024 6:35 PM

Deanne Sweeney  
**Manager Corporate & Community**  
**T:** 08 9642 1106 | **M:** 0428 656 457  
**E:** [deanne.sweeney@brookton.wa.gov.au](mailto:deanne.sweeney@brookton.wa.gov.au)  
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14 White St, Brookton WA 6306  
PO Box 42, Brookton WA 6306

**To:** Gary Sherry <[gary.sherry@brookton.wa.gov.au](mailto:gary.sherry@brookton.wa.gov.au)>  
**Cc:** 'Ben Andrew' <[ben@celebratelifetime.com](mailto:ben@celebratelifetime.com)>  
**Subject:** Dirt n Dust Run Booking - Brookton Invoice No 10994

You don't often get email from [dashell@bigpond.net.au](mailto:dashell@bigpond.net.au). [Learn why this is important](#)  
Hello Gary

My name is David Keyser & I am part of the Dirt n Dust Run  
The Run raises money for mental health & this year is our 6<sup>th</sup> Run

Our Run coordinator, Ben Andrew has booked the WB Eva Pavilion & 35 sites at the caravan park for the  
19<sup>th</sup> October 2024

My parents, Dick & Betty Keyser were long term residents in Brookton & that is where I grew up  
They were very involved in the community over a long period of time

Being cheeky now, any chance of a discount on the Shire's invoice?!!  
Given the family connection to Brookton, I thought it's worth a shot!!!

I appreciate your time in looking at this & look forward to hearing back from you

Kind regards  
David Keyser



**14.09.24.01 LIST OF PAYMENTS – AUGUST 2024**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	14 White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Skye Fisher – Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple
<b>Previous Report:</b>	15 August 2024

**Summary of Report:**

The purpose of this report is to present the list of payments for the month of August 2024, as required under the *Local Government (Financial Management) Regulations 1996*.

**Description of Proposal:**

To present to Council, the accounts paid under Delegation 1.1, Power to Make Payments, are included within Attachment 14.09.24.01A.

Contained within Attachment 14.09.24.01B is a detailed transaction listing of credit card expenditure paid for the period ended 31 August 2024.

Contained within Attachment 14.09.24.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 31 August 2024.

**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**

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

**Financial Implications**

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

**Risk Assessment**

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

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

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

### Community & Strategic Objectives

This 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 provide to Council, where such delegation is made.

### **OFFICER'S RECOMMENDATION**

*That Council receive:*

- 1. the list of accounts, totalling \$540,455.63 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of August 2024, as contained within Attachment 14.09.24.01A; and*
- 2. the list of credit card transactions, totalling \$356.97 paid in August 2024, as contained within Attachment 14.09.24.01B.*
- 3. the list of fuel card transactions, totalling \$762.44 paid in August 2024, as contained within Attachment 14.09.24.01C.*

*(Simple majority vote required)*

### **Attachments**

Attachment 14.09.24.01A - List of Payments for August 2024.

Attachment 14.09.24.01B - Credit Card Transactions for August 2024.

Attachment 14.09.24.01C - Fuel Card Transactions August 2024.

## List of Payments for August 2024

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15928	05/08/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC OFFICE RENT FOR THE MONTH OF AUGUST 2024.	1,050.00
EFT15929	05/08/2024	EMMA DRAPER	GROUP GYM INDUCTION X 6 MEMBERS.	110.00
EFT15930	05/08/2024	INTEGRATED ICT	NBN INTERNET CONNECTION, DATA, NBN LINK PHONE SYSTEM FOR ADMIN AND CRC. JULY 2024	303.00
EFT15931	05/08/2024	QUALITY PRESS	2024/2025 RATES MAIL OUT.	1,127.50
EFT15932	05/08/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES. 16.7.24 & 25.7.24.	750.75
EFT15933	05/08/2024	WA LOCAL GOVERNMENT ASSN	LOCAL GOVERNMENT AWARDS 2024 X 1 TICKET.	165.00
EFT15934	05/08/2024	WA TREASURY CORPORATION	PRINCIPAL & INTEREST PAYMENT FOR LOAN 80.	31,596.19
EFT15935	05/08/2024	BROOKTON ONWARD TOWN TEAM	BOND REFUND. WB EVA PAVILION. JUNE 24	500.00
EFT15936	16/08/2024	3E ADVANTAGE PTY LTD	PRINT SERVICE CHARGES. CRC AND ADMIN. JULY 2024	2,951.99
EFT15937	16/08/2024	ALCOLIZER TECHNOLOGY	6 MONTHLY SERVICE & CALIBRATION OF DRUGLIZER LE5 MAIN MODULE.	275.00
EFT15938	16/08/2024	AMPAC DEBT RECOVERY	DEBT RECOVERY FEES FOR A772 & A2682.	3,211.05
EFT15939	16/08/2024	ATO	BAS PAYMENT FOR THE MONTH OF JULY 24.	19,334.00
EFT15940	16/08/2024	AUSTRALIAN NATIONAL CHARACTER CHECK	NATIONALLY COORDINATED CRIMINAL HISTORY CHECK. JULY 24	53.00
EFT15941	16/08/2024	B & N EYRE BROOKTON NEWSAGENCY	PURCHASE OF STATIONERY SUPPLIES FOR CRC AND ADMIN. JULY 24.	348.90
EFT15942	16/08/2024	BEDFORD ARMS HOTEL	CATERING FOR AUGUST CBF 1/8/24. 6 X COUNCILLOR MEALS & 4 X STAFF MEALS.	266.00
EFT15943	16/08/2024	BOB WADDELL & ASSOCIATES PTY LTD	PROFESSIONAL SERVICES. ASSISTANCE WITH JULY MONTHLY FINANCIAL STATEMENTS. 30 MINUTES.	88.00
EFT15944	16/08/2024	BOC GASES	GAS CYLINDER RENTAL CHARGES. DEPOT. 28/06/24 TO 28/07/24	56.25
EFT15945	16/08/2024	BROOKTON 24/7 TOWING	REPLACE FAULTY SEAT BELT, PT15. REPLACE RIGHT AND LEFT TAIL/STOP LIGHT ASSEMBLY, PU33.	2,421.10

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15946	16/08/2024	BROOKTON PLUMBING	ANNUAL BACKFLOW TESTING. DEPOT STANDPIPE. JULY 24. REPAIRS TO LAUNDRY, UNIT 3 MADISON SQUARE. UNBLOCK TOILETS AT ADMIN.	810.00
EFT15947	16/08/2024	BROOKTON TYRE SERVICE	TYRE REPLACEMENT FOR PG8, JULY 2024. PUNCTURE REPAIR TO PU1, PU37 AND PR4.	3,780.70
EFT15948	16/08/2024	BUILDING & ENERGY	BSL PAYMENT FOR THE MONTH OF JULY 2024.	520.60
EFT15949	16/08/2024	BUNNINGS GROUP LIMITED T/A TOOL KIT DEPOT	PURCHASE OF FLEXITool PLATE COMPACTOR. DEPOT TOOLS.	1,599.00
EFT15950	16/08/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	292.74
EFT15951	16/08/2024	CLEANFLOW ENVIRONMENTAL SOLUTIONS	PROGRESS PAYMENT FOR UV RELINING SEWER PIPE WORKS. 08/08/2024 & 06/08/2024.	36,304.05
EFT15952	16/08/2024	CUTTING EDGES EQUIPMENT PARTS PTY LTD	PURCHASE PARTS FOR REPAIRS TO PG8 & PG9, JULY 24.	4,614.06
EFT15953	16/08/2024	DFES	REFUND OF CHALET BOOKINGS #13157117 & 13157124.	292.00
EFT15954	16/08/2024	FLICK ANTICIMEX	6 MONTHLY INVOICE FOR SANITARY SERVICES. ADMIN, CRC, WB EVA PAVILION, RRTLOP, MEMORIAL HALL, AND CARAVAN PARK.	5,006.86
EFT15955	16/08/2024	GERALDTON TRANSPORT	TRANSPORT OF GRADER BLADES FROM CUTTING EDGE WELSHPOOL TO SHIRE DEPOT.	70.68
EFT15956	16/08/2024	GO GO ONHOLD	ON HOLD MESSAGE SERVICE, ADMIN. JULY 24 TO JUNE 25.	828.00
EFT15957	16/08/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL CARD PURCHASES. MCC, INCLUDES ULP X 44.2 LITRES @ 2.03, ULP X 35.74 LITRES @ 2.03 AND CARD FEE X 2. CESM, INCLUDES BP DIESEL X 50.63 LITRES @ 1.839, DIESEL X 58.64 LITRES @ 1.899, DIESEL X 47.12 LITRES @ 1.899, DIESEL X 54.30 @ LITRES 1.8691, DIESEL X 37.16 LITRES @ 1.899, DIESEL X 30.49 LITRES @ 1.8491, DIESEL X 37.24 LITRES @ 1.984. JULY 24.	762.44

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15958	16/08/2024	GREENFIELD TECHNICAL SERVICES	PART PAYMENT OF FEES FOR WORK ASSOCIATED WITH THE RFT #09/2023 PROVISION OF PLANT AND LABOUR HIRE FOR ROAD STORM DAMAGE REPAIRS.	2,356.20
EFT15959	16/08/2024	H RUSHTON & CO	CARTAGE OF PLANT FROM SHIRE DEPOT TO YORK WILLIAMS ROAD, WEST FIRE BRIGADE FACILITY.	330.00
EFT15960	16/08/2024	INTEGRATED ICT	IP TELEPHONY. ADMIN. 25/6/24 TO 24/7/24	491.24
EFT15961	16/08/2024	IT VISION	PROFESSIONAL IT CONSULTANT SERVICES TO DELETE ASSET PT14 & ACQUISITION BATCH 1327. JULY 24.	277.20
EFT15962	16/08/2024	KWIK KOPY CANNING VALE INNOVATIVE PRINT AND DESIGN PTY LTD	PURCHASE OF REUSABLE OVERSIZE CHEQUE. ADMIN. JULY 24.	118.25
EFT15963	16/08/2024	LANDGATE (DOLA)	RATES RURAL UV INTERIM VALUATION SHARED. CHARGEABLE UV'S R2024/02. 25/5/24 TO 5/7/24.	47.18
EFT15964	16/08/2024	LGIS INSURANCE	LGIS INSURANCE, WORKERS COMPENSATION ADJUSTMENT. ENDORSEMENT PERIOD 30 JUNE 23 TO 30 JUNE 24.	5,785.23
EFT15965	16/08/2024	LGRCEU	PAYROLL DEDUCTIONS	88.00
EFT15966	16/08/2024	LHAAC	ANNUAL CONTRIBUTION 2024/2025 FY.	409.20
EFT15967	16/08/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ANNUAL MEMBERSHIP RENEWAL. CEO AS PER CONTRACT. 24/25 FY	560.00
EFT15968	16/08/2024	MARKETFORCE	GOVERNMENT TENDER ADVERTS. RFT 01-2024 PLANT AND HIRE FOR STORM DAMAGE. SATURDAY 20/7/24 & WEDNESDAY 24/7/24.	1,075.54
EFT15969	16/08/2024	MICHAEL BACHYNSKY	REIMBURSEMENT OF LOCKING SUPPLIES. CEMETERY TOILET. JULY 24	81.69
EFT15970	16/08/2024	NORTH DANDALUP TURNER MECHANICAL SERVICE PTY LTD	CARRY OUT 500 HOURS SERVICE TO PG9. JULY 24	2,887.41

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15971	16/08/2024	OFFICEWORKS BUSINESS DIRECT	LIQUID SOAP FOR ROBINSON ROAD PUBLIC TOILETS. STATIONERY SUPPLIES ADMIN.	263.27
EFT15972	16/08/2024	RAID AUSTRALIA 2024	REFUND OF OVERPAYMENT 3/8/24 & 4/8/24.	660.00
EFT15973	16/08/2024	READYTECH USER GROUP WA INC	ANNUAL USER GROUP MEMBERSHIP FEES 2024/2025. ADMIN	847.00
EFT15974	16/08/2024	RESONLINE	MONTHLY CHARGES FOR CARAVAN PARK ONLINE BOOKING SYSTEM. JULY 24	242.00
EFT15975	16/08/2024	ROADSIDE PRODUCTS	PURCHASE OF STEEL GUIDEPOSTS X 300. FOR DANGIN-MEARS ROAD AND YORK WILLIAMS ROAD.	6,091.80
EFT15976	16/08/2024	ROBERT WOOD	CARAVAN PARK REFUND BOOKING #12870533.	33.00
EFT15977	16/08/2024	SAFEROADS	ANNUAL SUBSCRIPTION TO ZONE CARE PACKAGE. JULY 24 TO JUNE 25.	714.56
EFT15978	16/08/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	850.00
EFT15979	16/08/2024	SIGNS PLUS	PURCHASE OF NAME BADGE & MAGNETS X 2. JULY 24	47.00
EFT15980	16/08/2024	SOUTH REGIONAL TAFE	5 DAY TRAINING COURSE FOR WORK HEALTH AND SAFETY OFFICER. DEPOT STAFF. JULY 2024.	1,050.00
EFT15981	16/08/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	JULY PROGRESS CLAIM FOR WORKS COMPLETED AT THE WEST BROOKTON BFB SHED. VARIATION #1 - UV FILTRATION SYSTEM.	130,861.13
EFT15982	16/08/2024	STUMPY'S GATEWAY ROADHOUSE	MONTHLY PURCHASES FOR SMALL PLANT FUEL EXPENSES. JULY 24.	39.54
EFT15983	16/08/2024	THE LOCK MAN SECURITY	RE-KEY OLD BOWLING CLUB FRONT DOOR LOCK. JULY 24	415.00
EFT15984	16/08/2024	TIANCO TRANSPORT	DELIVERY OF SAND X 10 LOADS TO BROOKTON SEWAGE POND.	3,630.00
EFT15985	16/08/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES FOR 30/7/2 AND 8/8/24.	750.75
EFT15986	16/08/2024	WA LOCAL GOVERNMENT ASSN	ELECTED MEMBER TRAINING X 2. UNDERSTANDING FINANCIAL REPORTS AND BUDGETS 30/8/24.	1,089.00
EFT15987	16/08/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	OFFSITE STORAGE FEES. 214 X STANDARD CARTONS. 26/6/24 TO 25/7/24.	55.18



CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15988	20/08/2024	ANNABELLE RICHARDSON	BOND REFUND FOR GYM KEY RETURNED. JULY 24	70.00
EFT15989	20/08/2024	EMILY AVISON	BOND REFUND FOR GYM KEY RETURNED. JULY 24	70.00
EFT15990	20/08/2024	RAID AUSTRALIA 2024	BOND REFUND FOR PAVILION HIRE. 3 & 4 AUGUST 24.	500.00
EFT15991	23/08/2024	ALCOLIZER TECHNOLOGY	PURCHASE OF DRUGLIZER CARTRIDGES FOR STAFF BLANKET DRUG SCREENS X 50.	1,405.25
EFT15992	23/08/2024	AUSTRALIA POST	POSTAGE COSTS FOR ADMIN & CRC. JULY 2024.	1,446.55
EFT15993	23/08/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	SHIRE CONTRIBUTION TO 24/25 RATES FOR CRC BUILDING AS PER SIGNED LEASE AGREEMENT SECTION 8.	1,874.00
EFT15994	23/08/2024	CEMETERIES & CREMATORIA ASSOCIATION OF WA INC	ANNUAL ORDINARY MEMBERSHIP RENEWAL. GOVERNANCE. 24/25 FY	130.00
EFT15995	23/08/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	307.06
EFT15996	23/08/2024	CORSIGN WA PTY LTD	PURCHASE OF ALUMINIUM SIGNAGE FOR USE AT VARIOUS LOCATIONS.	710.60
EFT15997	23/08/2024	DELTA AGRIBUSINESS WA BROOKTON RURAL TRADERS	MONTHLY PURCHASES FOR MAINTENANCE PURPOSES. DEPOT, CRC, ADMIN, PAVILION, AND VARIOUS LOCATIONS. JULY 2024	1,032.19
EFT15998	23/08/2024	FUEL DISTRIBUTORS OF WA	MONTHLY DELIVERY OF DIESEL FUEL TO DEPOT TANK.	12,125.40
EFT15999	23/08/2024	GERALDTON TRANSPORT	PICK UP PALLET FROM TEAMWORK FENCING OSBOURNE PARK, DELIVER TO BROOKTON.	57.70
EFT16000	23/08/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	PURCHASE OF CLEANING SUPPLIES FOR DEPOT, CARAVAN PARK, ADMIN, RRTLOP AND PAVILION.	833.98

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16001	23/08/2024	GREAT SOUTHERN WASTE DISPOSAL	RUBBISH COLLECTION X 450 HOUSEHOLDS - 2 <sup>ND</sup> , 9 <sup>TH</sup> , 16 <sup>TH</sup> & 23 <sup>RD</sup> OF JULY. RECYCLING COLLECTION X 334 HOUSEHOLDS X 2 - 11 <sup>TH</sup> & 25 <sup>TH</sup> JULY. LANDFILL MACHINE HOURS X 12 & LABOUR HOURS X 108 – 4 X WEEKENDS. BULK WASTE X 6, BULK CARBOARD X 6 – 08/07/24. BULK WASTE X 6, BULK CARBOARD X 6 – 29/7/24.	14,866.50
EFT16002	23/08/2024	HARRIYANDLE FAMILY TRUST	PROFESSIONAL ENGINEERING ADVICE SERVICES. JULY 2024	2,530.00
EFT16003	23/08/2024	LGRCEU	PAYROLL DEDUCTIONS	88.00
EFT16004	23/08/2024	NOURISH BROOKTON	PURCHASE OF REFRESHMENTS AND CONSUMABLES FOR ADMIN, CRC, DAIP WORKSHOP, MEETINGS AND DEPOT. JULY 24	320.84
EFT16005	23/08/2024	RAID AUSTRALIA 2024	CHALET REFUND. BOOKING #13130278	211.00
EFT16006	23/08/2024	RURAL BUILDING COMPANY PTY LTD	REFUND PAYMENT - INCORRECTLY CHARGED FOR BCITF LEVY AND COMMISSION.	1,203.49
EFT16007	23/08/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	850.00
EFT16008	23/08/2024	SHIRE OF BROOKTON	PAYMENT OF DEVELOPMENT APPLICATION FEES. CRC.	147.00
EFT16009	23/08/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	50% RETENTION RELEASE FOR WEST BROOKTON BFB SHED.	22,605.62
EFT16010	23/08/2024	WA LOCAL GOVERNMENT ASSN	PURCHASE OF 3 X TICKETS TO WALGA LG CONVENTION 2024.	4,247.40
DD7809.1	06/08/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	7,380.14
DD7809.2	06/08/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	308.06
DD7809.3	06/08/2024	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	615.69
DD7809.4	06/08/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	367.77

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD7809.5	06/08/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	992.31
DD7809.6	06/08/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	356.05
DD7809.7	06/08/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	690.16
DD7809.8	06/08/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	2,316.64
DD7809.9	06/08/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	559.02
DD7811.1	01/08/2024	WATER CORPORATION OF WA	WATER USAGE ADMIN BUILDING 08/05/2024 TO 10/07/2024	71.68
DD7814.1	02/08/2024	WATER CORPORATION OF WA	WATER USAGE CHARGES ALL UNITS 40 WHITE ST, POOL, OVAL, AND ALL UNITS 33 WHITTINGTON. 08/05/24 TO 11/07/24	1,198.41
DD7816.1	05/08/2024	TELSTRA CORPORATION	ALARM DATA PLAN. SEWERAGE PUMP STATION. 16/07/24 TO 15/08/24	4.99
DD7816.2	05/08/2024	WATER CORPORATION OF WA	WATER USAGE SEWERAGE TREATMENT PLANT, DEPOT & STANDPIPE WATER PIPES. 09/05/24 TO 11/07/24	1,851.92
DD7824.1	14/08/2024	SHIRE OF BROOKTON MASTERCARD CESM	CREDIT CARD FEE. CESM. JULY 2024.	4.00
DD7824.2	14/08/2024	SHIRE OF BROOKTON MASTERCARD MCC	CREDIT CARD PURCHASES. MCC CARD. SYNERGY PAYMENT FOR UNIT 5 MADISON SQUARE AND CARD FEE. JULY 24	109.77
DD7824.3	14/08/2024	SHIRE OF BROOKTON MASTERCARD CEO	CREDIT CARD PURCHASE. CEO CARD. STARLINK INTERNET SUBSCRIPTION FOR WB EVA PAVILION, LANDGATE CERTIFICATE OF TITLE AND CARD FEE. JULY 24	243.20
DD7834.1	15/08/2024	SYNERGY	ELECTRICITY CHARGES FOR SWIMMING POOL, DEPOT, OVAL, MEN'S SHED, SEWERAGE TREATMENT PLANT AND MEMORIAL HALL. FROM 28/5/24 TO 25/7/24	2,418.51

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD7836.1	16/08/2024	SYNERGY	ELECTRICITY CHARGES. MADISON SQUARE RETIC & COMMUNITY HOUSING COMMON AREA, MEMORIAL PARK RETIC 24/5/24 TO 25/7/24. HAPPY VALLEY BORE FIELD 1/6/24 TO 26/7/24. 25 WHITTINGTON STREET FINAL ACCOUNT FEES 25/5/24 TO 23/7/24.	865.54
DD7838.1	19/08/2024	TELSTRA CORPORATION	TELEPHONE SERVICE AND EQUIPMENT CHARGES FOR THE ADMIN AND CRC. FROM 23/7/24 TO 22/8/24.	345.73
DD7844.1	20/08/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	7,377.85
DD7844.2	20/08/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	298.44
DD7844.3	20/08/2024	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	598.44
DD7844.4	20/08/2024	MLC NOMINEES PTY LIMITED	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	367.77
DD7844.5	20/08/2024	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	992.31
DD7844.6	20/08/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	356.05
DD7844.7	20/08/2024	HOSTPLUS	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	705.98
DD7844.8	20/08/2024	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	2,312.05
DD7844.9	20/08/2024	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	559.02
DD7850.1	20/08/2024	SYNERGY	ELECTRICITY CHARGES. ADMIN, CRC, SEWERAGE POND PUMP, WATER HARVESTING DAM AND SALINITY PUMP. FROM 25/5/24 TO 30/7/24.	3,922.61
DD7852.1	21/08/2024	SYNERGY	ELECTRICITY CHARGES. RAILWAY STATION. FROM 25/5/24 TO 30/7/24.	637.24
DD7854.1	21/08/2024	TELSTRA CORPORATION	MOBILE PHONE SERVICE & EQUIPMENT CHARGES.	744.21
DD7856.1	22/08/2024	SYNERGY	ELECTRICITY CHARGES. STREETLIGHTS X 184. 25.06.24 TO 24.7.24.	2,846.62

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1274.1	01/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	8.06
1274.1	02/08/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	35.30
1274.1	02/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	3.03
1275.1	05/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	11.57
1276.1	06/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	76.25
1276.1	06/08/2024	CBA MERCHA BANK FEE MERCHANT FEE	REFUNDED BANK FEE MERCHANT FEE	- 0.48
1278.1	08/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	4.80
1279.1	09/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	5.59
1280.1	12/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	4.80
1282.1	15/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	11.69
1283.1	16/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	2.53
1283.1	16/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	2.52
1285.1	20/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	4.13
1286.1	21/08/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	3.60
1287.1	22/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	15.93
1288.1	23/08/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	2.00
1288.1	23/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	0.92
1288.1	26/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	1.84
1289.1	27/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	3.93

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1290.1	28/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	32.09
1290.1	29/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	20.59
1290.1	30/08/2024	EWAY CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	12.86
1290.1	30/08/2024	CBA MERCHA BANK FEE MERCHANT FEE	BANK FEE MERCHANT FEE	1,925.89
DD7809.10	06/08/2024	EQUIP SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	647.34
DD7809.11	06/08/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	440.90
DD7844.10	20/08/2024	EQUIP SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	647.34
DD7844.11	20/08/2024	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS, SUPERANNUATION CONTRIBUTIONS	440.90
PAYJRUN*1223	6/08/2024	SALARIES & WAGES	WEEK 06 - PPE 06/08/2024	72,488.38
PAYJRUN*1226	20/08/2024	SALARIES & WAGES	WEEK 08 - PPE 20/08/2024	71,915.34
<b>Total</b>				<b>540,455.63</b>

## List of Credit Card Transactions Paid in August 2024

## Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7824.1	14/08/2024	BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$4.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7824.2	14/08/2024	SYNERGY - U5 28 WILLIAM STREET	\$105.77
	14/08/2024	BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$109.77</b>

## Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD7824.3	14/08/2024	STARLINK INTERNET SERVICES MONTHLY SUBSCRIPTION FEE FOR 5/7/24 TO 4/8/24	\$176.00
	14/08/2024	LANDGATE CERTIFICATE OF TITLE AND DEPOSITED PLAN EMAIL FOR A547 - 121 BROOKTON HIGHWAY	\$63.20
	14/08/2024	BENDIGO BANK CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$243.20</b>



## List of Fuel Card Transactions Paid in August 2024

## Shire of Brookton - CESM

EFT	Date	Description	Amount
EFT15957	1/07/2024	MONTHLY PURCHASES FUEL CARD. CESM BP DIESEL X 50.63 LITRES @ 1.839	\$93.11
	3/07/2024	MONTHLY PURCHASES FUEL CARD. CESM, DIESEL X 58.64 LITRES @ 1.899	\$111.36
	15/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. DIESEL X 47.12 LITRES @ 1.899	\$89.48
	18/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. DIESEL X 54.30 @ LITRES 1.8691	\$101.49
	22/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. DIESEL X 37.16 LITRES @ 1.899	\$70.57
	23/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. DIESEL X 30.49 LITRES @ 1.8491	\$56.38
	28/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. DIESEL X 37.24 @ 1.984	\$73.88
	28/07/2024	MONTHLY PURCHASES FUEL CARD. CESM. CARD FEE	\$0.38
		PURCHASE OF DISTRIBUTOR CARD X 1	\$2.75
		<b>TOTAL</b>	<b>\$599.40</b>

## Shire of Brookton - MCC

EFT	Date	Description	Amount
EFT15957	12/07/2024	MONTHLY PURCHASES MCC FUEL CARD. ULP X 44.2 LITRES	\$89.73
	26/7/2024	MONTHLY PURCHASES MCC FUEL CARD. ULP X 35.74 LITRES @ 2.03	\$72.55
	12/07/2024	MONTHLY PURCHASES MCC FUEL CARD. CARD FEE X 2	\$0.38
	26/07/2024	MONTHLY PURCHASES MCC FUEL CARD. CARD FEE X 2	\$0.38
		<b>TOTAL</b>	<b>\$163.04</b>

<b>14.09.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2024</b>
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<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Charlotte Cooke – Senior Finance Officer
<b>Authorising Officer:</b>	Deanne Sweeney - Manager Corporate & Community
<b>Declaration of Interest:</b>	The authors have no financial interest in this matter
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	15 August 2024

**Summary of Item:**

The Statement of Financial Activity for Period Ended 31 August 2024 is presented for Council's consideration.

**Description of Proposal:**

That Council receives the Monthly Statement of Financial Activity for the period ended 31 August 2024, as presented at Attachment 14.09.24.02A.

**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. December and January's reports are presented in February as Council does not meet in January.

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.09.24.02A.

#### **Risk Assessment:**

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

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

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

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

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**

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 Statement of Financial Activity for the Period Ended 31 August 2024, as at Attachment 14.09.24.02A.***

*(Simple majority vote required)*

#### **Attachment**

**Attachment 14.09.24.02A - Monthly Statements of Financial Activity for the Period Ended 31 August 2024.**

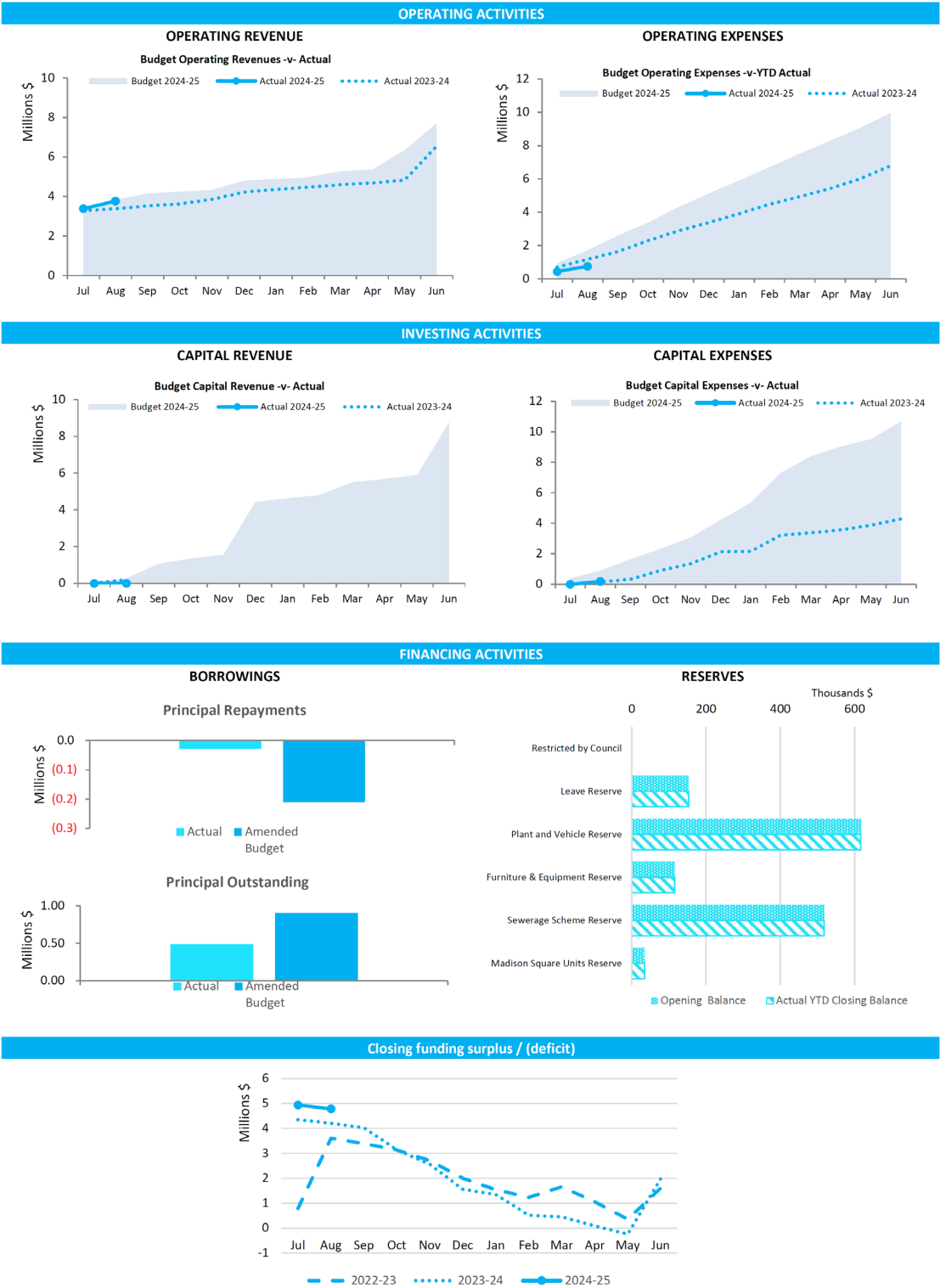


**SHIRE OF BROOKTON**  
**MONTHLY FINANCIAL REPORT**  
 (Containing the Statement of Financial Activity)  
**FOR THE PERIOD ENDED 31 AUGUST 2024**

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

**TABLE OF CONTENTS**

Summary Information - Graphs	2
Executive Summary	3
Statement of Financial Activity by Nature	4
Statement of Financial Activity by Program	6
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 1 Statement of Financial Activity Information (Alternative Presentation)	10
Note 2 Cash and Financial Assets	11
Note 3 Receivables	12
Note 4 Other Current Assets	13
Note 5 Payables	14
Note 6 Rate Revenue	15
Note 7 Disposal of Assets	16
Note 8 Capital Acquisitions	17
Note 9 Borrowings	19
Note 10 Lease Liabilities	20
Note 11 Reserve Accounts	21
Note 12 Other Current Liabilities	22
Note 13 Grants, subsidies and contributions	23
Note 14 Capital grants, subsidies and contributions	24
Note 15 Trust Fund	25
Note 16 Budget Amendments	26
Note 17 Explanation of Material Variances	29



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	\$1.81 M	\$1.81 M	\$1.99 M	\$0.18 M
Closing	\$0.00 M	\$3.71 M	\$4.79 M	\$1.08 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$15.42 M	% of total		\$0.13 M	% Outstanding		\$2.58 M	% Collected
Unrestricted Cash	\$3.54 M	23.0%	Trade Payables	\$0.04 M		Rates Receivable	\$2.41 M	31.5%
Restricted Cash	\$11.88 M	77.0%	0 to 30 Days		100.0%	Trade Receivable	\$0.17 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		38.9%
			Over 90 Days		0%	Over 90 Days		1.3%

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				Grants, Subsidies and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance
\$0.10 M	\$2.51 M	\$3.01 M	\$0.51 M	\$0.30 M	\$0.39 M	(21.2%)	\$0.57 M	\$0.55 M	3.2%

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				Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	Adopted Budget	% Spent	YTD Actual	Adopted Budget	% Received	YTD Actual	Adopted Budget	% Received
(\$5.23 M)	(\$0.57 M)	(\$0.18 M)	\$0.39 M	\$0.00 M	\$0.26 M	(100.0%)	\$0.19 M	\$9.03 M	(97.9%)	\$0.01 M	\$3.51 M	(99.8%)

Refer to Statement of Financial Activity      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)
\$3.32 M	(\$0.04 M)	(\$0.03 M)	\$0.01 M
Refer to Statement of Financial Activity			

Borrowings	
Principal repayments	\$0.03 M
Interest expense	(\$0.00 M)
Principal due	\$0.49 M
Refer to Note 9 - Borrowings	

Reserves	
Reserves balance	\$11.88 M
Interest earned	\$0.00 M
Refer to Note 11 - Cash Reserves	

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.02 M
Refer to Note 10 - Lease Liabilities	

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 AUGUST 2024**

**NATURE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION**

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

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

BY NATURE

	Ref	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)	(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates		2,874,905	2,874,905	2,876,204	1,299	0.05%	
Grants, subsidies and contributions	13	1,513,445	385,240	303,662	(81,578)	(21.18%)	▼
Fees and charges		910,585	549,838	567,570	17,732	3.23%	
Interest revenue		347,470	3,668	6,458	2,790	76.06%	
Other revenue		2,049,227	19,090	15,874	(3,216)	(16.85%)	
Profit on disposal of assets	7	12,042	1,836	0	(1,836)	(100.00%)	
		<b>7,707,674</b>	<b>3,834,577</b>	<b>3,769,768</b>	<b>(64,809)</b>	<b>(1.69%)</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,623,566)	(423,535)	(423,231)	304	0.07%	
Materials and contracts		(4,288,616)	(719,788)	(190,282)	529,506	73.56%	▲
Utility charges		(267,774)	(44,572)	(23,074)	21,498	48.23%	▲
Depreciation		(2,297,086)	(382,806)	0	382,806	100.00%	▲
Finance costs		(65,317)	(4,655)	2,978	7,633	163.97%	
Insurance expenses		(228,961)	(114,468)	(120,689)	(6,221)	(5.43%)	
Other expenditure		(125,302)	(18,167)	(2,787)	15,380	84.66%	▲
Loss on disposal of assets	7	(64,405)	(9,856)	0	9,856	100.00%	
		<b>(9,961,027)</b>	<b>(1,717,847)</b>	<b>(757,086)</b>	<b>960,761</b>	<b>(55.93%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	390,826	0	(390,826)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>96,096</b>	<b>2,507,556</b>	<b>3,012,682</b>	<b>505,126</b>	<b>20.14%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	3,508,256	232,116	5,706	(226,410)	(97.54%)	▼
Proceeds from disposal of assets	7	260,000	43,332	0	(43,332)	(100.00%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0	0.00%	
		<b>3,798,223</b>	<b>275,448</b>	<b>5,706</b>	<b>(269,742)</b>	<b>(97.93%)</b>	
<b>Outflows from investing activities</b>							
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(849,601)	(190,628)	658,973	77.56%	▲
		(9,027,010)	(849,601)	(190,628)	658,973	(77.56%)	▲
<b>Amount attributable to investing activities</b>		<b>(5,228,787)</b>	<b>(574,153)</b>	<b>(184,921)</b>	<b>389,232</b>	<b>(67.79%)</b>	▲
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Proceeds from new debentures	9	600,000	0	0	0	0.00%	
Transfer from reserves	11	4,377,069	0	0	0	0.00%	
		<b>4,977,069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(210,570)	(36,794)	(28,275)	8,519	23.15%	
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0	0.00%	
Transfer to reserves	11	(1,446,331)	0	0	0	0.00%	
		(1,658,469)	(36,794)	(28,275)	8,519	(23.15%)	
<b>Amount attributable to financing activities</b>		<b>3,318,600</b>	<b>(36,794)</b>	<b>(28,275)</b>	<b>8,519</b>	<b>(23.15%)</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1(c)	1,814,091	1,814,091	1,989,865	175,774	9.69%	
Amount attributable to operating activities		96,096	2,507,556	3,012,682	505,126	20.14%	
Amount attributable to investing activities		(5,228,787)	(574,153)	(184,921)	389,232	(67.79%)	▲
Amount attributable to financing activities		3,318,600	(36,794)	(28,275)	8,519	(23.15%)	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1(c)	<b>0</b>	<b>3,710,700</b>	<b>4,789,350</b>	<b>1,078,650</b>	<b>(29.07%)</b>	▲

KEY INFORMATION

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

BY PROGRAM

	Note	Adopted Annual Budget \$	Amended YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a) \$	Var. % (b)-(a)/(a) %	Var. ▲▼	Significant Var. \$
<b>OPERATING ACTIVITIES</b>								
<b>Revenue from operating activities</b>								
Governance		6,034	166	(1,389)	(1,555)	(936.87%)	▼	
General Purpose Funding - Rates	6	2,874,905	2,874,905	2,876,204	1,299	0.05%	▲	
General Purpose Funding - Other		964,796	7,168	149,897	142,729	1991.19%	▲	\$
Law, Order and Public Safety		609,420	63,300	16,989	(46,311)	(73.16%)	▼	\$
Health		300	50	411	361	721.82%	▲	
Education and Welfare		57,700	9,616	9,766	150	1.56%	▲	
Housing		98,687	16,446	14,731	(1,715)	(10.43%)	▼	
Community Amenities		501,902	484,156	487,528	3,372	0.70%	▲	
Recreation and Culture		34,133	3,974	7,544	3,570	89.82%	▲	
Transport		2,114,406	321,824	132,988	(188,836)	(58.68%)	▼	\$
Economic Services		414,791	48,792	51,844	3,052	6.25%	▲	
Other Property and Services		30,600	4,180	23,256	19,076	456.37%	▲	\$
		<b>7,707,674</b>	<b>3,834,577</b>	<b>3,769,768</b>	<b>(64,809)</b>	<b>(1.69%)</b>	<b>▼</b>	
<b>Expenditure from operating activities</b>								
Governance		(646,730)	(109,719)	(86,502)	23,217	21.16%	▲	\$
General Purpose Funding		(432,578)	(70,702)	(61,593)	9,109	12.88%	▲	
Law, Order and Public Safety		(980,658)	(170,772)	(61,512)	109,260	63.98%	▲	\$
Health		(23,316)	(3,765)	(3,047)	718	19.06%	▲	
Education and Welfare		(112,939)	(20,740)	(11,261)	9,479	45.71%	▲	
Housing		(187,323)	(34,054)	(13,596)	20,458	60.08%	▲	\$
Community Amenities		(708,559)	(115,070)	(87,251)	27,819	24.18%	▲	\$
Recreation and Culture		(1,065,083)	(182,493)	(84,178)	98,315	53.87%	▲	\$
Transport		(4,870,895)	(832,801)	(272,337)	560,464	67.30%	▲	\$
Economic Services		(878,643)	(139,423)	(95,606)	43,817	31.43%	▲	\$
Other Property and Services		(54,303)	(38,308)	19,798	58,106	151.68%	▲	\$
		<b>(9,961,027)</b>	<b>(1,717,847)</b>	<b>(757,086)</b>	<b>960,761</b>	<b>55.93%</b>	<b>▲</b>	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	390,826	0	(390,826)	(100.00%)	▼	
<b>Amount attributable to operating activities</b>		<b>96,096</b>	<b>2,507,556</b>	<b>3,012,682</b>	<b>505,126</b>	<b>20.14%</b>		
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	232,116	5,706	(226,410)	(97.54%)	▼	\$
Proceeds from Disposal of Assets	7	260,000	43,332	0	(43,332)	(100.00%)	▼	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	0	0	0			
		<b>3,798,223</b>	<b>275,448</b>	<b>5,706</b>	<b>(269,742)</b>	<b>(97.93%)</b>	<b>▼</b>	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(849,601)	(190,628)	658,973	77.56%	▲	\$
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0			
		<b>(9,027,010)</b>	<b>(849,601)</b>	<b>(190,628)</b>	<b>658,973</b>	<b>(77.56%)</b>	<b>▲</b>	
<b>Amount attributable to investing activities</b>		<b>(5,228,787)</b>	<b>(574,153)</b>	<b>(184,921)</b>	<b>389,232</b>	<b>(67.79%)</b>	<b>▲</b>	
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from New Debentures	9	600,000	0	0	0			
Transfer from Reserves	11	4,377,069	0	0	0			
Transfer from Restricted Cash - Other		0	0	0	0			
		<b>4,977,069</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(210,570)	(36,794)	(28,275)	8,519	23.15%	▲	
Payments for principal portion of lease liabilities	10	(1,568)	0	0	0			
Transfer to Reserves	11	(1,446,331)	0	0	0			
Transfer to Restricted Cash - Other		0	0	0	0			
		<b>(1,658,469)</b>	<b>(36,794)</b>	<b>(28,275)</b>	<b>8,519</b>	<b>(23.15%)</b>	<b>▲</b>	
<b>Amount attributable to financing activities</b>		<b>3,318,600</b>	<b>(36,794)</b>	<b>(28,275)</b>	<b>8,519</b>	<b>(23.15%)</b>	<b>▲</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1	1,814,091	1,814,091	1,989,865	175,774	9.69%	▲	
Amount attributable to operating activities		96,096	2,507,556	3,012,682	505,126	20.14%		
Amount attributable to investing activities		(5,228,787)	(574,153)	(184,921)	389,232	(67.79%)	▲	
Amount attributable to financing activities		3,318,600	(36,794)	(28,275)	8,519	(23.15%)	▲	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1	<b>0</b>	<b>3,710,700</b>	<b>4,789,350</b>	<b>1,078,650</b>	<b>(29.07%)</b>	<b>▲</b>	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 15 for an explanation of the reasons for the variance.  
The material variance adopted by Council for the 2023/24 year is \$10,000 and 10%.

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

**BASIS OF PREPARATION**

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

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

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

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

**SIGNIFICANT ACCOUNTING POLICIES**

**CRITICAL ACCOUNTING ESTIMATES**

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

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 August 2024



(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(12,042)	(1,836)	0
Add: Loss on asset disposals	7	64,405	9,856	0
Add: Depreciation on assets		2,297,086	382,806	0
<b>Total non-cash items excluded from operating activities</b>		<b>2,349,449</b>	<b>390,826</b>	<b>0</b>

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

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

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 August 2024
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	11	(11,880,663)	(11,880,665)	(11,880,665)
Less: - Financial assets at amortised cost - self supporting loans	4	(29,967)	(29,967)	(29,967)
Add: Borrowings	9	210,570	161,834	133,558
Add: Lease liabilities	10	1,568	1,568	1,568
<b>Total adjustments to net current assets</b>		<b>(11,698,492)</b>	<b>(11,747,230)</b>	<b>(11,775,505)</b>

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

**Current assets**

Cash and cash equivalents	2	14,503,939	14,728,692	15,422,578
Financial assets at amortised cost	4	29,967	0	0
Rates receivables	3	126,600	118,322	2,364,014
Receivables	3	109,370	160,262	165,451
Other current assets	4	32,367	77,315	54,321
<b>Less: Current liabilities</b>				
Payables	5	(388,358)	(226,525)	(133,747)
Borrowings	9	(151,836)	(161,834)	(133,558)
Contract liabilities	12	(549,668)	(603,813)	(818,879)
Lease liabilities	10	0	(1,568)	(1,568)
Provisions	12	(199,079)	(353,756)	(353,756)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(11,698,492)</b>	<b>(11,747,230)</b>	<b>(11,775,505)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,814,810</b>	<b>1,989,865</b>	<b>4,789,350</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

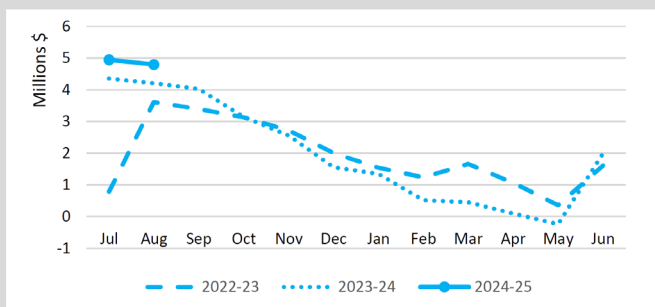
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 31/08/2023	Year to Date Actual 31/08/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,848,027	2,891,473	3,541,913
Cash Restricted - Reserves	2	11,880,665	12,754,601	11,880,665
Receivables - Rates	3	118,322	2,184,876	2,364,014
Receivables - Other	3	160,262	157,899	165,451
Other Financial Assets	4	29,967	27,988	29,967
Inventories	4	25,544	27,801	24,354
		<b>15,084,591</b>	<b>18,044,639</b>	<b>18,006,364</b>
<b>Less: Current Liabilities</b>				
Payables	5	(211,045)	(85,686)	(116,857)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(603,813)	(613,955)	(818,879)
Bonds & Deposits	5	(15,480)	(13,539)	(16,889)
Loan and Lease Liability	9	(163,402)	(126,603)	(135,127)
Provisions	12	(353,756)	(343,905)	(353,756)
		<b>(1,347,496)</b>	<b>(1,183,688)</b>	<b>(1,441,508)</b>
Less: Cash Reserves	11	(11,880,665)	(12,754,601)	(11,880,665)
Add Back: Loan and Lease Liability		163,402	126,603	135,127
Less : Loan Receivable - clubs/institutions		(29,967)	(27,988)	(29,967)
Less : Land Held For Resale		0	0	0
<b>Net Current Funding Position</b>		<b>1,989,865</b>	<b>4,204,964</b>	<b>4,789,350</b>

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

**\$4.79 M**

Last Year YTD

Surplus(Deficit)

**\$4.2 M**

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
<b>At Call Deposits</b>								
Municipal Cash At Bank	Cash and cash equivalents	772,122		772,122		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	537,688		537,688		Bendigo	1.45%	N/A
Municipal Term Deposit	Cash and cash equivalents	215,953		215,953		WATC	4.30%	OCD
Municipal Term Deposit	Cash and cash equivalents	2,000,000		2,000,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	15,800		15,800		Bendigo	0.00%	N/A
<b>Term Deposits</b>								
Reserves Cash At Bank	Cash and cash equivalents		5,000,000	5,000,000		Bendigo	4.20%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents	0	4,792,172	4,792,172		WATC	4.56%	20/12/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,088,492	2,088,492		WATC	4.52%	20/12/2024
<b>Total</b>		<b>3,541,913</b>	<b>11,880,665</b>	<b>15,422,578</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,541,913	11,880,665	15,422,578	0			
		<b>3,541,913</b>	<b>11,880,665</b>	<b>15,422,578</b>	<b>0</b>			

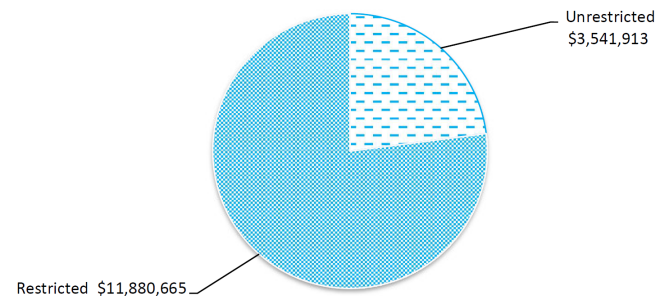
**KEY INFORMATION**

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

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

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

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

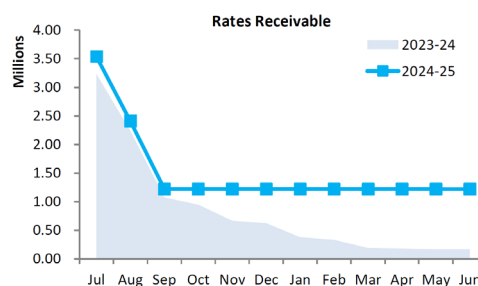




NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2024

OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES

Rates receivable	30 Jun 2024	31 Aug 2024
	\$	\$
Opening arrears previous years	155,777	167,905
Levied this year	3,140,401	3,356,816
Less - collections to date	(3,128,273)	(1,111,125)
Gross rates collectable	167,905	2,413,596
Net rates collectable	167,905	2,413,596
% Collected	94.9%	31.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	55,357	32,078	3,878	1,200	92,462
Percentage	(0.1%)	59.9%	34.7%	4.2%	1.3%	
<b>Balance per trial balance</b>						
Sundry receivable						92,462
GST receivable						(26,731)
Other Receivables						45,948
Receivable - Employee Related Provisions - Current						53,772
<b>Total receivables general outstanding</b>						<b>165,451</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

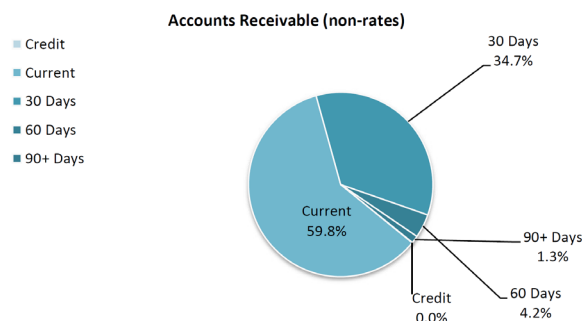
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

**Classification and subsequent measurement**

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

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



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

OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 August 2024
<b>Other current assets</b>	\$	\$	\$	\$
<b>Other financial assets at amortised cost</b>				
Financial assets at amortised cost - self supporting loans	29,967	0	0	29,967
<b>Inventory</b>				
Fuel and materials (including gravel)	25,544	0	(1,190)	24,354
Accrued income/prepayments	21,804	0	(21,804)	0
<b>Total other current assets</b>	<b>77,315</b>	<b>0</b>	<b>(22,994)</b>	<b>54,321</b>
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

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

OPERATING ACTIVITIES  
NOTE 5  
PAYABLES

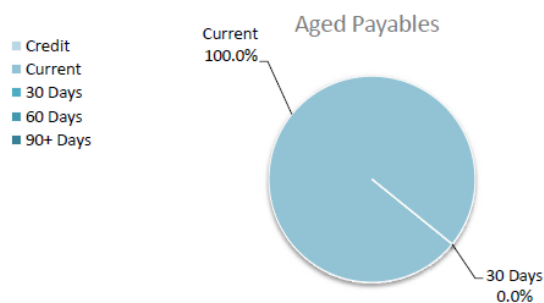
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	36,979	0	0	0	36,979
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						36,979
Other creditors						53,798
Bonds and deposits held						16,889
Prepaid (Excess) Rates						26,080
<b>Total payables general outstanding</b>						<b>133,747</b>
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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

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

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



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

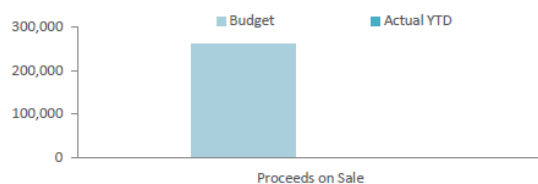
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Residential	0.10550	250	2,986,366	315,062	0	0	315,062	315,062	0	0	315,062
Industrial	0.10550	5	78,870	8,321	0	0	8,321	8,321	0	0	8,321
Commercial	0.10550	19	641,536	67,682	0	0	67,682	67,682	0	0	67,682
GRV	0.10550	2	392,500	41,409	0	0	41,409	41,409	0	0	41,409
<b>Unimproved value</b>											
Unimproved	0.00604	201	337,966,003	2,042,667	0	0	2,042,667	2,042,667	0	0	2,042,667
<b>Non Rateable</b>											
Sub-Total		477	342,065,275	2,475,141	0	0	2,475,141	2,475,140	0	0	2,475,140
<b>Minimum payment</b>	Minimum \$										
<b>Gross rental value</b>											
Residential	939	66	184,411	61,974	0	0	61,974	61,974	0	0	61,974
Industrial	939	2	9,280	1,878	0	0	1,878	1,878	0	0	1,878
Commercial	939	11	60,396	10,329	0	0	10,329	10,329	0	0	10,329
GRV	939	2	7,825	1,878	0	0	1,878	1,878	0	0	1,878
<b>Unimproved value</b>											
Unimproved	1,569	178	24,594,994	279,282	0	0	279,282	279,282			279,282
Sub-total		259	24,856,906	355,341	0	0	355,341	355,341	0	0	355,341
		736	366,922,181	2,830,482	0	0	2,830,482	2,830,481	0	0	2,830,481
Discount							-1,300				0
<b>Amount from general rates</b>							2,829,182				2,830,481
Ex-gratia rates (CBH)	Tonnage	2		45,723	0	0	45,723	45,723	0	0	45,723
<b>Total general rates</b>							2,874,905				2,876,204
<b>Total</b>		736					2,874,905				2,876,204

KEY INFORMATION

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

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
PAV5	2021 Mazda Cx-30 G25 - 1B0	23,976	25,000	1,024	0	0	0	0	0
	<b>Law, order, public safety</b>								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	30,267	25,000	0	(5,267)	0	0	0	0
	<b>Transport</b>								
PU36	2020 MR MITSUBISHI TRITON GLX- R 4X4 DUAL CAB	23,414	25,000	1,586	0	0	0	0	0
PU37	2014 FOTON TUNLAND UTE	5,590	5,000	0	(590)	0	0	0	0
PU34	2020 MITSUBISHI MR4T40 TRITON DUAL CAB UTE	25,959	25,000	0	(959)	0	0	0	0
PU118	2020 MR4W47 MITSUBISHI TRITON 4X4 GLX	25,929	25,000	0	(929)	0	0	0	0
PBH4	2012 CASE 581PC5 BACKHOE - BO5418	58,058	35,000	0	(23,058)	0	0	0	0
PR8	2012 BOMAG BW25RH MULTI WHEEL ROLLER-IDUK617	48,429	50,000	1,571	0	0	0	0	0
PR10	E TYRE ROLLER ET002	21,801	5,000	0	(16,801)	0	0	0	0
PR11	E TYRE ROLLER ET003	21,801	5,000	0	(16,801)	0	0	0	0
PMUL	DEBRIS BILLY GOAT MOUNTED MULCHER	8,679	15,000	6,321	0	0	0	0	0
PPT12	CHIPPER/MULCHER - HANSA C27	18,460	20,000	1,540	0	0	0	0	0
		312,363	260,000	12,042	(64,405)	0	0	0	0



Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings	4,252,494	620,010	144,610	(475,400)
Furniture and equipment	65,356	44,058	0	(44,058)
Plant and equipment	747,487	2,666	0	(2,666)
Infrastructure - roads	3,201,621	56,197	13,014	(43,183)
Infrastructure - parks and gardens	60,000	9,998	0	(9,998)
Infrastructure - sewerage	700,052	116,672	33,004	(83,668)
<b>Payments for Capital Acquisitions</b>	<b>9,027,010</b>	<b>849,601</b>	<b>190,628</b>	<b>(658,973)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	3,508,256	226,605	5,706	(220,899)
Borrowings	600,000	0	0	0
Other (disposals & C/Fwd)	260,000	43,332	0	(43,332)
Plant and Vehicle Reserve	700,000	0	0	0
Furniture & Equipment Reserve	104,356	0	0	0
Sewerage Scheme Reserve	157,645	0	0	0
Brookton Community Resource Centre Reserve	10,000	0	0	0
Building and Facility Reserve	1,006,452	0	0	0
Infrastructure Reserve	355,916	0	0	0
Innovations & Development Reserve	2,042,700	0	0	0
Contribution - operations	281,685	579,664	184,921	(394,743)
<b>Capital funding total</b>	<b>9,027,010</b>	<b>849,601</b>	<b>190,628</b>	<b>(658,973)</b>

#### SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

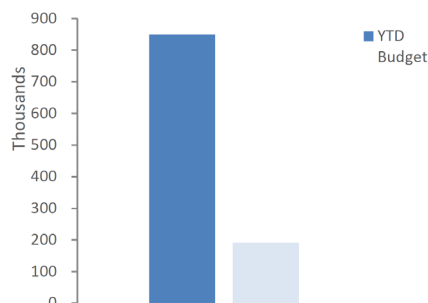
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

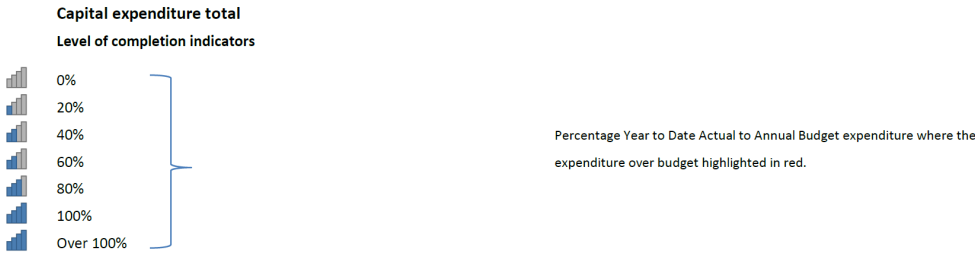
#### Initial recognition and measurement between

#### mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions





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

				Adopted		YTD Actual	Total Forecast	Variance (Under)/Over
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	YTD Budget			
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(30,000)	(5,000)	0	(30,000)	5,000
Total - Governance				(30,000)	(5,000)	0	(30,000)	5,000
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(770,709)	(128,450)	0	(770,709)	(128,450)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(239,932)	(39,988)	(144,610)	(239,932)	(104,622)
Total - Law, Order & Public Safety				(1,010,641)	(168,438)	(144,610)	(1,010,641)	(233,072)
Housing								
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(7,500)	0	(45,000)	7,500
Total - Housing				(45,000)	(7,500)	0	(45,000)	7,500
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(25,000)	(4,166)	0	(25,000)	(4,166)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(755,303)	(125,882)	0	(755,303)	(125,882)
E112510	POOLCAP	9230	POOL - CAPITAL	(5,000)	0	0	(5,000)	0
E112510	SHEDCAP	9230	BROOKTON AQUATIC CENTRE STORAGE SHED AND CONCRE	(27,400)	0	0	(27,400)	0
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,838,150)	(306,358)	0	(1,838,150)	306,358
Total - Recreation And Culture				(2,650,853)	(436,406)	0	(2,650,853)	176,310
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(6,000)	(1,000)	0	(6,000)	(1,000)
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(500,000)	0	0	(500,000)	0
E136510	CRCCAP	9230	BROOKTON CRC LAND & BUILDING CAPITAL	(10,000)	(1,666)	0	(10,000)	1,666
Total - Economic Services				(516,000)	(2,666)	0	(516,000)	666
				0	0	0	0	0
Total - Buildings				(4,252,494)	(620,010)	(144,610)	(4,252,494)	(43,596)
Plant & Equipment								
Governance								
E042532		9234	ADMIN PURCHASE DCEO VEHICLE	(50,000)	0	0	(50,000)	0
Total - Governance				(50,000)	0	0	(50,000)	0
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CISM	(93,487)	0	0	(93,487)	0
E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(9,000)	(1,500)	0	(9,000)	1,500
Total - Law, Order & Public Safety				(102,487)	(1,500)	0	(102,487)	1,500
Community Amenities				0	0	0	0	0
Total - Community Amenities				0	0	0	0	0
Recreation & Culture								
E112530		9234	PURCHASE PLANT & EQUIPMENT	(28,000)	0	0	(28,000)	0
Total - Recreation & Culture				(28,000)	0	0	(28,000)	0
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,000)	(1,166)	0	(7,000)	1,166
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	(50,000)	0	0	(50,000)	0
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND	(30,000)	0	0	(30,000)	0
E143530	LIGHTV4	9234	PURCHASE P&E - REPLACEMENT 2020 MITSUBISHI MR4T40 TRITON DUAL CAB UTE	(45,000)	0	0	(45,000)	0
E143530	LIGHTV5	9234	PURCHASE P&E - REPLACEMENT 2020 MR4W47 MITSUBISHI TRITON 4X4 GLX	(45,000)	0	0	(45,000)	0
E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PCS BACKHOE - B05418	(190,000)	0	0	(190,000)	0
E143530	EP004	9234	PURCHASE P&E - REPLACEMENT 2012 BOMAG BW25RH MULTI WHEEL ROLLER-1DUK617	(200,000)	0	0	(200,000)	0
Total - Other Property & Services				(567,000)	(1,166)	0	(567,000)	1,166
Total - Plant & Equipment				(747,487)	(2,666)	0	(747,487)	2,666
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(13,056)	(2,176)	0	(13,056)	(2,176)
E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS MAI	(12,500)	(2,082)	0	(12,500)	2,082
E042520	SERVCAP	9232	ADMIN SERVER UPGRADE	0	0	0	0	0
Total - Governance				(25,556)	(4,258)	0	(25,556)	(94)
Recreation & Culture								
E111520		9232	PURCHASE FURNITURE & EQUIPMENT	(39,800)	(39,800)	0	(39,800)	(39,800)
Total - Recreation & Culture				(39,800)	(39,800)	0	(39,800)	(39,800)
Total - Furniture & Equipment				(65,356)	(44,058)	0	(65,356)	(39,894)
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(592,662)	0	(2,769)	(592,662)	2,769
E121560	DAVIR2R	9250	DAVIS ROAD R2R	(109,563)	(54,781)	(7,307)	(109,563)	(47,474)
E121560	MATTR2R	9250	MATTINGLY ROAD R2R	(109,563)	0	0	(109,563)	0
E121560	MATCR2R	9250	MATTINGLY ROAD CULVERT R2R	(60,024)	0	0	(60,024)	0
E121560	STKWR2R	9250	SOUTH KWEDA ROAD R2R	(105,635)	0	0	(105,635)	0
E121565	TILLSFC	9250	TILLER STREET - CAPITAL WORKS	(45,000)	0	0	(45,000)	0
E121565	BODESFC	9250	BODEY STREET - CAPITAL WORKS	(5,520)	(1,416)	0	(5,520)	(1,416)
E121565	WOODSFC	9250	WOODS LOOP ROAD CAPITAL WORKS	(110,349)	0	0	(110,349)	0
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	(37,000)	0	0	(37,000)	0
E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK	(187,316)	0	0	(187,316)	0
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	(1,102,939)	0	(2,937)	(1,102,939)	2,937
E121570	BRIDGE04	9250	BRIDGE 3146A BOYAGARRA ROAD	(77,500)	0	0	(77,500)	0
E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(49,200)	0	0	(49,200)	0
E121570	BRIDGE09	9250	BRIDGE 3158A MATTHEWS ROAD	(24,970)	0	0	(24,970)	0
E121570	BRIDGE10	9250	BRIDGE 4863 YORK-WILLIAMS ROAD	(23,380)	0	0	(23,380)	0
E121572		9250	BRIDGE CONSTRUCTION - MRWA & WALGGC	(561,000)	0	0	(561,000)	0
Total - Transport				(3,201,621)	(56,197)	(13,014)	(3,201,621)	(43,183)
Total - Infrastructure - Roads				(3,201,621)	(56,197)	(13,014)	(3,201,621)	(43,183)
Infrastructure - Sewerage								
Community Amenities								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(542,407)	(90,400)	(33,004)	(542,407)	(57,396)
E102540	SEWEFE	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - FENCE	(17,445)	(2,906)	0	(17,445)	2,906
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(140,200)	(23,366)	0	(140,200)	23,366
Total - Community Amenities				(700,052)	(116,672)	(33,004)	(700,052)	(31,124)
Total - Infrastructure - Sewerage				(700,052)	(116,672)	(33,004)	(700,052)	(31,124)
Infrastructure - Parks & Gardens								
Recreation And Culture								
E113531	BCOUCAP	9256	BASKETBALL COURT (HALF SIZE)	(20,000)	(3,332)	0	(20,000)	(3,332)
E113531	ELEBCAP	9256	ELECTRONIC SIGNAGE BOARD	(40,000)	(6,666)	0	(40,000)	6,666
Total - Recreation And Culture				(60,000)	(9,998)	0	(60,000)	3,334
Total - Infrastructure - Parks & Gardens				(60,000)	(9,998)	0	(60,000)	3,334
Grand Total				(9,027,010)	(849,601)	(190,628)	(9,027,010)	(151,798)



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

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2024	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	23,593	0	0	0	(5,655)	(11,469)	(11,469)	17,938	12,124	12,124	(113)	(1,356)	(1,356)
Housing														
Staff Housing (33%)	80	38,929	0	0	0	(9,331)	(18,924)	(18,924)	29,598	20,005	20,005	(187)	(2,238)	(2,238)
Community amenities														
Sewerage (14%)	80	16,515	0	0	0	(3,959)	(8,029)	(8,029)	12,557	8,486	8,486	(79)	(949)	(949)
Effluent Loan	83	0	0	600,000	600,000	0	(48,736)	(48,736)	0	551,264	551,264	0	(28,933)	(28,933)
Recreation and culture														
Sport & Recreation	81	284,694		0	0	0	(74,520)	(74,520)	284,694	210,174	210,174	1,016	(20,674)	(20,674)
Other property and services														
Grader (33%)	80	38,929	0	0	0	(9,331)	(18,925)	(18,925)	29,598	20,004	20,004	(187)	(2,238)	(2,238)
		402,661	0	600,000	600,000	(28,275)	(180,603)	(180,603)	374,386	822,058	822,058	451	(56,388)	(56,388)
Self supporting loans														
General purpose funding														
Country Club	82	114,485		0	0	0	(29,967)	(29,967)	114,485	84,518	84,518	2,527	(8,315)	(8,315)
		114,485	0	0	0	0	(29,967)	(29,967)	114,485	84,518	84,518	2,527	(8,315)	(8,315)
Total		517,147	0	600,000	600,000	(28,275)	(210,570)	(210,570)	488,871	906,577	906,577	2,978	(64,703)	(64,703)
Current borrowings		161,834							133,558					
Non-current borrowings		355,313							355,313					
		517,147							488,871					

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

New borrowings 2024-25

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

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

KEY INFORMATION

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

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



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

FINANCING ACTIVITIES  
NOTE 10  
LEASE LIABILITIES

Movement in carrying amounts

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

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

OPERATING ACTIVITIES  
NOTE 11  
RESERVE ACCOUNTS

Reserve accounts

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

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Aug 2024
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		5,511	0	0	0	5,511
- Capital grant/contribution liabilities		598,302	0	220,772	(5,706)	813,368
<b>Total other liabilities</b>		<b>603,813</b>	<b>0</b>	<b>220,772</b>	<b>(5,706)</b>	<b>818,879</b>
<b>Employee Related Provisions</b>						
Annual leave		152,915	0	0	0	152,915
Long service leave		167,392	0	0	0	167,392
Provision for long service leave oncosts - Current		12,851	0	0	0	12,851
Provision for annual leave oncosts - Current		20,599	0	0	0	20,599
<b>Total Employee Related Provisions</b>		<b>353,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>353,756</b>
<b>Total other current assets</b>		<b>957,569</b>	<b>0</b>	<b>220,772</b>	<b>(5,706)</b>	<b>1,172,635</b>
Amounts shown above include GST (where applicable)						

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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

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

NOTE 13  
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue			
	Liability	Increase	Liability	Liability	Current	Adopted	Adopted	YTD	Forecast
	1 July 2024	in Liability	Reduction (As revenue)	31 Aug 2024	Liability 31 Aug 2024	Budget Revenue	YTD Budget	Revenue Actual	30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	
<b>General purpose funding</b>									
Grants Commission - General (WALGGC)	0	0	0	0	0	147,382	0	37,255	(110,127)
Grants Commission - Roads (WALGGC)	0	0	0	0	0	74,074	0	10,579	(63,495)
Grants Commission - Bridges (WALGGC)	0	0	0	0	0	374,000	0	93,500	(280,500)
<b>Law, order, public safety</b>									
DFES Grant - Fire Mitigation Activity Fund 23/24	5,511	0	0	5,511	5,511	5,511	918	0	(4,593)
DFES Grant - Fire Mitigation Activity Fund 24/25	0	0	0	0	0	366,150	61,024	0	(305,126)
DFES Grant - ESL operating Grant	0	0	0	0	0	84,464	0	16,964	(67,500)
All West Australians Reducing Emergencies (AWARE)	0	0	0	0	0	7,500	1,250	0	(6,250)
<b>Recreation and culture</b>									
Seniors Week Grant	0	0	0	0	0	0	0	5,000	5,000
<b>Transport</b>									
MRWA Direct Grant Funding	0	0	0	0	0	319,988	319,988	132,988	132,988
<b>Economic services</b>									
Seniors Week Event	0	0	0	0	0	1,000	0	0	(1,000)
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	0	(2,000)
Australia Day Celebrations Revenue	0	0	0	0	0	5,000	0	0	(5,000)
Youth Week Event Revenue	0	0	0	0	0	2,000	0	0	(2,000)
Grant Revenue - Stay On Your Feet	0	0	0	0	0	4,376	728	4,376	728
Grant Revenue - Dpird Crc Development Grant	0	0	0	0	0	3,000	500	3,000	500
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	832	0	(4,168)
CRC Operating Grant Revenue	0	0	0	0	0	112,000	0	0	(112,000)
	5,511	0	0	5,511	5,511	1,513,445	385,240	303,662	(824,543)

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

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue			
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2024	Current Liability 31 Aug 2024	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual	Forecast 30 June Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>									
General purpose funding									
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	0	0	(4,114)
LRCI - Waterless Public Toilet Cemetery	0	0	0	0	0	36,751	0	0	(36,751)
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	0	0	0	0	52,954	0	0	(52,954)
LRCI 4 - Railway Station Building Refurbishment	156,752	13,770	0	170,522	170,522	170,522	0	0	(170,522)
LRCI 4 - Woods Loop Road	0	28,959	0	28,959	28,959	110,349	0	0	(110,349)
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	0	0	(37,000)
WBDC - Railway Station Building Refurbishment	0	20,000	0	20,000	20,000	40,000	6,666	0	(33,334)
Law, order, public safety		0							
DFES Capital Grant Income (West Brookton BFB Shed)	0	0	0	0	0	286,906	47,816	0	(239,090)
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	314,564	0	0	314,564	314,564	670,709	111,784	0	(558,925)
WSFN 1 - Dangin-Mears Road - Income - 2022/23	0	0	0	0	0	804,625	0	0	(804,625)
WSFN 2 - Dangin-Mears Road - Income - 2023/24	126,986	0	(2,937)	124,048	124,048	514,433	0	2,937	(511,495)
Davis Road - R2R Income	0	0	0	0	0	109,563	0	0	(109,563)
Mattingly Road - R2R Income	0	0	0	0	0	109,563	0	0	(109,563)
South Kweda Road - R2R Income	0	0	0	0	0	60,024	0	0	(60,024)
Mattingly Road Culvert - R2R Income	0	0	0	0	0	105,635	0	0	(105,635)
York Williams Road Rrg	0	158,043	(2,769)	155,274	155,274	395,108	65,850	2,769	(326,489)
<b>TOTALS</b>	<b>598,302</b>	<b>220,772</b>	<b>(5,706)</b>	<b>813,368</b>	<b>813,368</b>	<b>3,508,256</b>	<b>232,116</b>	<b>5,706</b>	<b>(3,270,434)</b>

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

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

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

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 31 Aug 2024
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	2,080	0	0	2,080
Facility Hire Bonds	6,830	1,250	(1,000)	7,080
Gym Bonds	6,570	280	(210)	6,640
<b>Sub-Total</b>	<b>15,480</b>	<b>1,530</b>	<b>(1,210)</b>	<b>15,800</b>
	<b>15,480</b>	<b>1,530</b>	<b>(1,210)</b>	<b>15,800</b>

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

**NOTE 16  
BUDGET AMENDMENTS**

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

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

KEY INFORMATION

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

NOTE 17  
EXPLANATION OF MATERIAL VARIANCES

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

Nature or type			Explanation of positive variances		Explanation of negative variances	
	Var. \$	Var. %	Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Grants, subsidies and contributions	(81,578)	(21.18%)	▼		Budget profiling is the reason for this variance. The main variance being Yeo Road Bridge special project grant funding not being received	
Expenditure from operating activities						
Materials and contracts	529,506	73.56%	▲	Budget profiling is the reason for the variance. Will correct as work program commences		
Utility charges	21,498	48.23%	▲	Budget profiling is the reason for this variance. Will self correct over the coming months		
Depreciation	382,806	100.00%	▲	Depreciation is not run for FY 24/25 until after the 23/24 Annual Report is complete		
Other expenditure	15,380	84.66%	▲	Budget profiling is the reason for this variance. Will self correct over the coming months when spending increases in areas such as Sewerage Works, Fire operating & Community Chest Funds are drawn down		
Non-cash amounts excluded from operating activities	(390,826)	(100.00%)	▼		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation not being run YTD	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(226,410)	(97.54%)	▼		Due to Accounting Standard AASB1058 recognition of revenue	
Proceeds from disposal of assets	(43,332)	(100.00%)	▼		No disposals YTD	
Payments for inventories, property, plant and equipment and infrastructure	658,973	77.56%	▲	The variance relates to Capital projects which have not yet commenced in FY24/25. Infrastructure - Brookton Railway station, Memorial Hall - Stage 2 , Basketball Court (Half Size), Sewerage Works, Rural Road & Bridge works		

#### 14.09.24.03 REVIEW OF THE AUDIT & RISK COMMITTEE TERMS OF REFERENCE

<b>File No:</b>	GOV022C
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple and Majority
<b>Previous Report:</b>	N/A

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

Council is to consider revised Audit and Risk Committee's Terms of Reference.

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

As per 7.6.2 of the Audit & Risk Committee Terms of Reference, the Audit & Risk Committee is to review its performance and terms of reference biennially and report to Council with a review completed in July 2024.

As part of our ongoing commitment to transparency, effective governance, and best practice the Audit & Risk Committee has propose further amendments to the Audit & Risk Committee's Terms of Reference. These changes aim to enhance the committee's effectiveness and align with industry standards.

As part of the changes to the Audit & Risk Committee Terms of Reference, the Audit & Risk Committee have recommended including all Councillors as members of the Audit & Risk Committee.

#### **Background:**

Council must appoint an Audit & Risk Committee to oversee financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and the internal and external audit functions. The Committee makes recommendations and reports to Council on these matters.

The primary objective of the Audit & Risk Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

In accordance with clause 7.6.2 of the Audit & Risk Committee Terms of Reference, the committee is required to, review its terms of reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to Council for approval.

#### **Consultation:**

Internal consultation has occurred with the Chief Executive Officer.

#### **Statutory Environment:**

Local Government Act 1995



**Relevant Plans and Policy:**

The recommendation is relevant to 1.13 Council Committees – Terms of Reference.

**Financial Implications:**

The Audit & Risk Committee ensure openness in the local government’s financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government’s financial accounting systems and compliance with legislation.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

This 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:**

Nil.

**AUDIT AND RISK COMMITTEE’S RECOMMENDATION*****That Council:***

- adopt the amended Audit and Risk Committee Terms of Reference, as presented in Attachment 14.09.24.03A; and***
- formally appoint all Councillors as members of the Audit & Risk Committee.***

*(Absolute Majority vote required).*

**Attachments**

Attachment 14.09.24.03A– Audit and Risk Committee Terms of Reference - September 2024.



## AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

---

### 1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit and Risk Committee (the Committee).

### 2. Introduction

The Committee has been established in accordance with Part 7 of the *Local Government Act, 1995* and constitutes an advisory committee formally appointed by and responsible to the Council.

This Committee does not have any:

- Executive powers;
- Authority to implement actions in areas over which management has responsibility;
- Financial responsibility; nor
- Management functions.

It is independent of the Shire's Administration with fundamental oversight and a need to focus on matters relating to internal and external audit, and risk exposure and mitigation pertinent to the Shire of Brookton.

Accordingly, the Committee's is to assist the Shire Council in:

- Liaising with the Office of the Auditor General (AOG),
- Overseeing external and internal audit functions;
- Promoting high level the transparency and accountability of the Shire's financial management systems and reporting;
- Managing its risk exposure; and
- Driving a culture of continuous improvement.

Furthermore, the Committee is to report to Council with appropriate advice and recommendations on matters relevant to this Terms of Reference in order to facilitate decision making by Council in the discharge of responsibilities pursuant to statutory requirements.

### 3. Objectives

The objectives of the Committee are to oversee:

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.

- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical resources.
- 3.4 The systems or procedures that are designed to ensure the Shire and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Shire's operations, strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.
- 3.7 The promotion of best practice in striving to instil and maintain a culture of continuous improvement.

The Committee must also add to the credibility of Council by promoting ethical standards through its work.

#### 4. Authority

The Committee has the authority to:

- 4.1 Review and suggest improvements to internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Monitor and advise the CEO in reviews conducted under regulation 17 (1) of the Local Government (Audit) Regulations, 1996 and regulation 5 (2) (o) of the Local Government (Financial management) Regulations, 1996.
- 4.3 Formally meet with the AOG appointed auditors as necessary.
- 4.4 Seek resolution on any disagreements between management and the AOG auditors on financial and performance reporting.
- 4.5 Advise Council on any or all of the above as deemed necessary.

#### 5. Composition of Committee Members

- 5.1 The Committee ~~will consist is to comprise of three (3) all~~ Elected Members ~~appointed by Council.~~
- 5.2 The Council is to also appoint at least ~~one~~ two (1) (2) external Committee members from within the community ~~and one (1) external independence advisor.~~

~~The independent advisor should have a Certified Practicing Account (CPA) qualification or similar with recent work experience in dealing with small to medium business, and demonstrated understanding of:~~

- ~~• Accounting Standards (AASB)~~
- ~~• Tax Legislation~~
- ~~• Local Government Act 1995~~
- ~~• Local Government experience~~

- 5.3 The Presiding Member and Deputy Presiding Member is be appointed biennially by the Committee through election by all committee members after the Ordinary Local Government Election.
- 5.4 The appointed Committee members should collectively have a broad range of skills and experience relevant to the operations of the Shire.
- 5.5 Appointments of external Committee members will be for a two-year term. The terms of appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.
- 5.6 A quorum will be a minimum of 50% of the membership of the Committee.
- 5.7 Each Committee member must declare proximity, financial or impartiality interests that relate to matters considered at every meeting.
- 5.8 New members are to receive relevant information and be briefed immediately following their appointment to assist in performing their responsibilities on the Committee.

## 6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Committee, or at the request of the Shire President or Chief Executive Officer.
- 6.2 The meetings are open to the public, ~~unless the Presiding Member or Chief Executive Officer deem it necessary to proceed behind closed doors pursuant to Section 5.23 of the Local Government Act, 1995.~~
- 6.3 ~~All Elected Members not appointed to this Committee are invited to attend each meeting as an observer.~~
- 6.4 The Chief Executive Officer is responsible for arranging Committee meetings and may invite members of management, internal and external auditors or other employee to attend meetings as observers and to provide pertinent information, as necessary.
- 6.5 The Committee should meet at least twice per year with a meeting schedule to be set that includes the dates, location, and where possible a proposed work plan for each meeting for the forthcoming year, that covers all the responsibilities outlined in this terms of reference.
- 6.6 Meeting agendas are to be prepared and provided at least one week in advanced notice to members, along with appropriate briefing materials as well as be advertised in the Community with no later than 72 hours prior to the meeting being convened.
- 6.7 Minutes are to be taken at each meeting and presented to the subsequent meeting for confirmation and Council for receipt and acknowledgement.

## 7. Responsibilities

The Committee is to perform the following responsibilities:

## **7.1 Risk Management**

- 7.1.1 To review and suggest improvements on the current and comprehensive risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- 7.1.2 To determine whether a sound and effective approach is being administered in managing the Shire's major risks, including those associated with individual service delivery, projects, and activities, such as community events.
- 7.1.3 To assess the impact of the Shire's risk management framework on its exposure to litigation and insurance arrangements.
- 7.1.4 To review and suggest improvements to developing and implementing fraud control arrangements and be satisfied the Shire has appropriate processes and systems in place to detect, capture and effectively respond to fraud.
- 7.1.5 To ensure adequate systems of internal control are in place to mitigate key business risks and promote the effectiveness and efficiency of operations.
- 7.1.6 To oversee, review and suggest improvements to internal audit functions in accordance with Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.
- 7.1.7 To receive and review all audit reports and provide advice and recommendations to the Council on significant issues identified in audit reports with a focus of continuous improvement.

## **7.2 Financial Report**

- 7.2.1 To review and suggest improvements to significant account and reporting issues, including:
  - complex or unusual transactions;
  - identified accounting anomalies;
  - professional and regulatory pronouncements and legislative changes; and
  - effect on the financial reporting requirements.
- 7.2.2 To review (with management and the AOG) the external audit results, including any difficulties or deficiencies identified and suggest improvements, if required.
- 7.2.3 To review and suggest improvements to the annual financial report in consideration of legislative requirements and appropriate accounting principles.
- 7.2.4 To review and suggest improvements to the financial information presented to Council and the Community in the financial reports based on transparency and accountability measures, without revealing information that could be used to aid in fraudulent activity.
- 7.2.5 To review (with management and the [AOG-OAG](#)) all matters required to be communicated to the Committee under the Australian Auditing Standards, and suggest improvements if required.

- 7.2.6 To review, suggest improvements and recommend adoption of the Annual Financial Statements to Council.

### **7.3 Compliance**

- 7.3.1 To review, suggest improvements and monitor systems and processes to ensure relevant compliance with legislative requirements, with associated reporting to Council.
- 7.3.2 To keep informed of the findings of any examinations by regulatory agencies and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.3.3 To obtain regular updates from management about compliance matters.
- 7.3.4 To review and suggest improvements to the annual Compliance Audit Return (CAR) and report the results to the Council.

### **7.4 External Audit**

- 7.4.1 To discuss with the OAG auditor's the proposed audit scope and methodology for financial and performance audits, including any reliance on internal auditor activity.
- 7.4.2 To consider the findings and recommendations of relevant financial and performance audits performed by the OAG auditors, and ensure the Shire Administration implements relevant recommendations in a timely manner.
- 7.4.3 To provide an opportunity for the Committee to meet with the OAG auditors to discuss any matters considered by either party to be of concern.
- 7.4.4 To monitor and provide feedback on management's implementation of external audit recommendations.

### **7.5 Reporting Responsibilities**

- 7.5.1 To report regularly to the Council on the Committee's activities, issues, and related recommendations through circulation of minutes.
- 7.5.2 To monitor and ensure open communication and co-operation is achieved between the internal auditor, the external OAG auditors, and the Shire's management.

### **7.6 Other Responsibilities**

- 7.6.1 To perform other activities related to this Terms of Reference, as requested by the Council.
- 7.6.2 To perform a biennial review and suggest improvements to this Terms of Reference for Council's consideration and approval prior to the next Local Government Ordinary Election.

## **7.7 Remuneration of External Members**

- 7.7.1 Remuneration of External members are to be remunerated in accordance with section 5.100 of the Act. The extent to which external members can be reimbursed shall be as determined by the Salaries and Allowances Tribunal.



<b>14.09.24.04 APPOINTMENT OF COMMUNITY COMMITTEE MEMBER – AUDIT &amp; RISK COMMITTEE</b>
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<b>File No:</b>	GOV022C
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple and Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

The Audit and Risk Committee has recommended the appointment of a Community Committee Member.

**Description of Proposal:**

Mr Neil Walker has applied for the position of Community Committee Member on the Shire of Brookton Audit and Risk Committee. Mr Walker is a former Councillor and Deputy Shire President of the Shire of Brookton and active member of a range of Brookton community organisations. Mr Walker's application is included at Attachment 14.09.24.04A.

The Audit and Risk Committee has considered the Community Committee Member has recommended Mr Walkers appointment to Council.

**Background:**

At the September 2024 Ordinary Council Meeting a Terms of Reference for the Audit and Risk Committee is to be endorsed by Council, with representation on the Committee to consist of all elected members and two external community committee members .

Council is to appoint all Elected Members at its September 2024 Ordinary Council Meeting. Additionally, one community member's term is currently filled with an expiry date of October 2024 leaving one vacant external community committee member position to be filled.

**Consultation:**

Despite several advertisements and direct approaches to individuals, there has been no interest shown in the vacant position. We have received a submission in response to the advertisement on 1 July 2024.

**Statutory Environment:**

Local Government Act 1995.

**Relevant Plans and Policy:**

The recommendation is relevant to Policy 1.13 Council Committees – Terms of Reference and Policy 1.17 – Standing Orders and Meeting Protocol Local Government (Council Meetings).

**Financial Implications:**

There are no known financial implications as Council has included a provision in the 2024/25 Budget for remuneration for external committee members.

**Risk Assessment:**

The risk in relation to being unable to fill the external community committee member is assessed as “Medium”. A suitable candidate who is not integrally involved in the workings of the Shire will provide an independent perspective of the organisation’s performance, accountability and compliance.

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 Strategic Community Plan –June 2032, duly appended to the BROOKTON Corporate Business Plan July 2022 to June 2032.

**Comment:**

The formal nomination from Mr Neil Walker for the vacant community committee member of the Audit & Risk Committee has been reviewed. Mr Walker has extensive experience is successfully operating his own farming business, as well as his time as a Councillor with considerable knowledge and understanding of Local Government, and the way it operates as a government entity.

**AUDIT AND RISK COMMITTEE’S RECOMMENDATION**

***That in accordance with Section 5.10 of the Local Government Act (1995), Council endorses the appointment of the Mr Neil Walker as an external community committee member to the Audit and Risk Committee until October 2026.***

*(Simple Majority vote required)*

**Attachments**

Attachment 14.09.24.04A – Appointment of Community Committee Member Audit & Risk Committee Nomination - N Walker.

**From:** Neil Walker [REDACTED]  
**Sent:** Monday, July 15, 2024 2:49 PM  
**To:** Gary Sherry <gary.sherry@brookton.wa.gov.au>  
**Subject:** Audit Committee nomination

Hi Gary

I wish to nominate myself as a member of the Shire of Brookton Audit Committee.

I believe that I can contribute in a positive way to the committee after my many years as a Shire Councillor and my understanding of local government accounting systems.

Kind regards

Neil Walker

## 15.09.24 GOVERNANCE REPORTS

### 15.09.24.01 FIREBREAK ORDER 2024/25

<b>File No:</b>	EME001
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer – Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

#### Summary of Report:

Council is to consider the recommendations of the Shire of Brookton's Bush Fire Advisory Committee (BFAC) to adopt the draft Firebreak Order 2024/25.

#### Description of Proposal:

The Firebreak Notice 2024/25 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season.

The draft Firebreak Notice 2024/25, included at Attachment 15.09.24.01A, is very similar to that from previous years. The significant change is to include Aldersyde townsite in the townsite section, rather than rural.

With approval by Council, the draft Firebreak Notice 2024/25 will be:

1. prepared in a professional looking document with additional, pertinent, local fire prevention information;
2. made publicly available on Council's website;
2. 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 Tuesday 27<sup>th</sup> August 2024. 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 2024/25 included at Attachment 15.09.24.01A.

The Shire will extensively advertise the adopted Fire Break Order 2024/25.

#### 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 2024/25 will be significant for the Shire of Brookton staff and volunteers.

**Risk Assessment:**

Council's Firebreak Order 2024/25 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 RECOMMENDATIONS**

***That Council adopt the draft Firebreak Order 2024/25 as included at Attachment 15.09.24.01A.***

*(Simple majority vote required)*

**Attachments**

**Attachment 15.09.24.01A – Draft Firebreak Order 2024/25.**



**2024/25 Shire of Brookton Fire Break Order**

**TOWNSITE LAND**

**PROPERTIES EQUAL TO OR LESS THAN 2,023m<sup>2</sup> 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 2,023m<sup>2</sup> 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).
- 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.

### **Are required to be fire hazard reduced by:**

- A. 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.
- B. 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.
- C. 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.
- D. 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 1<sup>st</sup> December to 28<sup>th</sup> 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.

**15.09.24.02 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS**

<b>File No:</b>	EME002
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shires of Wandering, Pingelly and Corrigin
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer – Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

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

**Description of Proposal:**

This report seeks Council's consideration to appointing Dual FCOs from the Shire of Wandering, Shire of Pingelly and Shire of Corrigin. The following have been nominated to the Shire of Brookton for appointment:

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:**

Discussions have been held with the Chief Bush Fire Control Officer and Captain of the Shire of Brookton's Central Volunteer Bush Fire Brigade with regards to the appointments of Mr Bassett as an FCO.

**Statutory Environment:**

The appointment of Dual FCOs for the 2023/24 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:**

The Shire has two policies that are aligned to these appointments. Council Policies 4.4 – Use of Council Equipment and Machinery for Bushfire Control and 4.5 – Expenditure Limit – Bush Fire Control Officers.

**Financial Implications:**

There is 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 BFAC recommend that the Shire of Brookton accept the following appointments of Dual Fire Control Officers for the 2024/25 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 15.09.24.02A – Letter from Shire of Wandering

Attachment 15.09.24.02B – Letter from Shire of Pingelly

Attachment 15.09.24.02C – Letter from Shire of Corrigin

## SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308  
Ph: 08 9884 1056  
[www.wandering.wa.gov.au](http://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

Received By  
Shire of Brookton

27 MAY 2024

File # \_\_\_\_\_

Officer \_\_\_\_\_

23 May 2024

Dear Gary,

### DUAL FIRE CONTROL OFFICER APPOINTMENTS - 2024/2025

The Shire of Wandering would like to nominate Graham Treasure and Anthony Turlon as Dual Fire Control Officers with the Shire of Brookton for 2024/25 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](mailto:admin@wandering.wa.gov.au).

Kind Regards,

Alan Hart  
CHIEF EXECUTIVE OFFICER

Wandering Road District  
Established 1874

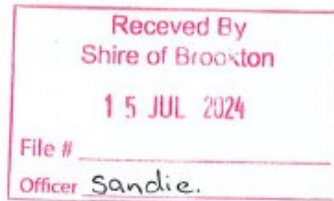
YOUR REF:

OUR REF: ADM0313/OWS245227

ENQUIRIES: Sheryl Squiers

9 July 2024

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



Dear Gary

**Appointment of Dual Fire Control Officers 2024/25**

Council is seeking the appointment of the following Shire of Pingelly Dual Fire Control Officers with the Shire of Brookton for the 2024/25 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](mailto:sheryl.squiers@pingelly.wa.gov.au).

Yours faithfully

A handwritten signature in black ink, appearing to be "Mike Hudson".

Mike Hudson  
Acting Chief Executive Officer

Our Ref: ES 0001  
Contact: Jarrad Filinski  
[eso@corrigin.wa.gov.au](mailto:eso@corrigin.wa.gov.au)

21 March 2024

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

Dear Garry

**RE: APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2024/2025**

The Shire of Corrigin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Brookton for the 2024/2025 bush fire season:

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

Yours sincerely



Natalie Manton  
Chief Executive Officer



**15.09.24.03 APPOINTMENT OF FIRE CONTROL OFFICERS**

<b>File No:</b>	EME 002
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer – Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

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

**Description of Proposal:**

A BFAC Meeting was held on Tuesday 27<sup>th</sup> August 2024, to recommend FCOs for appointment for the 2024/25 fire season.

The appointment of FCOs is normally made in March each year, but Council did not make appointments in March 2024 because of concerns over the completion of training of FCOs.

A review of training records identified that a number of long serving of FCOs do not have a formal record their completion of the FCO Course.

Most of the FCOs who do not have a record of completing the FCO Course claim they have completed the FCO Course, passed the assessment and been issued with Handbooks but not issued with a Certificate from DFES.

The failure to maintain accurate training records could be seen as a poor reflection on the commitment of those FCOs as volunteers, however the fault doesn't lie with the FCOs but rather DFES as custodians of training records.

The BFAC recommended that the appointment of volunteers who have valid training records showing completion of the FCO Course as permit writing FCOs and other experienced fire fighters whose training record does not showing completion of the FCO Course as non-permit writing FCOs. This distinction in classification protects Council by having FCOs with proven training records issuing Burning Permits and tries to identify and respect the practical knowledge and experience of senior firefighters and brigade leaders. Some experienced fire fighters chose to not nominate for a FCO appointment.

Council are discussing with DFES holding a FCO course prior to March 2024 that will allow all FCOs seeking appointment as a permit writing FCO to the FCO Course as part of their training record.

**Background:**

The Shire of Brookton considers annually the appointment of Fire Control Officers (FCO) recommended by the Shire of Brookton's Bush Fire Advisory Committee (BFAC).

**Consultation:**

The BFAC's Recommendation reflects the Minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 27<sup>th</sup> August 2024.

**Statutory Environment:**

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

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

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

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

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

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

**Relevant Plans and Policy:**

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

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

**Financial Implications:** Nil

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:** Nil

**Comment:** Nil

**BUSH FIRE ADVISORY COMMITTEE'S RECOMMENDATIONS**

***That Council:***

- 1. appoint the following as permit writing Fire Control Officers for the 2024/25 fire season;***

<b><i>Position</i></b>	<b><i>Nominee(s)</i></b>
<b><i>Chief Bush Fire Control Officer</i></b>	<b><i>Murray Hall</i></b>
<b><i>Deputy Chief Bush Fire Control Officer</i></b>	<b><i>Travis Eva</i></b>
<b><i>FCO's – Central Brigade</i></b>	<b><i>Anton de Lange, Troy Bassett, Brad Bassett</i></b>
<b><i>FCO's – East Brigade</i></b>	<b><i>Bevan Walters, Travis Eva, Michael Eva</i></b>
<b><i>FCO's – West Brigade</i></b>	<b><i>Tim Evans, Mark Whittington</i></b>
<b><i>FCO – Shire of Brookton</i></b>	<b><i>Jason Carrall</i></b>

- 2. appoint the following as non-permit writing Fire Control Officers for the 2024/25 fire season.***

<b><i>Position</i></b>	<b><i>Nominee(s)</i></b>
<b><i>FCO's – Central Brigade</i></b>	<b><i>Andrew Pike, Ashley Hobbs, William Wilkinson</i></b>
<b><i>FCO's – East Brigade</i></b>	<b><i>Darrell Turner, Dennis Wilkinson</i></b>
<b><i>FCO's – West Brigade</i></b>	<b><i>Ross Evans, Len Simmons</i></b>

*(Simple majority vote required)*

**15.09.24.04 REVIEW OF POLICY 2.33 COMMUNITY FUNDING AND DONATIONS POLICY**

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider adoption of amendments to Policy 2.33 Community Funding and Donations Policy.

**Description of Proposal:**

The Youth Leadership Development Sponsorship Grant is an initiative aimed at supporting young residents 12 – 29 years of age to participate in all aspects of community life, enabling them to reach their potential and to make significant contributions to the local and broader community. The amended policy, with the relevant changes identified in red text, is included in Attachment 15.09.24.04A.

**Background:**

Through the Corporate Business Plan Council has recognised the importance of investing in the future of our community by supporting the educational and career aspirations of our youth. The proposed scholarship will provide financial assistance to deserving adolescents, helping them to achieve their academic goals and contribute positively to our community.

**Consultation:** Nil**Statutory Environment:**

*Local Government Act 1995*

**Relevant Plans and Policy:**

Council “2.33 Community Funding and Donations Policy” is relevant to this report.

**Financial Implications:**

There are no known financial implications to the 2024/25 budget applicable to this policy. An annual amount of \$5,000 is specifically for this sponsorship and is included in the 2024/25 budget allocation of \$20,000 for the Community Chest Fund.

**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:

The Youth Leadership Development Sponsorship Grant represents a significant investment in the future of our community. By supporting our young people, we not only help them achieve their personal goals but also foster a culture of excellence and community spirit.

### **OFFICER'S RECOMMENDATION**

***That Council adopts the amended Council Policy 2.33 Community Funding and Donations Policy, as included at Attachment 15.09.24.04A.***

*(Simple majority vote required)*

### **Attachments**

Attachment 15.09.24.04A – Policy 2.33 Community Funding and Donations Policy.

### 2.33 COMMUNITY FUNDING AND DONATIONS POLICY

#### Introduction

While there are many and varied needs for funding assistance across all types of community groups and organisations, this is also a need to present a guided and consistent approach to the allocation of funding by the Local Government. Accordingly, this policy seeks to provide clarity around the types and levels of funding allocation exclusively to community groups and organisations within the Brookton municipality or are jointly associated with a neighbouring municipality.

#### Policy Objective

The objective of this policy is to ensure:

- The Shire assists with delivery of essential community events, programs, projects and services that meet the objectives of the current Strategic Community Plan and Innovations Pathway.
- Council allocates financial support to the community in the most effective and transparent manner that includes the types and levels of funding provided to the community.
- All applications received which fall within the policy and its associated guidelines are equally considered for support.
- Council maintains an equitable, transparent and consistent process in distributing funding.

#### Financial Implications

The implementation of this policy is supported by funds allocated in the Shire of Brookton's annual budget process through its Community Chest fund. This allocation will be set between \$20,000 to \$40,000 inclusive of any unallocated funding being carried over from one financial year to the next financial year ~~and 25% being taken for the Community Fund and Donations Financial Reserve until the reserve is exhausted, unless otherwise determined by Council at adoption of the annual budget each year.~~

Once the funding is exhausted, no further funding will be allocated until the next financial year.

#### Policy Content

The Shire's Funding and Donations Policy consists of three funding programs:

- Annual Grants
- Matched Funding Grants
- Community Donations

## Annual Grants

Funding category	Funding Amount	Guidelines
Community & Strategic Partnership Grants	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"> <li>Only available to groups and organisations within an incorporated body framework.</li> <li>Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures [refer to notation c)], and services offering broad benefit to the local community.</li> <li>Demonstrates a high level of community support or need for the event, program, capital project or service.</li> <li>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.</li> <li>Applications for this category are limited to <u>one</u> application per organization every year.</li> <li>Applications can be made at any time throughout the year.</li> </ul>
Community Support Grants	Maximum \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group 2/3 Shire Grant.	<ul style="list-style-type: none"> <li>Only available to incorporated bodies.</li> <li>Available to applicants to support a community project, program, or event (excludes capital works to buildings).</li> <li>Applicants must demonstrate their ability to <u>match</u> (cash/in-kind) Shire of Brookton grant support.</li> <li>Applications can be made at any time throughout the year.</li> </ul>
Equipment Purchase Grant	Maximum \$1,000.00 cash support per financial year.	<ul style="list-style-type: none"> <li>Only available to incorporated bodies.</li> <li>Can be used for the purchase of equipment, uniforms etc.</li> <li>Applications must demonstrate the benefit of the equipment purchase to the wider community.</li> <li>Equipment purchased must remain the property of the organization and not be for the exclusive use of any individual.</li> <li>Applicants must demonstrate their ability to <u>match</u> Shire of Brookton grant support.</li> <li>Applications can be made at any time throughout the year.</li> </ul>
Youth Leadership Development Sponsorship Grant 12 - 29 Years –	Maximum \$5,000.00 cash support per financial year.	<ul style="list-style-type: none"> <li>Must be currently residing in the Shire of Brookton.</li> <li>Participation in an activity that strengthens learning;</li> </ul>



Individual Sponsorship		<ul style="list-style-type: none"> <li>• Professional development opportunity</li> <li>• Conference attendance</li> <li>• Leadership training course or camp</li> <li>• Public speaking</li> <li>• Debating</li> <li>• Education focus</li> <li>• The program must be a reputable and recognised program with accredited trainers or program operators.</li> <li>• Applicants must demonstrate their obtain skills can benefit/give back to Brookton and the broader community.</li> <li>• The training/course must be completed within 12 months of the sponsorship being awarded.</li> <li>• Applications can be made at any time throughout the year.</li> <li>• Only one sponsorship is available per financial year.</li> <li>• Documented evidence of costs (proof of registration) must be presented to the Shire as part of the application.</li> </ul>
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### Community Donations

Funding category	Funding Amount	Guidelines
Individual Donation	<p>Maximum \$500.00 cash per financial year per individual.</p> <p>Maximum of \$500.00 per financial year for school-based individuals who are boarding away from their <del>principle</del> principal place of residence that is located in the Shire of Brookton.</p>	<ul style="list-style-type: none"> <li>• Funding can be used for travel program attendance fees associated with participation in State, National or International representation in sport, arts, music or cultural programs.</li> <li>• Documented evidence of costs must be presented to the Shire as part of the application.</li> </ul>
Not for Profit Community groups member donation	Maximum \$500.00 cash per financial year per group.	<ul style="list-style-type: none"> <li>• Funding can be used for travel or program attendance fees associated with participation in State, National, or International representation in sport, arts, music or social or cultural programs or conferences.</li> <li>• Funding to assist the Shire in staging a civic or community event (i.e. Australia Day Celebrations) *.</li> </ul> <p>*Requires simplified letter to CEO detailing function to be performed and funding sought.</p>

Not for Profit Community Organisation Assistance Donation	Maximum \$1,000.00 per annum for an incorporated organization	<ul style="list-style-type: none"> <li>As annual donation toward offsetting the cost of Shire rates, building utilities (gas, electricity, water), and / or insurance costs incurred by the organization who own and occupy their own building within the Shire of Brookton.</li> </ul> <p>Satisfactory evidence of such costs being incurred by the organization in the same financial year must be produced. The utilities must be in the name of the organization seeking the donation. The organization must demonstrate financial need for such support.</p>
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Funding received through the above programs can consist of cash, in kind contributions and fee waivers.

**Notation:** *No donation or grants will be issued:*

- a) *To any individual or organisation based outside the Shire of Brookton.*
- b) *For activities that constitutes the administrative function or celebration of a particular group or organisation.*
- c) *Capital works and/or improvements to property (land, building or structure) that is not Brookton Community based and or operated on a not for profit basis.\**

### **Delegated Authority**

The CEO is authorized by Council, following consultation with the Shire President to approve an application (subject to the application meeting the guidelines contained within this policy) for an amount not exceeding \$500.00 in cases where the application is of an urgent nature or where the request falls outside the normal cycle of Ordinary Council meetings and cannot be processed in the normal Council meeting cycle.

Where the CEO has approved an application, the CEO will, at the next available Ordinary Council meeting, inform the Council in writing of the application and the amount granted.

### **Guidelines for Funding and Donations Policy**

The information included in these guidelines applies to applications received in response to Community Funding & Donations Policy.

#### **1. Selection Criteria**

The Shire of Brookton will assess all applications for funding, grants and donations against the following criteria:

- a) The organization is a Not for Profit or Community Organisation permanently operating in the Shire of Brookton municipality.
- b) The person is an individual person permanently residing in the Shire of Brookton municipality or an individual boarding at school outside of Brookton whose family still permanently resides in the Shire of Brookton municipality.
- c) The demonstrated positive contribution the project or organization will make to the community.

- d) The applicant certified within the application that they are authorized to apply for the Shire of Brookton support and to represent the applicant organization or individual.
- e) The applicant certified that the information provided in the application is true and correct and can provide evidence upon request.
- f) Sufficient financial information has been provided to clearly identify the full project budget and the items on which the funding will be spent.
- g) Where required, sufficient financial information supporting the viability of Applicant Organisations has been provided.
- h) The applicant has the resources and capacity to carry out the activities specified in the application.
- i) The availability of equipment, services and required staff hours for in kind contribution requests.

This Policy does not Apply to the following:

- i. Capital projects that do not offer broad community benefit, as determined by Council, and do not apply to Shire owned property.
- ii. Commercial organisations and businesses,
- iii. Any organization (whether commercial or not for profit) whose primary activity or office is outside the Shire of Brookton Municipal boundary.
- iv. Retrospective costs.
- v. Deficit funding for organisations that are experiencing a shortfall in revenue.
- vi. Core organisation operating costs i.e. staff wages and training costs, utilities, lighting costs, lease fees, rates, levy's, and other administrative costs and conduct of meetings and celebrations etc. except where the incorporated not for profit organisation is seeking assistance under the "Not for Profit Community Organisation Utilities Financial Assistance Donation" section of this Policy and the guidelines for this donation category are satisfied.
- vii. Applications from organisations that have confirmed Community Partnership Funding support in the same financial year.
- viii. Organisations or individuals with outstanding debts to the Shire of Brookton or outstanding funding acquittals.
- ix. Non-incorporated organisations, unless they are supported by an Auspice Organisation or utilising the support to become incorporated.
- x. Applications from Commonwealth or State Government Organisations.

## **2. Application and Approvals Process**

- a) All funding requests are to be made in writing through the completion of an application form.
- b) Applications for Community Partnership Grants and Matched Funding Grants and Community Donations can be lodged at any time throughout the year. Applications should be lodged a minimum of 6 weeks prior to the event or program commencement date.
- c) Applicants for Matched Funding Grants and Community Donations will generally be given written advice of the outcome of their application (subject to submission of all required documentation) following the next available Ordinary Council Meeting.
- d) Should an organisation act as an Auspice Organisation for individuals applying for support, this will not impede their ability to apply for support themselves. However, Auspice Organisations are responsible for acquittals being completed

and will be ineligible to receive support until all acquittals for projects they are supporting are received.

- e) Organisations will not receive funding unless acquittals for previous support have been completed and received by the Shire.
- f) Organisations can submit multiple applications per financial year for Matched Funding Grants, but the maximum support they can receive is \$3,000 per financial year.
- g) Individuals can submit multiple applications per financial year for Community Donations, provided subsequent applications are for a different program (sport, arts, music, social or cultural). The maximum support individuals residing in the Shire of Brookton municipality can receive is \$500 per financial year. The maximum support an individual boarding at school can receive is \$500 per financial year.
- h) Grants and Donations will only be issued subject to funding being available.
- i) The Chief Executive Officer is to submit quarterly reports to the Audit and Risk Committee detailing all Matched Funding Grants and Community Donations that have been made since the previous quarter.
- j) Under no circumstances must the Shire of Brookton Municipal Budget allocation be exceeded.

### **3. Recognition of Shire of Brookton support**

The Shire of Brookton must be recognised for the support provided for all Annual Grants, Matched Funding Grants and Community Donations. Recognition requirements for all funding programs must be detailed to the Shire as part of the application process.

### **4. Acquittals and Unspent Grant Funds**

Successful applicants will be required to provide acquittal documentation to the Shire of Brookton within 30 days of the completion of the project.

Acquittal documentation will include:

- a) Measuring qualitative aspects, such as the success of the activity
- b) Financial information, such as receipts accounting for the expenditure of monies
- c) Examples of promotional materials applicable to the project
- d) Evidence of agreed recognition requirements
- e) Photos from the event or program (where applicable).

Funds which are unspent at the completion of the event, program, project, activity or service must be returned to the Shire of Brookton within 60 days. Further funding will not be available until an acquittal and unspent funds (if applicable) have been received.

**Resolution No:**

**Resolution Date:**

**15.09.24.05 REVIEW OF POLICY 2.47 ADMINISTRATION STAFF UNIFORM**

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider endorsement of amendments to Policy 2.47 Administration Staff Uniform.

**Description of Proposal:**

Council Policy 2.47 Administration Staff Uniform requires amendment to remove the probationary period for the issuance of staff uniforms to ensure all employees feel integrated into the organisation from their first day and to promote a professional image of the Shire.

The Policy 2.47 Administration Staff Uniform has been renumbered as part of an updating of the policy manual.

The amended policy, with the relevant changes identified in red text, is included in Attachment 15.09.24.05A.

**Background:**

The current Policy 2.47 Administration Staff Uniform requires that new staff members complete a probationary period before being issued their official uniforms. Currently this probationary period is likely to be six months. While works staff receive uniform as part of their PPE allocation, this delay for administration staff is a potential barrier to fostering a sense of belonging and professionalism among new employees.

**Consultation:**

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

**Statutory Environment:** Nil.

**Relevant Plans and Policy:**

Council “2.47 Administration Staff Uniform” is relevant to this report.

**Financial Implications:**

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

**Risk Assessment:**

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

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

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

### Community & Strategic Objectives:

This 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:

That the Council approves the amendment to the staff uniform policy to remove the probationary period and issue uniforms to all new employees upon their appointment.

### **OFFICER'S RECOMMENDATION**

***That Council adopts the amended Council Policy 2.47 Administration Staff Uniform, as included at Attachment 15.09.24.05A.***

*(Simple majority vote required)*

### **Attachments**

Attachment 15.09.24.05A – Attachment 2.47 Administration Staff Uniform.

## **2.47 ADMINISTRATION STAFF UNIFORM**

### **Objective**

To encourage administration staff to wear uniforms so that they promote a professional appearance to the general public.

### **Policy**

That Administrative staff employed under the Local Government Industry Award, be provided uniforms, in accordance with the following:

1. Upon commencement Council will provide uniforms selected by the employee of a value up to \$500; and
2. Council will provide uniforms up to a value of \$300 annually.

### **Policy Guidelines**

1. Only permanent full time and permanent part time employees ~~who have satisfactorily completed any probationary period are eligible.~~
2. Administrative staff, who have a clause relating to the provision of uniforms in their contract, are excluded from this policy.
3. In this policy “uniforms” is defined as the FBT exempt Local Government uniform arranged by WALGA.
4. Nothing in this policy requires staff to purchase uniforms or restricts staff from purchasing and/or wearing their own, additional office attire if they choose.

**Resolution No:**

**Resolution Date:**



**15.09.24.06 REVIEW OF POLICY 1.10 AUSTRALIA DAY AWARDS**

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	19 September 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Authorising Officer:</b>	Deanne Sweeney – Manager Corporate and Community
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider endorsement of amendments to Policy 1.10 Australia Day Awards.

**Description of Proposal:**

A review of Policy 1.10 Australia Day Awards has identified suggested changes to ensure that the policy remains relevant and continues to honour the most deserving community members in a fair and meaningful way. The proposed changes aim to expand the recognition categories to include Citizen/s of the Year, Young Citizen of the Year and Community Event/Community Group of the Year.

Attachment 15.09.24.06A provides details of the current policy and Attachment 15.09.24.06B the proposed amendments to Policy 1.10 Australia Day Awards.

**Background:**

The current Policy 1.10 Australia day Awards requires updating. The amended policy broadens the criteria which may make people feel encouraged to nominate deserving community members leading to a greater number of nominations and a more comprehensive recognition of outstanding contributions within our community.

**Consultation:** Nil**Statutory Environment:**

*Local Government Act 1995*

**Relevant Plans and Policy:**

Council “1.10 Australia Day Awards” is relevant to this report.

**Financial Implications:**

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

**Risk Assessment:**

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

Consequence	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:

The proposed amendments recognise a wider range of contributions. It demonstrates that every form of contribution, whether by individuals, couples, groups, or events is valued and celebrated. This approach fosters a stronger sense of community spirit and encourages more people to participate in making our community a better place.

### OFFICER'S RECOMMENDATION

***That Council adopts the amended Council Policy 1.10 Australia Day Awards, as included at Attachment 15.09.24.06B.***

*(Absolute majority vote required)*

### Attachments

Attachment 15.09.24.06A – Policy 1.10 Australia Day Awards – Current.

Attachment 15.09.24.06B – Policy 1.10 Australia Day Awards – Amended.

## 1.10 AUSTRALIA DAY AWARDS

### Objective

To prescribe the process for nominations and selection of recipients of the following annual Council Australia Day awards;

- Citizen of the Year
- Young Citizen of the Year
- Community Event or Voluntary Act of the Year.

To outline a transparent process for objectively selecting recipients on merit in consideration of Award criteria.

### Policy

The Australia Day Awards are to be selected by Council on an annual basis in October each year. Council will select recipients for the following categories:

2. Citizen of the Year Award
3. Young Citizens of the Year Award (must be under 30 years of age on January 26)
4. Community Event or Voluntary Act of the Year Award

### Overall principles, Criteria and Guidelines for Awards.

- a) Only one (1) nomination in each category may be awarded.
- b) If considered appropriate, no Award will be issued in a category.
- c) The winners of each Award remain confidential until notified of their success by the Shire President and the Shire President issues a media release confirming the award winners.
- d) The winners of each Award will be presented with their Awards at the official ceremony on Australia Day. Awards for Citizen of the Year and Young Citizen of the Year will not be granted posthumously.
- e) Nominations for all Awards may be made by any individual, group of individuals or organisation.
- f) Nominees for “Young Citizen of the Year”, will also be considered for the “Citizen of the Year” Award, but one (1) nominee cannot receive both Awards.
- g) Nominations for “Community Event of the Year” will only be considered in the year the event was conducted.
- h) Groups of people or couples will not be eligible for the “Citizen” or “Young Citizen of the Year” Award.
- i) All nomination information and material submitted remains the property of the Shire of Brookton and may become publicly available.
- j) An individual/event need only be nominated once per year to be considered. The number of nominations received per nominee bears no weight in the selection process.
- k) Self-nominations will not be accepted.
- l) Unsuccessful nominees in the “Young Citizen of the Year” and “Citizen of the Year” categories may be re-nominated in subsequent years.
- m) In exceptional cases, the Council reserves the right to consider such nominations as it sees fit, notwithstanding a) to l) above.

## **Selection**

The whole of Council constitutes the selection panel although any elected member shall declare an interest and stand aside from the deliberations should they be directly related to a nominee, or consider that for any reason a conflict of interest may arise in the selection process.

The Council will give consideration to the criteria and guidelines in this policy.

### **Citizen of the Year – Criteria and Eligibility**

- a) A nominee must be an Australian citizen.
- b) The nominee must be a resident of the Brookton Shire Council local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age on 26 January of the year in which the award is presented.
- d) The nominee should be held in high regard in the community (e.g. significant contributor to the community, inspirational role model to the community, scope of impact of the individual's contribution).
- e) The nominee must principally have performed their work within the Brookton Shire Council local government area.
- f) The nominee should have strong ethical and community values.
- g) The nomination must clearly demonstrate the nominee's community activities and achievements in the year immediately prior to granting of the Award, as well as their past community service.
- h) The nomination is not open to sitting Shire of Brookton Councillors, State and Federal politicians and current viceregal officers.
- i) The nomination is not open to a Shire of Brookton Council employee, whilst employed by the Council.
- j) The nomination is not open to a past recipient in the same category.
- k) The nomination must include the name and contact details of at least one (1) referee must be supplied with the nomination.
- l) The nomination must explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
  - i. Personal, academic and professional achievements and commitment; past current and future.
  - ii. Contribution in the relevant field i.e. how has the nominee "put back" into their field to benefit others.
    - iii. Demonstrated leadership, innovation and creativity.
    - iv. Personal interests and community and voluntary involvement.
    - v. Contribution to the Shire of Brookton community.
    - vi. Future goals and likely impact.
    - vii. Degree of difficulty of the achievement and sacrifices made.
    - viii. Previous Awards and recognitions.
    - ix. Nature and length of involvement.
    - x. Voluntary work beyond paid employment.
    - xi. Achievements as an individual or as part of a group or organisation.
- m) One (1) award per ward in this Category may be awarded each year.

### **Young Citizen of the Year – Criteria and Eligibility**

- a) A nominee must be an Australian citizen.

- b) The nominee must be a resident of the Shire of Brookton local government area for the year immediately prior to granting of the Award.
- c) The nominee must be at least 16 years of age and no more than 30 years of age on 26th January of the year in which the award is presented.
- d) The nominee should have a proven record of achievement within the Shire of Brookton Council area.
- e) The nomination must reference the participation in school activities, community involvement and charitable work, as well as work done to improve community life in the Brookton Shire Council area.
- f) The nomination should detail recognition by peers that will be taken into account.
- g) The nomination is not open to sitting Shire of Brookton Councillors, State and Federal politicians and current viceregal officers.
- h) The nomination is not open to a Shire of Brookton Council employee or trainee, whilst employed or engaged by the Council.
- i) The nomination is not open to a past recipient in the same category.
- j) The nomination must contain the name and contact details of at least one (1) referee.
- k) The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;
  - i. Personal, academic and professional achievements and commitment; past current and future.
  - ii. Contribution in the relevant field i.e. how has the nominee “put back” into their field to benefit others.
  - iii. Demonstrated leadership, innovation and creativity.
  - iv. Personal interests and community and voluntary involvement.
  - v. Contribution to the Brookton Shire Council community.
  - vi. Future goals and likely impact.
  - vii. Degree of difficulty of the achievement and sacrifices made.
  - viii. Previous Awards and recognitions.
  - ix. Nature and length of involvement.
  - x. Voluntary work beyond paid employment.
  - xi. Achievements as an individual or as part of a group or organisation.
- l) One (1) award per ward in this Category may be awarded each year.

#### Community Event or Voluntary Act of the Year Award – Criteria and Eligibility

The selection criteria for the community event or the individual Voluntary Act of the Year are:

- a) The nomination must detail the quality of the event or nature of the individual voluntary act.
- b) The nomination must be for an “event” and not an organising committee.
- c) The nomination for an event must be community focused and not staged for personal or private reward or financial benefit.
- d) A nominee and event is not eligible to receive a second award in this category.
- e) The nomination must detail the scope of impact the event or act has had on the local government area, including the achievements and reasons for the nomination.
- f) The nomination must detail the events or individuals lasting contribution to the community.

All nominations must be submitted on the appropriate form by the due date for consideration.

No late applications will be considered.

Council reserves the right to not award any Australia Day awards and reserves the right to hold any award ceremony at a time and place it sees fit and proper.

**Resolution No:**

**Resolution Date:**

## 1.10 AUSTRALIA DAY AWARDS

### Objective:

To prescribe the process for nominations and selection of recipients of the following annual Council Australia Day awards;

- Citizen/s of the Year
- Young Citizen of the Year
- Community Event/Community Group of the Year.

To outline a transparent process for objectively selecting recipients on merit in consideration of Award criteria.

### Policy:

The Australia Day Awards are to be selected by Council on an annual basis. Council will select recipients for the following categories:

1. Citizen/s of the Year Award
2. Young Citizens of the Year Award (must be under 30 years of age on January 26)
3. Community Event/Community Group of the Year

### Overall principles, Criteria and Guidelines for Awards.

- a) Only one (1) nomination in each category may be awarded.
- b) If considered appropriate, no Award will be issued in a category.
- c) The winners of each Award remain confidential until notified of their success by the Shire President and the Shire President issues a media release confirming the award winners.
- d) The winners of each Award will be presented with their Awards at the official ceremony on Australia Day. Awards for Citizen of the Year and Young Citizen of the Year will not be granted posthumously.
- e) Nominations for all Awards may be made by any individual, group of individuals or organisation.
- f) Nominees for “Young Citizen of the Year”, will also be considered for the “Citizen of the Year” Award, but one (1) nominee cannot receive both Awards.
- g) Nominations for “Community Event of the Year” will only be considered in the year the event was conducted.
- h) All nomination information and material submitted remains the property of the Shire of Brookton and may become publicly available.
- i) An individual/event need only be nominated once per year to be considered. The number of nominations received per nominee bears no weight in the selection process.
- j) Self-nominations will not be accepted.
- k) Unsuccessful nominees in the “Young Citizen of the Year” and “Citizen/s of the Year” categories may be re-nominated in subsequent years.
- l) In exceptional cases, the Council reserves the right to consider such nominations as it sees fit, notwithstanding a) to k) above.



## Selection

The whole of Council constitutes the selection panel although any elected member shall declare an interest and stand aside from the deliberations should they be directly related to a nominee, or consider that for any reason a conflict of interest may arise in the selection process.

The Council will give consideration to the criteria and guidelines in this policy.

<b>Eligibility - All Categories</b>
<ul style="list-style-type: none"><li>• A nominee must be an Australian citizen.</li><li>• The nominee must be a resident of the Brookton Shire Council local government area for the year immediately prior to granting of the Award.</li><li>• The nominee must be at least 16 years of age on 26 January of the year in which the award is presented.</li><li>• The nomination is not open to Shire of Brookton sitting Councillors, current employees, State and Federal politicians and current viceregal officers.</li><li>• The nomination is not open to a past recipient in the same category.</li><li>• The nomination must include the name and contact details of at least one (1) referee must be supplied with the nomination.</li><li>• All nominations must be submitted on the appropriate form by the due date for consideration. No late applications will be considered.</li><li>• Council reserves the right to not award any Australia Day awards and reserves the right to hold any award ceremony at a time and place it sees fit and proper.</li></ul>
<b>Criteria - Citizen/s of the Year</b>
<p>Nominations are based on achievements throughout the year the awards will be presented.</p> <ul style="list-style-type: none"><li>• This award may be presented to an individual or a married/de facto couple.</li><li>• The nominee/s should be held in high regard in the community (e.g. significant contributor to the community, inspirational role model to the community, scope of impact of the individual's contribution).</li><li>• The nominee/s must principally have performed their work within the Brookton Shire Council local government area.</li><li>• The nominee should have strong ethical and community values.</li><li>• Regard will be given to the nominee's community activities and achievements in the year immediately prior to granting of the Award, as well as their past community service.</li></ul> <p><b>The nomination must explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;</b></p> <ul style="list-style-type: none"><li>• Personal, academic and professional achievements and commitment; past current and future.</li><li>• Contribution in the relevant field i.e. how has/have the nominee/s "put back" into their field to benefit others.</li><li>• Demonstrated leadership, innovation and creativity.</li><li>• Personal interests and community and voluntary involvement.</li><li>• Contribution to the Shire of Brookton community.</li><li>• Nature and length of involvement.</li><li>• Voluntary work beyond paid employment.</li><li>• Achievements as an individual, married/de facto couple or as part of a group or organisation.</li></ul>
<b>Criteria - Young Citizen of the Year</b>
<p>Nominations are based on achievements throughout the year the awards will be presented.</p>

- The nominee must be at least 16 years of age and no more than 30 years of age on 26th January of the year in which the award is presented.
- The nominee should have a proven record of achievement within the Shire of Brookton Council area.
- Regard will be given to participation in school activities, community involvement and charitable work, as well as work done to improve community life in the Brookton Shire Council area.
- Recognition by peers that will be taken into account.

**The nomination should explain the achievements and background of the nominee, and the reasons for the nomination, and address as many of the following aspects as possible;**

- Personal, academic and professional achievements and commitment; past current and future.
- Contribution in the relevant field i.e. how has the nominee “put back” into their field to benefit others.
- Demonstrated leadership, innovation and creativity.
- Personal interests and community and voluntary involvement.
- Contribution to the Brookton Shire Council community.
- Nature and length of involvement.
- Voluntary work beyond paid employment.
- Achievements as an individual or as part of a group or organisation.

#### **Criteria - Community Event/Community Group of the Year**

Nominations are based on events held or the delivery of community service throughout the year.

- The nomination is to include the quality of the event.
- The purpose of the event or community contribution must be community focused and not staged for personal or private reward or financial benefit.
- An event or community group is not eligible to receive a second award in this category.
- The nomination is to include the scope of impact the event or act has had on the local government area, including the achievements and reasons for the nomination.
- The nomination is to include the events or groups lasting contribution to the community.

**Resolution No:**

**Resolution Date:**

<b>16.09.24</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil.

<b>17.09.24</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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Nil at this time.

<b>18.09.24</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil at this time.

<b>19.09.24</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on Thursday 17<sup>th</sup> October 2024 commencing at 6.00 pm.