



## ORDINARY MEETING OF COUNCIL

### MINUTES

20 JUNE 2024

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 18/07/2024.

Presiding Member:  Date: 18/07/2024

#### Disclaimer

The purpose of this Council Meeting is to discuss and, where possible, make resolutions about items appearing on the agenda.

Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25(e)) establish procedures for revocation or revision of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person.

The Shire of Brookton expressly disclaims liability for any loss or damage suffered by any person as a result or relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council Meeting.

# *Living Values*

## **Collaborate**

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

I will

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

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

I will

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

## **Learn**

## **Integrity**

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

I will

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

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

I will

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

## **Resilient**

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

The President, Cr Crute, declared the Meeting open at 6:00pm.

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

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

### Elected Members (Voting)

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

### Staff (Non-Voting)

Deanne Sweeney	Acting Chief Executive Officer
Kevin D'Alton	Acting Manager Infrastructure Works
Sandie Spencer	Executive Governance Officer

### Apologies

Gary Sherry	Chief Executive Officer
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### Leave of Absence

Cr C Hayden
Cr L McCabe

### Members of the Public

Ms Beryl Carter
Ms Judy Sudholz
Ms Kay Clarke
Ms Niel Bartram
Mr Kevin Brown

**3.06.24 USE OF COMMON SEAL – MAY**

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

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

**4.06.24 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
21-23/24	Lot 114 – 35 White Street	Shed	01/05/2024
22-23/24	Lot 9622 – 3051 Brookton-Kweda Road	Shed	15/05/2024
24-23/24	Road Reserve – Yeo Road	Water Tank	29/05/2024

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A55	P2024/005	567 Bartram Road Jelcobine	Shed	15/05/2024
A296	P2024/007	137 Robinson Road Brookton	Vehicle/Storage Shed	24/05/2024

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

Nil.

**6.06.24 PUBLIC QUESTION TIME****Mr Kevin Brown****Question 1:**

What is the fee Council charges to sell raffle tickets in a public area and what clubs pay to do this and what do they use the money for?

**President Crute responded:**

*This question will be taken on notice.*



CEO  
Shire of Brookton  
14 White Street  
Brookton WA 6306

Re: Brookton Community Inc. Leases

At the Council meeting to be held 20<sup>th</sup> June 2024 the Council will consider the proposal to terminate the Leases held between the Council and Brookton Community Inc. (BCI).

The BCI. is agreeable to waiving the 30 day notice to terminate the leases.

We request that the leases be terminated as soon as possible, and that the Brookton Shire and the occupier of the building negotiate new leases.

Yours faithfully,

Judith Sudholz  
Secretary  
Brookton Community Inc.

**9.06.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS****9.06.24.01 ORDINARY MEETING OF COUNCIL – 16 MAY 2024****OCM 06.24-01****COUNCIL RESOLUTION**

**MOVED Cr Copping      SECONDED Cr Bell**

*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 16<sup>th</sup> May 2024, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 5/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis**  
**Against: Nil**

**9.06.24.02 SPECIAL MEETING OF COUNCIL – 6 JUNE 2024****OCM 06.24-02****COUNCIL RESOLUTION**

**MOVED Cr Bell      SECONDED Cr de Lange**

*That the minutes of the Special meeting of Council held in the Shire of Brookton Council Chambers, on 6<sup>th</sup> June 2024, be confirmed as a true and correct record of the proceedings.*

**CARRIED BY SIMPLE MAJORITY VOTE 5/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis**  
**Against: Nil**

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

Nil.

**11.06.24 DISCLOSURE OF INTERESTS**

Item no.	Members	Type of Interest	Nature of Interest
15.06.24.03	Cr de Lange	Impartiality	Club member of Brookton Community Inc and sub delegate on BCI Committee.
15.06.24.03	Cr Bell	Impartiality	Member of Brookton Community Inc

**12.06.24.01 2024/25 PLANT REPLACEMENT PROGRAM**

<b>File No:</b>	Not Applicable
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kevin D’Alton Acting Manager of Infrastructure Works
<b>Authorising Officer:</b>	Deanne Sweeney – Acting 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 endorsing the 24/25 Plant Replacement Program as presented and to consider inclusion as part of its annual budget deliberations.

**Background:**

The Shire of Brookton’s ten-year Plant Replacement Program is reviewed annually and provides a structured changeover and acquisition plan for all its machinery and vehicles. Council adopted the 2023/24 Plant Replacement Program in June 2023.

Staff have utilised the Institute of Public Works Engineers Australia’s (IPWEA) Plant and Vehicle Management Manual optimum replacement timings as the basis of the program. This document is recognised as best practice for local government in Australia and ensures that the fleet is managed efficiently and is updated to meet Councils current and future plant requirements. An excerpt of the Manual is included at Attachment 12.06.24.01B.

**Consultation:**

Consultation in respect to the Plant Replacement Program has occurred between the Shire of Brookton’s Chief Executive Officer, Acting Manager Infrastructure and Works, Works Coordinator and Operators.

**Statutory Environment:**

Section 3.57 (Tenders for providing goods and services) and section 3.58 (Disposing of Property) of the Local Government Act 1995 are applicable to this item.

**Relevant Plans and Policy:**

Council Policies 2.30 (Light Vehicle) and 2.36 (Procurement) are relevant and are used by staff where required.

**Financial Implications:**

The estimated purchase cost for the 2024/25 Plant Replacement Program is \$610,000 with the total disposal value based on current market trends calculated at \$238,000. The total investment in 2024/25 will be \$372,000.

A long-term annual changeover cost of plant and equipment of \$340,000 per annum.

**Risk Assessment:**

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:**

There are no notable community or strategic objectives identified in this report.

**Comment**

The draft plant replacement program for 24/25 has been adjusted to meet the recommendations, in the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual and is presented to Council for adoption.

A copy of the draft plant replacement program is attachment 12.06.24.01A and includes Part 2 of the Plant and Heavy Vehicle management document in attachment 12.06.24.01B. It is proposed that Council changeover its existing Case Loader, Bomag Multi Tyred Roller and five light vehicles as shown due to age and condition.

**OFFICER'S RECOMMENDATION**

That Council endorse the proposed 2024/25 Plant Replacement Program included at Attachment 12.06.24.01A and consider possible inclusion as part of its annual budget deliberations.

*(Simple majority vote required)*

**OCM 06.24-03****COUNCIL RESOLUTION**

**MOVED Cr Wallis**

**SECONDED Cr Bell**

***That Council endorse the proposed 2024/25 Plant Replacement Program included at Attachment 12.06.24.01A and consider possible inclusion as part of its annual budget deliberations.***

***CARRIED BY SIMPLE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis  
Against: Nil***

### **Attachments**

Attachment 12.06.24.01A - Draft 2024/25 Plant Replacement Program.

Attachment 12.06.24.01B - Excerpt of the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual.

Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
<b>Graders</b>															
PG8 BO 5515	Grader John Deere 670G	Maintenance	2017	5713.9	8,000hrs 10 years				400,000 (100,000)						
PG9 BO 5509	Grader John Deere 670G	Construction	2020	3154.5	8,000hrs 10 years							400,000 (100,000)			
<b>Heavy Trucks</b>															
PT18 BO 437	Truck 6 Wheeler Hino	Construction	2023	64.5	500,000km 8 years									237,000 (35,000)	
PT14 BO 637	Truck 6 Wheeler Hino	Construction	2019	2503.0	500,000km 10 years					230,000 (35,000)					
PT17 BO 727	Water Cart Hino 700 SERIES	Construction	2023	291.0	500,000km 8 years										320,000 (35,000)
<b>Light Trucks</b>															
PT15 BO 5593	5 Tonne Truck Hino	Maintenance	2020	1872.0	200,000km 8 years			75,000 (10,000)							
PT16 BO 207	2 Tonne Truck Hino	Parks & Gardens	2022	497.5	200,000km 8 years									75,000 (10,000)	
<b>Loaders</b>															
PL7 BO 5589	Loader John Deere 624L	Construction	2019	1538.5	8,000hrs 8 years					350,000 (100,000)					
PTR5 BO 5459	Loader Case Skid Steer	Construction	2023	1267.5	5,000hrs 5 years										
PBH4 BO 5418	Loader Case Backhoe	Construction	2012	2894.5	5,000hrs 5 years	190,000 (35,000)					210,000 (45,000)				
<b>Rollers</b>															
PR8 1DUK 617	Roller Bomag Multi Tyred	Construction	2012	3854.8	5,000hrs 10 years	200,000 (50,000)									
PR9 BO 5416	Roller Bomag Smooth Drum	Construction	2012	2148.5	5,000hrs 10 years		200,000 (50,000)								
PR10 BO 4478	Roller Free Tyre	Maintenance	2015	N/A	15 years	(5,000)									55,000 (10,000)
PR11 BO 4479	Roller Free Tyre	Maintenance	2015	N/A	15 years	(5,000)									55,000 (10,000)
<b>Street Sweeper</b>															
PRB2 BO 4539	Street Sweeper Sewell Tow Behind	Maintenance	2019	N/A	2,000hrs 5 years						50,000 (5,000)				
<b>Mowers</b>															
PM9 1GXF299	Cub Cadet Turn Mower	Parks & Gardens	2019	458.3	2,000hrs 5 years						35,000 (2,000)				
PM10 BO 122	Toro Reelmaster Sidewinder	Parks & Gardens	2020	348.8	2,000hrs 5 years								60,000 (5,000)		
<b>Trailers</b>															
PPT1 1TJV015	Howard Porter Tandem Trailer	Construction	2009	N/A	10 years						60,000 (10,000)				
PPT2 BO 4357	Howard Porter Tandem Trailer	Construction	2011	N/A	10 years								60,000 (10,000)		
PPT3 1TBH117	Boxtop Trailer With Dog Cage	Maintenance	2011	N/A	10 years						5,000 (500)				
PPT4 BO 4365	Portable Traffic Lights With Trailer	Construction	2011	N/A	10 years						10,000 (1,000)				
PPT5 1TPV113	Portable Message Board With Trailer	Maintenance	2014	N/A	10 years		35,000 (1,000)								35,000 (1,000)
PPT6 1TPV114	Portable Message Board With Trailer	Maintenance	2014	N/A	10 years		35,000 (1,000)								35,000 (1,000)
PPT8 1TND460	Wangst Fuel Trailer 2000ltr	Construction	2012	N/A	10 years						10,000 (1,000)				



Asset No. Reg No.	Plant Description	Use	Year of Manufacture	Current Hour / km	Replacement Due	Budget for 2024/25	Budget for 2025/26	Budget for 2026/27	Budget for 2027/28	Budget for 2028/29	Budget for 2029/30	Budget for 2030/31	Budget for 2031/32	Budget for 2032/33	Budget for 2033/34
PPT9 ITEN195	Coastmac 4.5 Tonne Plant Trailer	Maintenance	2017	N/A	10 years						20,000 (10,000)				
PPT10 ITUK088	Coastmac Galvanised Trailer with Generator	Construction	2019	N/A	10 years								10,000 (1,000)		
PPT11 ITUW260	Custom Made Toilet Trailer	Construction	2019	N/A	10 years						10,000 (1,000)				
PCBT 6TA124	Custom Made Boxtop Trailer	Maintenance	1978	N/A	10 years		5,000 (500)								
PEP11 KM21736	Custom Made Boxtop Signs Trailer	Construction	1979	N/A	10 years		5,000 (500)								
PCBT01 ITKK143	Trailer Maintenance	Maintenance	1978	N/A	10 years		5,000 (500)								
<b>Bus</b>															
PCB1 BO 659	Community Bus Toyota Coaster	Community	2003	121438.0	150,000km 8 years			150,000 (20,000)							
<b>Light Fleet Vehicles</b>															
PAV5 01BO	Mazda CX8 Sedan Diesel	CEO	2021	48027.0	90,000km 3 years		55,000 (25,000)		55,000 (25,000)			55,000 (25,000)			55,000 (25,000)
PAV3 7BO	Mitsubishi Triton GLS 4X4 Diesel	MIW	2022	51298.0	90,000km 3 years		50,000 (25,000)			50,000 (25,000)			50,000 (25,000)		
PAV5 1BO	Mazda CX30 Sedan Petrol	MCC	2021	61882.0	90,000km 3 years	50,000 (25,000)			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)
PU35 1GYK393	Mitsubishi Triton 4 x 4 Diesel	CESM	2020	109623.0	90,000km 3 years			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)	
PU36 1HBB542	Mitsubishi Triton GLX 4 x 4 Diesel	LH Works	2020	94902.0	90,000km 3 years	50,000 (25,000)			50,000 (25,000)			50,000 (25,000)			50,000 (25,000)
PU1 19BO	Mitsubishi Triton GLS 4 x 4 Diesel	WC	2020	75202.0	30,000km 1 year	45,000 (25,000)			45,000 (25,000)			45,000 (25,000)			45,000 (25,000)
PU34 33BO	Mitsubishi Triton GLX 4 x 4 Diesel	Construction	2020	84207.0	30,000km 1 year	45,000 (25,000)			45,000 (25,000)			45,000 (25,000)			45,000 (25,000)
PU32 BO363	Isuzu D-Max 4 x 2 Diesel	BMO	2022	7912.0	90,000km 3 years		40,000 (15,000)			40,000 (15,000)			40,000 (15,000)		
PU33 BO039	Mitsubishi Triton GLX 4 x 2 Diesel	Parks & Gardens	2019	76483.0	90,000km 3 years		40,000 (15,000)			40,000 (15,000)			40,000 (15,000)		
PU37 1HDDJ517	Tunland Foton 4 x 2 Diesel	Grader Operator	2020	112041.0	30,000km 1 year	30,000 (5,000)			30,000 (5,000)			30,000 (5,000)			30,000 (5,000)
<b>Miscellaneous</b>															
PMUL	Billy Goat Mulcher	Parks & Gardens	2019	N/A	15 years		(15,000)								30,000 (1,000)
PVAC	Billy Goat Vacuum	Parks & Gardens	2019	N/A	8 years		(3,000)								
PPT12 BO4562	Hansa C27 Wood Chipper	Parks & Gardens	2021	N/A	10 years		(20,000)								
Purchase Cost						610,000	470,000	275,000	675,000	710,000	460,000	675,000	260,000	362,000	735,000
Trade In Value						(238,000)	(133,500)	(55,000)	(230,000)	(190,000)	(10,500)	(230,000)	(71,000)	(70,000)	(186,000)
Total Purchase Cost						372,000	336,500	220,000	445,000	520,000	449,500	445,000	189,000	292,000	549,000
Plant & Vehicle Reserve Opening Balance						502,066	470,066	473,566	593,566	488,566	308,566	199,066	94,066	245,066	293,066
Transfer From Plant Reserve						372,000	336,500	220,000	445,000	520,000	449,500	445,000	189,000	292,000	549,000
Required Transfer to Plant Reserve						340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000	340,000
Plant & Vehicle Reserve Closing Balance						470,066	473,566	593,566	488,566	308,566	199,066	94,066	245,066	293,066	84,066

## Excerpt of the Institute of Public Works Engineering Australia Plant & Vehicle Management Manual.

Optimum Replacement benchmarks recommended in the Institute of Public Works Engineering Australia (IPWEA) Plant & Vehicle Management Manual

### Part 2 - Plant / Heavy Vehicle Replacement & Management

#### 2.2.1 Utilisation

Plant and Heavy Vehicle Utilisation be reviewed at least annually to ensure machinery is meeting budget utilisation forecasts

#### 2.2.2 Optimum Replacement Timing

The optimum replacement timing for a vehicle or an item of plant is calculated to best estimate the optimum time, in either kilometres or engine hours, and time, to achieve the lowest average annual cost during the life of the machine.

The optimum replacement point in the life of the plant item is near when the decreasing line of depreciation intersects with the increasing cost of repairs and maintenance costs. Actual depreciation figures will show two distinct steep drops in resale value. The first significant drop is immediately

post purchase. The second drop is prior to a major component overhaul, which is when second hand buyers are aware of a large impending repair and maintenance bill.

Utilisation is as critical in optimum replacement as time, understanding the importance of replacing plant before resale values fall dramatically and repairs & maintenance costs increase. Adopting optimum replacement reduces annual plant replacement costs in the long term, reduce maintenance costs and most importantly reduce downtime in the outside operations.

Group / Type	Utilisation - Engine Hrs / Kms Travelled	Optimum Replacement Timing	
		Years	Kms / Hrs
Grader	1,000 hrs	10	8,000 hrs
Loader	800 hrs	8	8,000 hrs
Backhoe Loader	800 hrs	7	5,000 hrs
Skid Steer	700 hrs	5	5,000 hrs
Excavator (15 Tonne)	1,000 hrs	10	8,000 hrs
Excavator (8 Tonne)	800 hrs	10	8,000 hrs
Excavator (3.5 Tonne)	700 hrs	8	5,000 hrs
Heavy duty Truck (HR & HC)	35,000 kms	8	500,000 kms
Medium duty Truck (MR)	20,000 kms	8	200,000 kms
Light duty Truck (LR)	10,000 kms	6	150,000 kms
Rubber Tyred Roller	500 hrs	10	5,000 hrs
Vibrating Drum Roller	500 hrs	8	5,000 hrs
Mower Front Deck	500 hrs	5	2,000 hrs
Slasher Mower	500 hrs	7	5,000 hrs
Tractor (PTO hours)	800 hrs	7	5,000 hrs
Rear Lift Compactor	1,000 hrs	10	8,000 hrs

Group / Type	Utilisation - Engine Hrs / Kms Travelled	Optimum Replacement Timing	
		Years	Kms / Hrs
Side Lift Compactor	25,000 kms / 1,700 hrs	8	8,000 hrs
Landfill Compactor	1,000 hrs	10	8,000 hrs
Landfill Wheel Loader	1,000 hrs	10	8,000 hrs
Road Sweeper (Large)	1,700 hrs	8	8,000 hrs
Road/Footpath Sweeper (Small)	500 hrs	5	2,000 hrs
Wood Chipper	800 hrs	8	5,000 hrs
Bus Mini	20,000 kms	8	150,000 kms
Trailer Heavy	N/A	15	N/A
Trailer Light	N/A	10	N/A

**13.06.24.01 REQUEST FOR FEE WAIVER – BROOKTON DISTRICT HIGH SCHOOL (BDHS) PARENTS AND CITIZENS ASSOCIATION**

<b>File No:</b>	COM025
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Brookton District High School Parents and Citizens Association
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Kylie Freeman – Coordinator – Brookton CRC
<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 Memorial Hall for the purpose of hosting a fundraiser quiz night on Saturday 19<sup>th</sup> October 2024 to raise funds for repairs, maintenance and new equipment for the school.

**Description of Proposal:**

The BDHS Parents and Citizens Association has requested that the Memorial Hall hire fee be waived, meaning the cost to Council would be \$43.00. Council's support of this request could be considered a Council contribution to the event.

**Background:**

The BDHS Parents and Citizens Association will host a quiz night to raise funds which will be allocated to assist with the purchase of:

- Class sets of iPads with keyboards
- Replacement of carpet in Room 13
- Television replacement in the library
- Slide replacement in the Pre-primary/Kindergarten play area
- Replacement of reverse cycle air conditions in room 1 and 2

**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) *wave or grant concessions in relation to any amount of money, or*
  - (c) *write off any amount of money, which is owed to the local government.*

*\*Absolute majority required*

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

#### Relevant Plans and Policy:

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

#### Financial Implications:

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

<b>Particulars</b>	<b>Rate</b>	<b>GST</b>	<b>Charge</b>
Memorial Hall – Flat Daily Rate (6am – 12 midnight)	\$39.09	\$3.91	\$43.00

The bond of \$500.00 is payable prior to the event and is to be held by the Shire of Brookton.

#### Risk Assessment:

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

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

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

#### Community & Strategic Objectives:

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

#### Comment:

While specific dates are yet to be confirmed for stage 2 of the Memorial Hall Refurbishment, work is scheduled to begin around September 2024. We anticipate that the stage will take approximately 3 months, during this time the hall will be unavailable for hire. These dates will be provided to the P & C should Stage 2 commence.

## OFFICER'S RECOMMENDATION

That Council waive the hire fee for hire of the Shire of Brookton Memorial Hall by the Brookton District High School Parents and Citizens Association on Saturday 19<sup>th</sup> October 2024. This waiver will only apply as long as the hall remains available for community use and not closed for stage 2 of the refurbishment.

*(Absolute majority vote required)*

### **OCM 06.24-04**

#### **COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Copping**

***That Council waive the hire fee for hire of the Shire of Brookton Memorial Hall by the Brookton District High School Parents and Citizens Association on Saturday 19<sup>th</sup> October 2024. This waiver will only apply as long as the hall remains available for community use and not closed for stage 2 of the refurbishment.***

**MOTION LOST 3/2**

***For: Cr De Lange, Cr Bell, Cr Copping***

***Against: Cr Crute, Cr Wallis***

## **Attachments**

Attachment 13.06.24.01A - Request from Brookton District High School Parents and Citizens Association.

17 May 2024

Hi Kylie

Thank you for your email.

The Brookton District Highschool Parents and Citizens Committee would like to run a fundraiser Quiz night on the 19.10.24. For this purpose we intend to utilise the Brookton Town Hall and would like to kindly request for the Shire and Council to consider waiving the hire fee. The purpose of this Quiz night is to raise much needed funds for repairs, maintenance and new equipment for the School.

The P&C is considering to spread raised funds across several projects as follows:

- Class sets of iPad with keyboards. The students are falling behind on their typing skills, which is affecting their NAPLAN results as this is all computer based now. The school would like to start purchasing class sets of iPads with Keyboards to enable the students to improve their keyboard skills.
- Carpet in Room 13. This room is very noisy and contributes to learning difficulties and discomfort for the students, especially ones with sensory issues.
- The library requires a new TV
- The slide in the Preprimary/ Kindy area needs replacing as it is rusty and starting to break
- Room 1 + 2 require new reverse cycle air conditioners as they still have the old evaporative air conditioners

These are only some of the projects the P&C is currently raising funds for and depending on the funds raised these will be spread across several projects. The new equipment, maintenance and upgrades will all benefit the students and their learning substantially. Thank you for considering our request.

Warm regards

On behalf of the BDHS P&C

Christina Pech

**14.06.24.01 LIST OF PAYMENTS - MAY 2024**

<b>File No:</b>	FIN005B
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	23 Whittington Street, Brookton
<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 and Community
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple majority
<b>Previous Report:</b>	31 May 2024

**Summary of Report:**

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

**Description of Proposal:**

To present the accounts paid under Delegation 1.1, Power to Make Payments, are included at within Attachment 14.06.24.01A.

Contained within Attachment 14.06.24.01B is a detailed transaction listing of credit card expenditure paid for the period ended 31 May 2024.

Contained within Attachment 14.06.24.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 31 May 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:**

*Local Government (Financial Management) Regulations 1996*

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



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

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

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

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

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

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

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

### Community & Strategic Objectives

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

#### Comment:

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

#### OFFICER'S RECOMMENDATION

That Council receive:

1. the list of accounts, totalling \$777,224.65 paid under delegated authority in accordance with Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996* for the month of May 2024, as contained within Attachment 14.06.24.01A; and
2. the list of credit card transactions, totalling \$2,508.69 paid in May 2024, as contained within Attachment 14.06.24.01B.
3. the list of fuel card transactions, totalling \$341.85 paid in May 2024, as contained within Attachment 14.06.24.01C.

*(Simple majority vote required)*

***That Council receive:***

- 1. the list of accounts, totalling \$777,224.65 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of May 2024, as contained within Attachment 14.06.24.01A; and***
- 2. the list of credit card transactions, totalling \$2,508.69 paid in May 2024, as contained within Attachment 14.06.24.01B.***
- 3. the list of fuel card transactions, totalling \$341.85 paid in May 2024, as contained within Attachment 14.06.24.01C.***

***CARRIED BY SIMPLE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

**Attachments**

**Attachment 14.06.24.01A - List of Payments for May 2024.**

**Attachment 14.06.24.01B - Credit Card Transactions for May 2024.**

**Attachment 14.06.24.01C - Fuel Card Transactions May 2024.**

## List of Payments for May 2024

Chq/EFT	Date	Name	Description	Amount
EFT15613	6/05/2024	ALDESYDE AGRICULTURAL HALL INC	HIRE OF ALDESYDE HALL - FIRE TRAINING 24/04/2024	\$300.00
EFT15614	6/05/2024	BEDFORD ARMS HOTEL	PURCHASE OF MEALS, COUNCILLOR X 6 & STAFF X5 - APRIL 2024 CBF MEETING	\$499.00
EFT15615	6/05/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15616	6/05/2024	LGRCEU	PAYROLL DEDUCTIONS	\$110.00
EFT15617	6/05/2024	MCINTOSH & SON	PROVIDE SERVICE & MECHANICAL REPAIRS-PTR4	\$5,399.99
EFT15618	6/05/2024	NARROGIN CARPETS & CURTAINS	SUPPLY AND INSTALL OF BLINDS - 8 MATHEWS STREET FEBRUARY 2024	\$2,207.70
EFT15619	6/05/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$150.00
EFT15620	6/05/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	WEST BROOKTON BUSH FIRE BRIGADE SHED - APRIL PROGRESS PAYMENT - YORK WILLIAMS ROAD - MAY 2024	\$212,458.37
EFT15621	6/05/2024	WANDERING HVAC	REPAIR SECURITY LIGHT AT GYM, INCLUDING LIGHT AND LABOUR - APRIL 2024	\$778.47
EFT15622	6/05/2024	SHIRE OF BROOKTON	TRANSFER OF CASH-IN-LIEU FUNDS PUBLIC OPEN SPACE – MEMORIAL PARK UPGRADE	\$13,820.00
EFT15623	9/05/2024	GRAHAM RICHARD WEARNE	GYM KEY BOND REFUND	\$70.00
EFT15624	9/05/2024	MANDURAH LIONS CANCER INSTITUTE (WA) INC.	BOND REFUND - WB EVA PAVILION - HIRE DATE APRIL 2024	\$250.00
EFT15625	14/05/2024	3E ADVANTAGE PTY LTD	PRINTING SERVICE PROVIDED FROM 01/04/2024 TO 30/04/2024. CRC - MAY 2024	\$2,958.20

Chq/EFT	Date	Name	Description	Amount
EFT15626	14/05/2024	ALLMARK & ASSOCIATES PTY LTD	PURCHASE OF ACRYLIC NAME PLATES IN APRIL 2024 – ELECTED MEMBERS INCLUDES TOLL FREIGHT CHARGES.	\$114.40
EFT15627	14/05/2024	AMPAC DEBT RECOVERY	CHARGES FOR DEBT RECOVERY. APRIL 2024. PALISADES PROFESSIONAL FEES FOR A2682 LENNARD STREET- MAY 2024	\$178.75
EFT15628	14/05/2024	ASHLYN RIDGWAY	GYM MEMBERSHIP INDUCTION & TRAVEL APRIL 2024.	\$70.00
EFT15629	14/05/2024	B & N EYRE BROOKTON NEWSAGENCY	STATIONERY PURCHASES ADMIN OFFICE APRIL 2024.	\$187.20
EFT15630	14/05/2024	BROOKTON 24/7 TOWING	REPAIRS & MAINTENANCE PF9, PF10 & PF11, INCLUDING TRAVEL & LABOUR – APRIL 2024	\$2,550.90
EFT15631	14/05/2024	BROOKTON PLUMBING	USE DRAIN MACHINE TO UNBLOCK X 2 DRAINS. INCLUDING HIRE AND LABOUR – BROOKTON CARAVAN PARK MAY 2024	\$385.00
EFT15632	14/05/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	RENT CRC BUILDING - 01/05/2024-31/05/2024	\$991.10
EFT15633	14/05/2024	BUILDING & ENERGY	BUILDING SERVICES LEVY PAYMENT - APRIL 2024	\$113.30
EFT15634	14/05/2024	C & D CUTRI	BRIDGE REPAIR & MAINTENANCE WORKS - BRIDGE 3165A WALWALLING - APRIL 2024	\$20,592.00
EFT15635	14/05/2024	CARROLL & RICHARDSON FLAGWORLD PTY LTD	AUSTRALIAN FLAG INCLUDING FLAG, CLIPS AND POSTAGE -APRIL 2024	\$160.58
EFT15636	14/05/2024	CHADSON ENGINEERING PTY LTD	MK3 TROLLEY VACUUM AND TROLLY – BROOKTON	\$2,750.00

Chq/EFT	Date	Name	Description	Amount
			AQUATIC CENTRE APRIL 2024	
EFT15637	14/05/2024	D & A PLUMBING AND GAS	AFTER HOURS CALL OUT TO REPAIR COPPER PIPE – BROOKTON CARAVAN PARK	\$591.69
EFT15638	14/05/2024	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	EMPTY SEPTIC WASTE FROM DUMP POINT – BROOKTON CARAVAN PARK	\$2,563.00
EFT15639	14/05/2024	DAWN COLLINS MEDIUM	WORKSHOP ONE OFF EVENT PSYCHIC MEDIUM - 30/04/2024	\$870.00
EFT15640	14/05/2024	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	PURCHASE OF 3 X 20L CHEMFORCE TRICLOPYR 60 - VARIOUS SHIRE ROADS	\$3,218.60
EFT15641	14/05/2024	FUEL DISTRIBUTORS OF WA	7000L OF DIESEL FUEL TO BULK TANK AT SHIRE DEPOT – 12/04/2024	\$13,181.91
EFT15642	14/05/2024	GREAT SOUTHERN FUEL SUPPLIES	1000L OF ADBLUE ADDITIVE & ADBLUE GRAVITY KIT - VARIOUS SHIRE PLANT - MARCH 2024	\$1,789.19
EFT15643	14/05/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	CLEANING MATERIALS- ADMIN BUILDING, WB EVA PAVILION, MEMORIAL HALL, CRC AND CARAVAN PARK – APRIL	\$524.91
EFT15644	14/05/2024	INTEGRATED ICT	NBN INTERNET CONNECTION APRIL 2024 - ADMIN BUILDING	\$292.05
EFT15645	14/05/2024	IT VISION	STAFF TRAINING - SYNERGYSOFT RATES WA INTERIM RATING 9TH & 10TH APRIL 2024	\$1,375.00
EFT15646	14/05/2024	JEFFERY MICHAEL EDWARDS	REFUND CHALET BOOKING. SHEOAK ON 18/04/2024. CANCELLED WITH APPROVED TIME FRAME	\$410.00

Chq/EFT	Date	Name	Description	Amount
EFT15647	14/05/2024	LANDMARK ENGINEERING & DESIGN PTY LTD T/A MODUS AUSTRALIA	PROGRESS CLAIM – CEMETERY TOILET BUILDING	\$23,177.44
EFT15648	14/05/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - WAO - FINANCE FOR NON- FINANCIAL PEOPLE	\$450.00
EFT15649	14/05/2024	MARKETFORCE	ADVERTISEMENT - WEST AUSTRALIAN 06/04/2024 LG TENDER EAST BROOKTON BUSH FIRE BRIGADE BUILDING	\$584.23
EFT15650	14/05/2024	MICHAEL BACHYNSKY	REIMBURSEMENT OF HARDWARE SUPPLIES - BROOKTON	\$126.00
EFT15651	14/05/2024	OFFICEWORKS BUSINESS DIRECT	PURCHASE OF 3 X OFFICE CHAIRS INCLUDING DELIVERY FOR DEPOT 23/04/2024	\$1,416.95
EFT15652	14/05/2024	RUSSELL CHARLESTON	REIMBURSEMENT OF NATIONAL POLICE CLEARANCE	\$44.50
EFT15653	14/05/2024	TOLL TRANSPORT PTY LTD	MONTHLY FREIGHT CHARGES - BROOKTON TO WESTATE MADDINGTON - APRIL 2024	\$64.05
EFT15654	14/05/2024	TRENT DIFULVIO	REIMBURSEMENT OF POLICE CLEARANCE 11/03/2024	\$69.00
EFT15655	14/05/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES - 08/04/2024 & 19/04/2024. INCLUDING TRAVEL	\$679.25
EFT15656	14/05/2024	WA HINO SALES & SERVICES	PARTS PT17 HINO. INCLUDING LUBE KIT, ELEMENT SUB AIR CLEANER AND AIR FILTER	\$569.00
EFT15657	14/05/2024	WA TREASURY CORPORATION	LOAN 81 & 82 INTEREST & LOAN REPAYMENTS	\$65,222.77

Chq/EFT	Date	Name	Description	Amount
EFT15658	14/05/2024	WALLIS COMPUTER SOLUTIONS	SUPPLY 2 X DYNABOOK LAPTOPS INCLUDING SURGE PROTECT, CARRYBAG, WIRELESS MOUSE, SOFTWARE LICENCES, DELIVERY AND ONSITE SUPPORT – ELECTED MEMBERS	\$8,624.13
EFT15659	14/05/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	RECORDS STORAGE X 214 CARTONS 26/3/2024 TO 25/04/2024	\$52.16
EFT15660	16/05/2024	ATO	PAYMENT OF BAS MAY 2024	\$67,852.00
EFT15661	16/05/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15662	16/05/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY CHARGES FUEL CARD CESM & MCC APRIL 2024	\$341.85
EFT15663	16/05/2024	IMPACT MINERALS LIMITED	RATES REFUND A2897 E70/05505 MINING LEASE	\$663.17
EFT15664	16/05/2024	LGRCEU	PAYROLL DEDUCTIONS	\$ 110.00
EFT15665	16/05/2024	QUADRIO RESOURCES	RATES REFUND A2898 E70/05506 MINING LEASE	\$663.17
EFT15666	16/05/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$150.00
EFT15667	31/05/2024	ADVANTAGE SETTLEMENTS	SETTLEMENT COSTS - SALE OF 50 WHITE STREET	\$1,310.21
EFT15668	31/05/2024	AUSRECORD PTY LTD	STATIONERY ADMIN OFFICE – RECORDS MANAGEMENT	\$339.06



Chq/EFT	Date	Name	Description	Amount
EFT15669	31/05/2024	AUSTRALIA POST	POSTAGE ADMIN OFFICE - APRIL 2024	\$190.12
EFT15670	31/05/2024	AVON TRADING CO	PURCHASE OF DUAL LEVEL VALVE & BUSH POLY X 1 EACH ON 22/04/2024 FOR HAPPY VALLEY WATER TANK	\$220.95
EFT15671	31/05/2024	BE SURVEYS (BUNBURY ENGINEERING SURVEY)	EAST BROOKTON BUSHFIRE BRIGADE. INCLUDING PARTIAL FEATURE SURVEY, ADMIN FEE, LANDGATE SEARCH FEE, DECK SPIKES, TRAVEL AND ENGINEERING SURVEYOR X 2 – APRIL 2024	\$1,949.00
EFT15672	31/05/2024	BENSON ADVERTISING PTY LTD	SPAY IT FORWARD PROJECT - PRINT & SUPPLY DOUBLE SIDED FLYERS	\$181.50
EFT15673	31/05/2024	BEST OFFICE SYSTEMS	SERVICE REPAIR & TRAVEL ADMIN OFFICE PRINTER – MARCH 2024	\$82.50
EFT15674	31/05/2024	BEVERLEY DIXON	REFUND CARAVAN PARK 2 X POWERED SITE BY 1 NIGHT	\$66.00
EFT15675	31/05/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL FOR PLANT OPERATOR/GENERAL HAND - APRIL 2024	\$200.00
EFT15676	31/05/2024	BRANDWORX AUSTRALIA	PURCHASE UNIFORMS - STAFF - APRIL 2024	\$1,131.61
EFT15677	31/05/2024	BROOKTON 24/7 TOWING	PF11 FIRE TENDER WBFB INCLUDING INSPECTION & CHECKS, FULL SERVICE, PARTS, AND LABOUR – APRIL 2024	\$4,180.50
EFT15678	31/05/2024	BROOKTON HISTORICAL SOCIETY	COMMUNITY CHEST FUND BROOKTON HISTORICAL SOCIETY AS PER COUNCIL RESOLUTION 13.05.24.01	\$5,591.01
EFT15679	31/05/2024	BROOKTON PLUMBING	PUMP OUT RV DUMP POINT- BROOKTON CARAVAN PARK	\$913.00

Chq/EFT	Date	Name	Description	Amount
EFT15680	31/05/2024	BROOKTON SUB-BRANCH RSL	COMMUNITY CHEST FUND - BROOKTON SUB - BRANCH RSL COUNCIL RESOLUTION 13.03.24	\$3,300.00
EFT15681	31/05/2024	BROOKTON TYRE SERVICE	SERVICE PL7, JOHN DEERE LOADER. INCLUDING SUPPLY AND INSTALL TYRE X 1, CLEANING RIM, O RING, VALVE, FREIGHT AND ADMIN FEE - APRIL 2024	\$10,115.60
EFT15682	31/05/2024	BURGESS RAWSON (WA) PTY LTD	WATER USAGE CHARGES - 08/03/2024 TO 9/05/2024. RAILWAY STATION	\$1,570.55
EFT15683	31/05/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15684	31/05/2024	CORRIGIN NEU-TECH AUTO ELECTRICS CORRIGIN	SERVICE CESM UTE. FULL SERVICE, INCLUDING LABOUR AND PARTS	\$1,743.73
EFT15685	31/05/2024	CORSIGN WA PTY LTD	PURCHASE OF SAFETY SIGNS -, GRADER AHEAD X 6 - APRIL 2024	\$1,631.30
EFT15686	31/05/2024	DAVID GRAY & CO PTY LTD	SUPPLY POST BASE PLATE X 2 & SECURITY LOCK LID X 2, 240L BIN HEIGHT. CARAVAN PARK CONTAINERS FOR CHANGE BINS – APRIL 2024	\$779.13
EFT15687	31/05/2024	DEANNE SWEENEY	REIMBURSEMENT OF STARLINK INTERNET SERVICE JULY 2023 TO JUNE 2024	\$1,500.00

Chq/EFT	Date	Name	Description	Amount
EFT15688	31/05/2024	DELTA AGRIBUSINESS WA-BROOKTON RURAL TRADERS	MONTHLY PURCHASES - DEPOT, PARKS AND GARDENS, SWIMMING POOL, ADMIN, VARIOUS LOCATIONS, INCLUDING OVAL AND MEMORIAL PARK. PURCHASES INCLUDE TOOLS, PARTS FOR PLANT, KEY, TRALIER CONNECTOR, SHACKLES, CLAMPS, MEASURING JUG, PADLOCKS, GLOVES, VALVE FLOAT, THREAD TAPE, CABLES, TOILET SEAT, FLOOD LIGHT, SPRINKLER REPAIRS, GARBAGE BAGS AND RAGS. APRIL 2024	\$1,048.05
EFT15689	31/05/2024	DOWN TO EARTH TRAINING & ASSESSING	STAFF TRAINING - SKIDSTEER LOADER OPERATIONS – MAY 2024	\$3,700.00
EFT15690	31/05/2024	EDGE PLANNING & PROPERTY	PLANNING SERVICES APRIL 2024 X 13.75 HOURS, INCLUDING ASSESSING & PROGRESSING DEVELOPMENT APPLICATIONS	\$2,109.93
EFT15691	31/05/2024	GREENFIELD TECHNICAL SERVICES	ROADS FLOOD DAMAGE ASSESSMENT -APRIL 2024. INCLUDING PRINCIPAL CIVIL ENGINEER, PREPARE REPORTS FOR ALL ROADS X 18 HOURS @ 178.50. MAY 2024	\$3,534.30
EFT15692	31/05/2024	H RUSHTON & CO	PROVIDE SERVICE - APRIL 2024. CARTAGE 2 X ROLLERS FROM DANGIN MEARES TO BUCKINGHAM ROAD X 168KM	\$1,493.80
EFT15693	31/05/2024	HERSEY SAFETY PTY LTD	PURCHASE OF 2 X 15 KG BAGS OF RAGS FOR DEPOT WORKSHOP	\$96.80
EFT15694	31/05/2024	INTEGRATED ICT	MONTHLY CHARGES, 25/03/2024 TO 24/04/2024. SERVICE AND EQUIPMENT CHARGES, TELEPHONY. ADMIN OFFICE	\$491.24

Chq/EFT	Date	Name	Description	Amount
EFT15695	31/05/2024	LANCE GRIMSTONE	REFUND FOR 1 X POWERED SITE BROOKTON CARAVAN PARK. CANCELLED WITHIN APPROVED TIME FRAME	\$29.00
EFT15696	31/05/2024	LANDGATE (DOLA)	ANNUAL FEE, VALUATION ROLL X 1 AND MINING TENEMENTS X 13 FOR 24/25 FINANCIAL YEAR	\$287.35
EFT15697	31/05/2024	LGRCEU	PAYROLL DEDUCTIONS	\$110.00
EFT15698	31/05/2024	MCPEST PEST CONTROL	TERMITE INSPECTION AND REPORT 13 X BRIDGES. INCLUDING BRIDGE #3162A - ROSES RD, 4863 - YORK-WILLIAMS RD, 3158A - MATTHEWS ST, 3159A - MATTHEWS ROAD, 3156A - WALWALLING, 3143 - YEO RD, 3154A - DAVIS RD, 3150A - ALDERSYDE NORTH RD, 4834 - BROOKTON-KWEDA RD, 4878A - BROOKTON-KWEDA RD, 3152A - DANGIN-MEARS RD, 3163A - JAENSCH RD & 3146A - BOYAGARRA RD	\$2,552.00
EFT15699	31/05/2024	NARROGIN CARPETS & CURTAINS	SUPPLY AND INSTALL BLINDS TO LAUNDRY 25 WHITTINGTON ST	\$732.60
EFT15700	31/05/2024	NEW GROUND WATER SERVICES PTY LTD	EMERGENCY WORKS TO TOWN MAINLINE REPAIRS APRIL 2024. INCLUDING TRAVEL, CALL OUT FEE, LABOURER X 2 AND MATERIALS	\$3,317.20
EFT15701	31/05/2024	NOURISH BROOKTON	PURCHASE OF 3 X 45KG GAS BOTTLES - U5 & U6 28 WILLIAM ST 17/04/2024	\$871.30
EFT15702	31/05/2024	RESONLINE	BROOKTON CARAVAN PARK ROOM MANGER FEES & CHARGES – APRIL 2024	\$242.00
EFT15703	31/05/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$150.00
EFT15704	31/05/2024	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	MEMORIAL HALL PROGRESS CLAIM. INCLUDING CONTRACT ADMINISTRATION FEE AND SITE VISIT 17/01/2024	\$2,772.00

Chq/EFT	Date	Name	Description	Amount
EFT15705	31/05/2024	STUMPY'S GATEWAY ROADHOUSE	MONTHLY FUEL PURCHASES, APRIL 2024, WORKS DEPARTMENT	\$101.82
EFT15706	31/05/2024	TOLL TRANSPORT PTY LTD	FREIGHT CHARGES – APRIL 2024	\$196.54
EFT15707	31/05/2024	WA CONTRACT RANGER SERVICES	RANGER SERVICES 22/04/24 X 3 HOURS & 30/04/24 X 4 HOURS, INCLUDING TRAVEL	\$1,489.13
EFT15708	31/05/2024	WA LOCAL GOVERNMENT ASSN	ELECTED MEMBER TRAINING 16/04/2024 -MEETING PROCEDURES	\$544.50
EFT15709	31/05/2024	WALLIS COMPUTER SOLUTIONS	SUPPLY ADOBE ANNUAL LICENCES -31/05/2024 TO 31/05/2025 X 14	\$6,618.59
EFT15710	31/05/2024	WESTATE EMBROIDERY	EMBROIDERY PF LOGO & EMBROIDERY OF NAME - TO JACKET – PPE APRIL 2024	\$18.15
EFT15711	31/05/2024	WORK HEALTH PROFESSIONALS	DEPOT WORKS CREW, WHS REQUIREMENT, HEARING TESTS X 12, INCLUDING TEST AND ONSITE FEE	\$1,353.00
DD7557.1	1/05/2024	SYNERGY	ELECTRICITY CONSUMPTION AND SUPPLY CHARGES - 13/03/2024-09/04/2024 - CARAVAN PARK, OVAL, WB EVA PAVILION	\$2,441.09
DD7567.1	2/05/2024	SYNERGY	SUPPLY SERVICE-ELECTRICITY - 25/01/2024-04/04/2024 - 40 WHITE STREET UNITS	\$1,199.68
DD7569.1	6/05/2024	TELSTRA CORPORATION	PROVIDE SERVICE - WIRELESS M2M PLAN - 16/04/2024-15/05/2024 - SEWERAGE PUMP ALARM	\$4.99
DD7571.1	7/05/2024	WATER CORPORATION OF WA	WATER SUPPLY CHARGES - 10 JAN 24 - 08 MAR 24 - OVAL & UNIT 1, 2 & 3 WHITTINGTON STREET	\$3,675.49

Chq/EFT	Date	Name	Description	Amount
DD7581.1	14/05/2024	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY PURCHASES CEO CREDIT CARD. APRIL 2024. SURVEY MONKEY 20/04/2024 ANNUAL PLAN APRIL 2024 TO APRIL 2025. PERTH IRRIGATION & PLUMBING SUPPLIES 23/04/2024 2 X TANK FLOAT FOR HAPPY VALLEY	\$845.90
DD7583.1	14/05/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,126.39
DD7583.2	14/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$261.20
DD7583.3	14/05/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7583.4	14/05/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7583.5	14/05/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7583.6	14/05/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$647.69
DD7583.7	14/05/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,996.56
DD7583.8	14/05/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7583.9	14/05/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$1,292.41
DD7591.1	14/05/2024	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY PURCHASES MCC CREDIT CARD - CARAVAN PARK LINEN	\$1,607.70
DD7591.2	14/05/2024	SHIRE OF BROOKTON - MASTERCARD - CESM	MONTHLY CHARGES CESM CREDIT CARD - TREE TRADING T/A AS NARROGIN FRESH CATERING FIRE CONTROL OFFICERS COURSE	\$55.09
DD7597.1	20/05/2024	TELSTRA CORPORATION	MONTHLY CHARGES, INCLUDING LINE RENTAL & VOICEMAIL FOR ADMIN 23/04/2024 TO 22/05/2024, LINE RENTAL 23/04/2024 TO 22/05/2024 FOR CRC, AND TIMS USAGE CHARGE - 22/04/2024	\$567.93

Chq/EFT	Date	Name	Description	Amount
DD7603.1	21/05/2024	TELSTRA CORPORATION	SERVICE CHARGES 02/04/2024 TO 01/05/2024 FOR CEO, MCC, WC, MIW, MP, BMO, LHW, PGLH, CARAVAN CARETAKER, ACS & CESM, INCLUDING CALLS, USAGE & PHONE REPAYMENT 02/05/2024 TO 01/06/2024, CESM IPHONE	\$744.21
DD7609.1	28/05/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,517.36
DD7609.2	28/05/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$274.54
DD7609.3	28/05/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7609.4	28/05/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7609.5	28/05/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7609.6	28/05/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$600.00
DD7609.7	28/05/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,970.49
DD7609.8	28/05/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7609.9	28/05/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$150.79
DD7611.1	27/05/2024	WATER CORPORATION OF WA	MONTHLY WATER SERVICE CHARGES. UNIT 5 MADISON SQUARE. 01/05/2024 TO 30/06/2024	\$1,760.13
DD7616.1	28/05/2024	SYNERGY	ELECTRICITY CHARGES CARAVAN PARK, OVAL & WB PAVILLION 10/04/2024 TO 07/05/2027	\$1,841.15
DD7618.1	30/05/2024	WATER CORPORATION OF WA	WATER USAGE CHARGES MEMORIAL HALL 08/03/2024 TO 08/05/2024	\$4,842.37
DD7621.1	31/05/2024	WATER CORPORATION OF WA	WATER CHARGES STANDPIPE 50MM. USAGE CHARGES FOR 08/03/2024 TO 09/05/2024. SERVICE CHARGES 01/05/2024 TO 30/06/2024	\$792.40
DD7624.1	28/05/2024	SYNERGY	REVERSAL OF BATCH 7615 INCORRECT POSTING PERIOD	-\$1,841.15
DD7626.1	30/05/2024	WATER CORPORATION OF WA	REVERSAL OF BATCH 7617- 18 INCORRECT POSTING PERIOD	-\$4,842.37

Chq/EFT	Date	Name	Description	Amount
DD7627.1	31/05/2024	WATER CORPORATION OF WA	WATER USAGE CHARGES 8/03/2024 TO 08/05/2024. OVAL 70%, WHITTINGTON STREET UNITS X 3 AT 10%.	\$630.74
DD7627.2	30/05/2024	WATER CORPORATION OF WA	WATER UASAGE CHARGE 08/03/2024 TO 08/05/2024. WATER SERVICE CHARGE 01/05/2024 TO 30/06/2024. MEMORIAL HALL	\$4,211.63
DD7629.1	28/05/2024	SYNERGY	ELECTRICITY USAGE CHARGES 10/04/2024 TO 07/05/2024. CARAVAN PARK, OVAL AND WB EVA PAVILION	\$1,841.15
1227.1	1/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.27
1227.1	1/05/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1.53
1227.1	1/05/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.15
1228.1	2/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$29.86
1229.1	3/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1229.1	7/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1229.1	3/05/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$41.40
1229.1	6/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.88
1230.1	8/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.84



Chq/EFT	Date	Name	Description	Amount
1231.1	9/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.70
1233.1	13/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.44
1234.1	14/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.84
1235.1	15/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.61
1236.1	16/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.18
1236.1	17/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.02
1236.1	20/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.26
1237.1	21/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.02
1239.1	23/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.59
1240.1	24/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$34.89
1241.1	27/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1243.1	29/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92

Chq/EFT	Date	Name	Description	Amount
1244.1	30/05/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$258.73
1244.1	30/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.37
1244.1	31/05/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$20.04
DD7583.10	14/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$135.91
DD7609.10	28/05/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$179.15
PAYJRUN*1 207	30/04/2024	SALARIES & WAGES	WEEK 44 - PPE 30/04/2024	\$66,012.31
PAYJRUN*1 209	14/05/2024	SALARIES & WAGES	WEEK 46 - PPE 14/05/24	\$63,385.55
PAYJRUN*1 211	28/05/2024	SALARIES & WAGES	WEEK 48 - PPE 28/05/24	\$65,771.15
			<b>TOTAL</b>	<b>\$777,224.65</b>

## List of Credit Card Transactions Paid in May 2024

## Shire of Brookton - Bendigo Bank Mastercard - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7581.1	14/05/2024	20/04/2024 - SURVEY MONKEY - ADVANTAGE ANNUAL PLAN -. APRIL 19, 2024, TO APRIL 18 2025	\$384.00
		23/04/2024 - PIPECO WA - 2 X TANK FLOAT VALVE FOR HAPPY VALLEY TANK	\$457.90
		CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$845.90</b>

## Shire of Brookton - Bendigo Bank Mastercard - MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7591.1	14/05/2024	12/04/2024 - HOME DIRECT AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$118.00
		12/04/2024 - HOME DIRECT AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$294.00
		12/04/2024 - HOME DIRECT AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$552.00
		12/04/2024 - HOME DIRECT AUSTRALIA – LINEN BROOKTON CARAVAN PARK CHALETs	\$419.70
		13/04/2024 - TARGET AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$90.00
		13/04/2024 - TARGET AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$80.00
		13/04/2024 - TARGET AUSTRALIA - LINEN BROOKTON CARAVAN PARK CHALETs	\$50.00
		CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$1,607.70</b>

## Shire of Brookton - Bendigo Bank Mastercard - MIW

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
		<b>TOTAL</b>	<b>\$0.00</b>

## Shire of Brookton - Bendigo Bank Mastercard - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD7591.2	14/05/2024	28/04/2024 TREE TREE TRADING - PURCHASE OF CATERING FOR FOC COURSE 26 APRIL 2024	\$51.09
		CARD FEE	\$4.00
		<b>TOTAL</b>	<b>\$55.09</b>

## List of Fuel Card Transactions Paid in May 2024

## Shire Of Brookton - Great Southern Fuels Card – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
EFT15662	16/05/2024	15/04/2024 PURCHASE OF DIESEL ULSD 49.32L @ 1.939. CORRIGIN OTP	\$95.63
		19/04/2024 PURCHASE OD ULSD DIESEL. 26.35L @ 1.949. CORRIGIN OPT	\$51.36
		21/04/2024 PURCHASE OD ULSD DIESEL. 40.51L @ 1.949. CORRIGIN OPT	\$78.95
		<b>TOTAL</b>	<b>\$225.94</b>

## Shire Of Brookton - Great Southern Fuels Card – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
EFT15662	16/05/2024	01/04/2024 - ULP 91 36.22L @ 1.9142 BP LESMURDIE	\$69.33
		13/04/2024 ULP 91 22.03L @ 2.080 STUMPYS BP ROADHOUSE BROOKTON	\$45.82
		BP FUEL CARD FEE X 2	\$0.76
		<b>TOTAL</b>	<b>\$115.91</b>

## Shire Of Brookton - Great Southern Fuels Card – WC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
			\$0.00

## Shire Of Brookton - Great Southern Fuels Card – MIW

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
			\$0.00

**14.06.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2024**

<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	June 20 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>	30/04/2024

**Summary of Item:**

The Statement of Financial Activity for period ending 31 May 2024 together with associated commentaries are present for Council's consideration.

**Description of Proposal:**

That Council receives the Statement of Financial Activity for the period ended 31 May 2024, as presented.

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

There is no Council Policy relevant to this item.

**Financial Implications:**

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within attachment 14.06.24.02A.

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

#### **Comment**

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

#### **OFFICER'S RECOMMENDATION**

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 May 2024, in as presented in attachment 14.06.24.02A.

*(Simple majority vote required)*

**COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Copping**

***That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 May 2024, in as presented in attachment 14.06.24.02A.***

***CARRIED BY SIMPLE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

**Attachment**

**Attachment 14.06.24.02A - Monthly Statements of Financial Activity for the Period Ended 31 May 2024.**



## SHIRE OF BROOKTON

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

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

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.60 M	\$1.60 M	\$0.00 M
Closing	\$0.00 M	\$0.19 M	(\$0.24 M)	(\$0.43 M)

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$13.55 M	% of total		\$0.15 M	% Outstanding		\$0.53 M	% Collected
Unrestricted Cash	\$0.52 M	3.8%	Trade Payables	\$0.04 M		Rates Receivable	\$0.17 M	94.8%
Restricted Cash	\$13.04 M	96.2%	0 to 30 Days		59.7%	Trade Receivable	\$0.36 M	% Outstanding
			Over 30 Days		40.3%	Over 30 Days		11.6%
			Over 90 Days		0%	Over 90 Days		3.4%

Refer to Note 2 - Cash and Financial Assets

Refer to Note 3 - Payables

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities				Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$2.72 M	% Variance	YTD Actual	\$0.48 M	% Variance	YTD Actual	\$0.88 M	% Variance
(\$0.75 M)	(\$0.17 M)	\$0.87 M	\$1.04 M	YTD Budget	\$2.71 M	0.2%	YTD Budget	\$0.47 M	3.1%	YTD Budget	\$0.79 M	10.3%

Refer to Statement of Financial Activity

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	\$0.26 M	%	YTD Actual	\$4.19 M	% Spent	YTD Actual	\$1.61 M	% Received
(\$5.94 M)	(\$5.86 M)	(\$2.28 M)	\$3.58 M	Adopted Budget	\$0.22 M	20.7%	Adopted Budget	\$10.49 M	(60.1%)	Adopted Budget	\$4.21 M	(61.7%)

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				Borrowings			Reserves			Lease Liability		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Principal repayments	\$0.15 M		Reserves balance	\$13.04 M		Principal repayments	\$0.00 M	
\$5.19 M	\$4.62 M	(\$0.44 M)	(\$5.05 M)	Interest expense	\$0.04 M		Interest earned	\$0.28 M	0.0%	Interest expense	\$0.00 M	
				Principal due	\$0.52 M					Principal due	\$0.02 M	

Refer to Statement of Financial Activity

Refer to Note 9 - Borrowings

Refer to Note 11 - Cash Reserves

Refer to Note 10 - Lease Liabilities

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

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION**

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

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2024

BY NATURE

	Ref	Adopted Budget	Amended 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		2,711,103	2,711,103	2,711,103	2,717,312	6,209	0.23%	
Grants, subsidies and contributions	13	2,199,065	513,438	470,602	484,978	14,376	3.05%	
Fees and charges		846,688	827,710	794,862	876,490	81,628	10.27%	▲
Interest revenue		161,449	562,449	516,348	341,098	(175,250)	(33.94%)	▼
Other revenue		237,641	2,026,336	1,858,387	309,069	(1,549,318)	(83.37%)	▼
Profit on disposal of assets	7	845	23,131	21,261	92,946	71,685	337.17%	▲
		6,156,791	6,664,167	6,372,563	4,821,893	(1,550,670)	(24.33%)	
<b>Expenditure from operating activities</b>								
Employee costs		(2,425,436)	(2,694,616)	(2,402,999)	(2,149,212)	253,787	10.56%	▲
Materials and contracts		(3,876,751)	(3,846,025)	(3,529,894)	(1,203,510)	2,326,384	65.91%	▲
Utility charges		(225,310)	(241,310)	(220,913)	(191,063)	29,850	13.51%	▲
Depreciation		(2,176,012)	(2,176,012)	(1,994,509)	(2,138,900)	(144,391)	(7.24%)	
Finance costs		(72,257)	(61,302)	(60,334)	(36,627)	23,707	39.29%	▲
Insurance expenses		(233,965)	(243,165)	(239,072)	(229,697)	9,375	3.92%	
Other expenditure		(76,305)	(76,188)	(68,811)	(47,370)	21,441	31.16%	▲
Loss on disposal of assets	7	(82,068)	(47,970)	(43,967)	(9,021)	34,946	79.48%	▲
		(9,168,104)	(9,386,588)	(8,560,499)	(6,005,401)	2,555,098	(29.85%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	2,017,215	2,054,976	37,760	1.87%	
<b>Amount attributable to operating activities</b>		<b>(754,078)</b>	<b>(521,570)</b>	<b>(170,721)</b>	<b>871,467</b>	1,042,188	(610.46%)	
<b>INVESTING ACTIVITIES</b>								
<b>Inflows from investing activities</b>								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	3,401,613	1,613,888	(1,787,725)	(52.56%)	▼
Proceeds from disposal of assets	7	180,000	217,500	199,364	262,545	63,181	31.69%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	27,988	27,988	0	0.00%	
		4,551,433	4,000,137	3,628,965	1,904,422	(1,724,543)	(47.52%)	
<b>Outflows from investing activities</b>								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(9,489,727)	(4,189,287)	5,300,440	55.85%	▲
		(10,491,256)	(10,136,321)	(9,489,727)	(4,189,287)	5,300,440	(55.85%)	▲
<b>Amount attributable to investing activities</b>		<b>(5,939,823)</b>	<b>(6,136,184)</b>	<b>(5,860,762)</b>	<b>(2,284,866)</b>	3,575,896	(61.01%)	▲
<b>FINANCING ACTIVITIES</b>								
<b>Inflows from financing activities</b>								
Proceeds from new debentures	9	600,000	600,000	550,000	0	(550,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	16,546,539	15,167,658	11,216,768	(3,950,890)	(26.05%)	▼
		17,216,616	17,146,539	15,717,658	11,216,768	(4,500,890)	(28.64%)	▼
<b>Outflows from financing activities</b>								
Repayment of borrowings	9	(202,168)	(176,765)	(174,681)	(151,836)	22,845	13.08%	▲
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	
Transfer to reserves	11	(11,821,760)	(11,918,443)	(10,925,222)	(11,498,529)	(573,307)	(5.25%)	
		(12,025,443)	(12,096,723)	(11,101,418)	(11,651,880)	(550,462)	4.96%	
<b>Amount attributable to financing activities</b>		<b>5,191,173</b>	<b>5,049,816</b>	<b>4,616,240</b>	<b>(435,113)</b>	(5,051,353)	(109.43%)	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1(c)	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%	
Amount attributable to operating activities		(754,078)	(521,570)	(170,721)	871,467	1,042,188	(610.46%)	▲
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,860,762)	(2,284,866)	3,575,896	(61.01%)	▲
Amount attributable to financing activities		5,191,173	5,049,816	4,616,240	(435,113)	(5,051,353)	(109.43%)	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1(c)	<b>0</b>	<b>(3,733)</b>	<b>188,963</b>	<b>(244,305)</b>	(433,268)	229.29%	▼

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 MAY 2024

BY PROGRAM

	Note	Adopted Annual Budget \$	Amended Annual Budget (d) \$	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		15,490	19,515	18,238	46,787	28,549	156.53%	▲	\$
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,711,103	2,717,312	6,209	0.23%	▲	
General Purpose Funding - Other		180,694	644,225	591,378	426,191	(165,187)	(27.93%)	▼	\$
Law, Order and Public Safety		321,864	311,126	285,228	250,019	(35,209)	(12.34%)	▼	\$
Health		300	300	275	347	72	26.28%	▲	
Education and Welfare		54,205	54,205	49,676	57,695	8,019	16.14%	▲	
Housing		117,137	93,149	85,360	75,608	(9,752)	(11.42%)	▼	
Community Amenities		438,067	447,367	445,219	449,311	4,092	0.92%	▲	
Recreation and Culture		49,645	51,245	48,068	54,424	6,356	13.22%	▲	
Transport		1,886,218	1,906,164	1,747,782	204,414	(1,543,369)	(88.30%)	▼	\$
Economic Services		358,868	390,568	357,984	457,702	99,718	27.86%	▲	\$
Other Property and Services		23,200	35,200	32,252	82,082	49,830	154.50%	▲	\$
		6,156,791	6,664,167	6,372,563	4,821,893	(1,550,670)	(24.33%)	▼	
<b>Expenditure from operating activities</b>									
Governance		(283,302)	(219,376)	(166,014)	(517,707)	(351,693)	(211.85%)	▼	\$
General Purpose Funding		(516,771)	(522,354)	(479,662)	(324,760)	154,902	32.29%	▲	\$
Law, Order and Public Safety		(613,934)	(597,141)	(545,006)	(457,032)	87,974	16.14%	▲	\$
Health		(22,213)	(22,213)	(19,714)	(19,540)	174	0.88%	▲	
Education and Welfare		(148,672)	(150,172)	(138,109)	(113,520)	24,589	17.80%	▲	\$
Housing		(208,266)	(184,586)	(169,665)	(138,231)	31,434	18.53%	▲	\$
Community Amenities		(747,384)	(741,849)	(680,275)	(550,365)	129,910	19.10%	▲	\$
Recreation and Culture		(1,104,206)	(1,099,806)	(1,011,247)	(874,505)	136,742	13.52%	▲	\$
Transport		(4,701,763)	(5,006,078)	(4,589,571)	(2,364,987)	2,224,584	48.47%	▲	\$
Economic Services		(776,541)	(784,461)	(712,762)	(561,264)	151,498	21.26%	▲	\$
Other Property and Services		(45,052)	(58,552)	(48,474)	(83,491)	(35,017)	(72.24%)	▼	\$
		(9,168,104)	(9,386,588)	(8,560,499)	(6,005,401)	2,555,098	29.85%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	2,017,215	2,054,976	37,760	1.87%		
Amount attributable to operating activities		(754,078)	(521,570)	(170,721)	871,467	1,042,188	(610.46%)		
<b>INVESTING ACTIVITIES</b>									
<b>Inflows from investing activities</b>									
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	3,401,613	1,613,888	(1,787,725)	(52.56%)	▼	\$
Proceeds from Disposal of Assets	7	180,000	217,500	199,364	262,545	63,181	31.69%	▲	\$
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	27,988	27,988	0	0.00%	▲	
		4,551,433	4,000,137	3,628,965	1,904,422	(1,724,543)	(47.52%)	▼	
<b>Outflows from investing activities</b>									
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(9,489,727)	(4,189,287)	5,300,440	55.85%	▲	\$
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		(10,491,256)	(10,136,321)	(9,489,727)	(4,189,287)	5,300,440	(55.85%)	▲	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,860,762)	(2,284,866)	3,575,896	(61.01%)	▲	
<b>FINANCING ACTIVITIES</b>									
<b>Inflows from financing activities</b>									
Proceeds from New Debentures	9	600,000	600,000	550,000	0	(550,000)	(100.00%)	▼	\$
Transfer from Reserves	11	16,616,616	16,546,539	15,167,658	11,216,768	(3,950,890)	(26.05%)	▼	\$
Transfer from Restricted Cash - Other		0	0	0	0	0			
		17,216,616	17,146,539	15,717,658	11,216,768	(4,500,890)	(28.64%)	▼	
<b>Outflows from financing activities</b>									
Repayment of borrowings	9	(202,168)	(176,765)	(174,681)	(151,836)	22,845	13.08%	▲	\$
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	▲	
Transfer to Reserves	11	(11,821,760)	(11,918,443)	(10,925,222)	(11,498,529)	(573,307)	(5.25%)	▼	
Transfer to Restricted Cash - Other		0	0	0	0	0			
		(12,025,443)	(12,096,723)	(11,101,418)	(11,651,880)	(550,462)	4.96%	▼	
Amount attributable to financing activities		5,191,173	5,049,816	4,616,240	(435,113)	(5,051,353)	(109.43%)	▼	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%		
Amount attributable to operating activities		(754,078)	(521,570)	(170,721)	871,467	1,042,188	(610.46%)	▲	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(5,860,762)	(2,284,866)	3,575,896	(61.01%)	▲	
Amount attributable to financing activities		5,191,173	5,049,816	4,616,240	(435,113)	(5,051,353)	(109.43%)		
Net current assets at end of financial year - surplus/(deficit)	1	0	(3,733)	188,963	(244,305)	(433,268)	229.29%	▼	

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 May 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	Amended Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$	\$
<b>Adjustments to operating activities</b>					
Less: Profit on asset disposals	7	(845)	(23,131)	(21,261)	(92,946)
Add: Loss on asset disposals	7	82,068	47,970	43,967	9,021
Add: Depreciation on assets		2,176,012	2,176,012	1,994,509	2,138,900
<b>Total non-cash items excluded from operating activities</b>		<b>2,257,235</b>	<b>2,200,851</b>	<b>2,017,215</b>	<b>2,054,976</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 2023	Amended Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 May 2024
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)	(13,036,363)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)	0
Add: Borrowings	9	151,836	151,836	151,836	(0)
Add: Lease liabilities	10	1,515	1,515	1,515	0
<b>Total adjustments to net current assets</b>		<b>(12,629,239)</b>	<b>(12,629,238)</b>	<b>(12,629,238)</b>	<b>(13,036,363)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	15,029,902	15,228,053	15,228,053	13,552,703
Financial assets at amortised cost	4	27,988	0	0	0
Rates receivables	3	105,844	105,844	105,844	120,391
Receivables	3	92,957	172,387	172,387	362,656
Other current assets	4	32,367	60,355	60,355	24,973
<b>Less: Current liabilities</b>					
Payables	5	(327,235)	(358,512)	(358,512)	(153,758)
Borrowings	9	(151,836)	(151,836)	(151,836)	0
Contract liabilities	12	(477,426)	(477,426)	(477,426)	(771,002)
Lease liabilities	10	(1,515)	(1,515)	(1,515)	0
Provisions	12	(199,079)	(343,905)	(343,905)	(343,905)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(12,629,239)</b>	<b>(12,629,238)</b>	<b>(12,629,238)</b>	<b>(13,036,363)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,502,728</b>	<b>1,604,206</b>	<b>1,604,206</b>	<b>(244,305)</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)

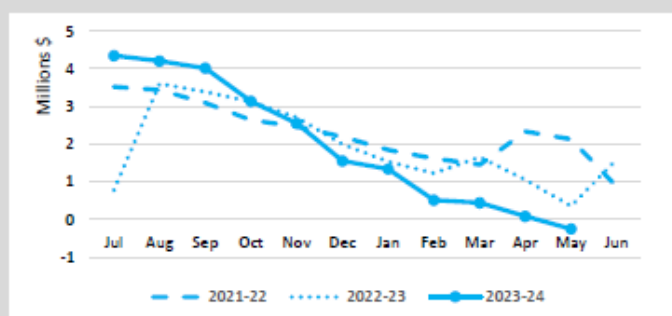
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/05/2023	Year to Date Actual 31/05/2024
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,473,451	1,059,530	516,340
Cash Restricted - Reserves	2	12,754,601	13,016,203	13,036,363
Receivables - Rates	3	105,844	116,682	120,391
Receivables - Other	3	172,387	109,422	362,656
Other Financial Assets	4	27,988	0	0
Inventories	4	32,367	18,011	24,973
		15,566,639	14,319,848	14,060,723
<b>Less: Current Liabilities</b>				
Payables	5	(345,942)	(24,940)	(139,848)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(677,702)	(771,002)
Bonds & Deposits	5	(12,570)	(14,132)	(15,220)
Loan and Lease Liability	9	(153,351)	0	0
Provisions	12	(343,905)	(230,492)	(343,905)
		(1,333,195)	(947,266)	(1,269,975)
<b>Less: Cash Reserves</b>	11	(12,754,601)	(13,016,203)	(13,036,363)
<b>Add Back: Loan and Lease Liability</b>		153,351	0	(0)
<b>Less : Loan Receivable - clubs/institutions</b>		(27,988)	0	0
<b>Net Current Funding Position</b>		<b>1,604,206</b>	<b>356,379</b>	<b>(244,305)</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)

(\$.24M)

Last Year YTD

Surplus(Deficit)

\$ .36 M

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	230,337		230,337		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	70,923		70,923		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	200,000		200,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	14,730		14,730		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		10,992,399	10,992,399		Bendigo	4.05%	20/06/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,043,964	2,043,964		WATC	4.34%	20/06/2024
<b>Total</b>		<b>516,340</b>	<b>13,036,363</b>	<b>13,552,703</b>	<b>0</b>			
Comprising								
Cash and cash equivalents		516,340	13,036,363	13,552,703	0			
		516,340	13,036,363	13,552,703	0			

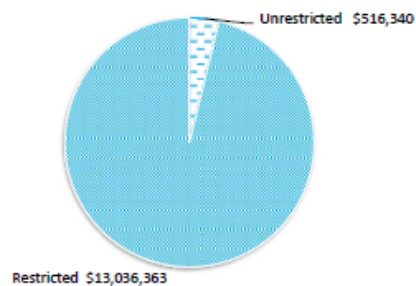
KEY INFORMATION

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

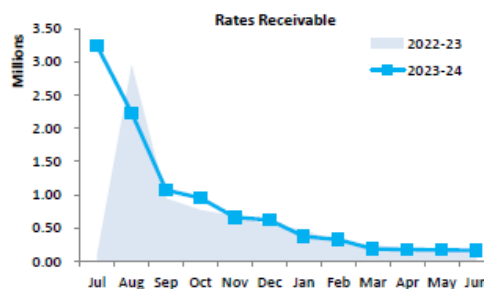
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2023	31 May 2024
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,140,401
Less - collections to date	(2,972,790)	(3,125,854)
Gross rates collectable	155,777	170,324
Net rates collectable	155,777	170,324
% Collected	95%	94.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(50)	199,132	20,113	6,932	7,890	234,017
Percentage	0.0%	85.1%	8.6%	3%	3.4%	
Balance per trial balance						234,017
Sundry receivable						35,898
GST receivable						13,312
Other Receivables						79,430
Receivable - Employee Related Provisions - Current						
Total receivables general outstanding						362,656

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

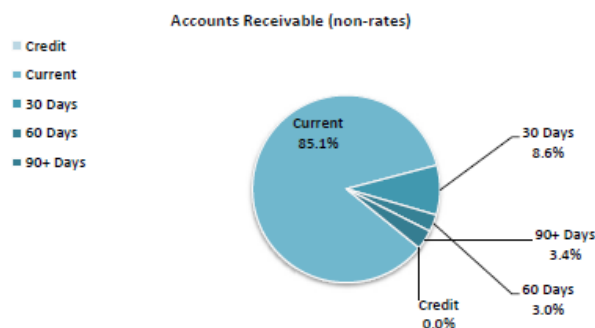
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

#### Classification and subsequent measurement

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

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



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	(27,988)	0
Inventory				
Fuel and materials (including gravel)	32,367	0	(7,394)	24,973
<b>Total other current assets</b>	<b>60,355</b>	<b>0</b>	<b>(35,382)</b>	<b>24,973</b>
Amounts shown above include GST (where applicable)				

#### KEY INFORMATION

##### Other financial assets at amortised cost

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

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

##### Inventory

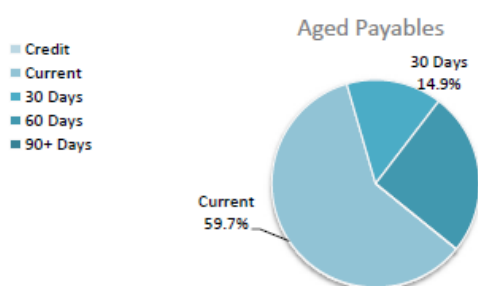
Inventories are measured at the lower of cost and net realisable value.

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	25,412	6,339	10,828	0	42,579
Percentage	0%	59.7%	14.9%	25.4%	0%	
Balance per trial balance						
Sundry creditors						42,579
Other creditors						5,162
ATO liabilities						18,472
Payroll creditors						37,714
Bonds and deposits held						15,220
Prepaid (Excess) Rates						34,611
Total payables general outstanding						153,758
Amounts shown above include GST (where applicable)						

#### KEY INFORMATION

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



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

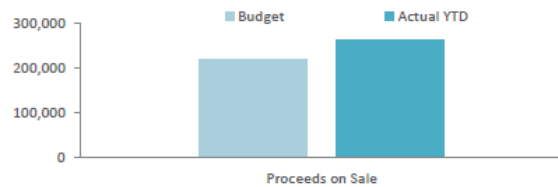
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

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	0.09930	249	2,965,255	294,450	0	0	294,450	295,462	(323)	126	295,265
Industrial	0.09930	5	78,870	7,832	0	0	7,832	7,832	0	0	7,832
Commercial	0.09930	20	651,728	64,717	0	0	64,717	63,705	0	0	63,705
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	9,000	1,394	40,531
<b>Unimproved value</b>											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990	(4,909)	(790)	1,932,291
<b>Non Rateable</b>											
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	3,767	730	2,339,624
<b>Minimum payment</b>	Minimum \$										
<b>Gross rental value</b>											
Residential	885	67	178,520	59,295	0	0	59,295	59,295	0	0	59,295
Industrial	885	2	9,280	1,770	0	0	1,770	1,770	0	0	1,770
Commercial	885	11	60,396	9,735	0	0	9,735	9,735	0	0	9,735
GRV	885	1	7,000	885	0	0	885	885	0	0	885
<b>Unimproved value</b>											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440			263,440
Sub-total		259	20,031,550	335,125	0	0	335,125	335,125	0	0	335,125
		739	292,822,903	2,670,252	0	0	2,670,252	2,670,251	3,767	730	2,674,749
Discount							(2,150)				(438)
Amount from general rates							2,668,102				2,674,311
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
Total general rates							2,711,103				2,717,312
Total		739					2,711,103				2,717,312

KEY INFORMATION

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

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	Housing								
7077	50 White Street	40,360	45,000	4,640	0	40,360	45,000	4,640	0
	Transport			0	0				
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	27,727	17,152	0	10,575	27,727	17,152	0
PU36	2020 Mr Mitsubishi Triton Glx-R 4X4	27,823	25,000	0	(2,823)	0	0	0	0
PU33	Mitsubishi Mr4L20 Glx 4.2 Single Cab	15,000	15,000	0	0	0	0	0	0
PTR4	Case Skid Steer Sv185	18,766	15,000	0	(3,766)	19,011	22,000	2,989	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,279	19,773	494	0	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	43,557	111,227	67,671	0
		242,339	217,500	23,131	(47,970)	178,621	262,545	92,946	(9,021)





Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,329,148	5,853,459	1,617,137	(4,236,322)
Furniture and equipment	29,188	31,221	28,611	21,525	(7,086)
Plant and equipment	1,005,092	821,492	820,955	662,576	(158,379)
Bushfire equipment	0	8,511	7,799	9,362	1,563
Infrastructure - roads	2,634,253	2,042,448	1,950,702	1,516,673	(434,029)
Infrastructure - sewerage	600,000	600,000	550,000	57,593	(492,407)
Infrastructure - water	211,382	303,501	278,201	304,421	26,220
<b>Payments for Capital Acquisitions</b>	<b>10,491,256</b>	<b>10,136,321</b>	<b>9,489,727</b>	<b>4,189,287</b>	<b>(5,300,440)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	3,623,269	3,399,768	1,613,888	(1,785,880)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	197,500	199,364	262,545	63,181
Plant and Vehicle Reserve	625,776	625,776	0	0	0
Land and Housing Development Reserve	0	0	1,785,748	1,785,748	0
Furniture & Equipment Reserve	21,000	21,000	10,000	10,000	0
Municipal Building & Facility Reserve	0	0	508,351	508,351	0
Townscape & Footpath Reserve	0	0	131,025	131,025	0
Road & Bridges Infrastructure Reserve	0	0	452,381	452,381	0
Sport & Recreation Reserve	0	0	32,719	32,719	0
Rehabilitation & Refuse Reserve	0	0	279,411	279,411	0
Caravan Park Reserve	0	0	373,341	373,341	0
Brookton Musuem/Heritage Reserve	0	0	48,777	48,777	0
Kweda Hall Reserve	0	0	19,025	19,025	0
Railway Station Reserve	0	0	526,287	526,287	0
Cemetery Reserve	0	0	84,276	84,276	0
Water Reserve	0	0	65,683	65,683	0
Developer Contribution Reserve	0	0	2,891	2,891	0
Brookton Aquatic Reserve	0	0	387,599	387,599	0
Cash Contingency Reserve	0	0	138,858	138,858	0
Future Fund Reserve	0	0	4,206,439	4,206,439	0
Innovations Fund Reserve	0	0	2,056,957	2,056,957	0
Building and Facility Reserve	1,575,864	1,575,864	107,000	107,000	0
Infrastructure Reserve	222,281	222,281	0	0	0
Innovations & Development Reserve	2,604,550	2,604,550	0	0	0
			11,216,768	11,216,768	0
Contribution - operations	469,720	666,081	(17,142,941)	(20,120,682)	(2,977,741)
<b>Capital funding total</b>	<b>10,491,256</b>	<b>10,136,321</b>	<b>9,489,727</b>	<b>4,189,287</b>	<b>(5,300,440)</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.

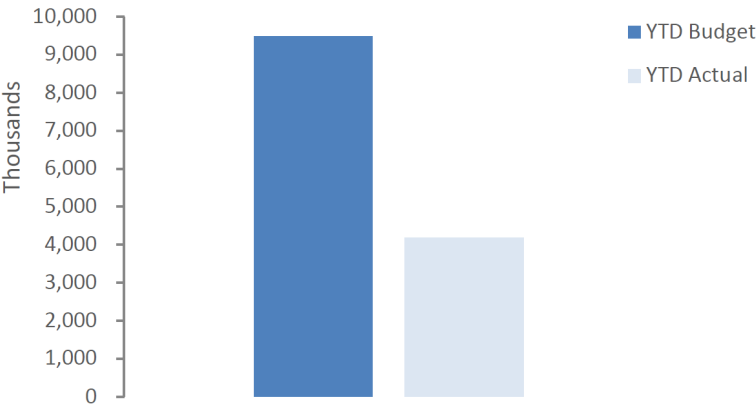
**Initial recognition and measurement for assets held at cost**

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.

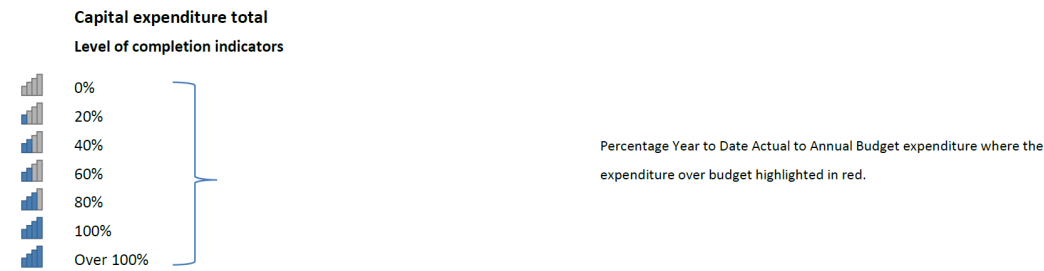
**Initial recognition and measurement between mandatory revaluation dates for assets held at fair value**

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	Amended		YTD Actual	Variance
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	Budget	YTD Budget		(Under)/Over
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(27,038)	0	27,038
Total - Governance				(29,500)	(29,500)	(27,038)	0	27,038
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(756,664)	(768,664)	(704,605)	(19,768)	(684,837)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(916,612)	(840,224)	(489,442)	350,782
Total - Law, Order & Public Safety				(1,378,514)	(1,685,276)	(1,544,829)	(509,210)	(334,055)
Community Amenities								
E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(2,167)	(2,508)	341
E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(85,998)	(37,761)	(48,237)
E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(121,408)	(104,070)	(17,338)
Total - Community Amenities				(217,597)	(217,597)	(209,573)	(144,339)	(65,234)
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(11,500)	(11,500)	(10,538)	0	(10,538)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(1,105,940)	(782,378)	(323,562)
E112510	POOLCAP	9230	POOL - CAPITAL	(107,000)	(118,000)	(108,163)	(118,000)	9,837
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(6,875)	(6,790)	(85)
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(2,281,246)	(22,953)	2,258,294
E116510	MEMPCAP	9230	MEMORIAL PARK CAPITAL	(20,955)	(35,000)	(32,076)	(16,298)	15,778
Total - Recreation And Culture				(3,842,070)	(3,867,115)	(3,544,838)	(946,418)	1,949,723
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(11,660)	(11,660)	(10,681)	0	(10,681)
E136510		9230	PURCHASE BUILDINGS	(500,000)	(500,000)	(500,000)	0	500,000
Total - Economic Services				(511,660)	(511,660)	(510,681)	0	489,319
Other Property & Services								
E142519		9230	SHIRE DEPOT IMPROVEMENTS	(32,000)	(18,000)	(16,500)	(17,171)	671
Total - Other Property & Services				(32,000)	(18,000)	(16,500)	(17,171)	671
Total - Buildings				(6,011,341)	(6,329,148)	(5,853,459)	(1,617,137)	2,067,462
Plant & Equipment								
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	(72,116)	0	(72,116)
E054530		9236	BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(8,511)	(7,799)	(9,362)	(1,563)
Total - Law, Order & Public Safety				(72,116)	(80,627)	(79,915)	(9,362)	(73,679)
Community Amenities								
E102530		9234	PURCHASE PLANT & EQUIPMENT	0	(6,400)	(5,863)	(6,361)	498
Total - Community Amenities				0	(6,400)	(5,863)	(6,361)	498
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,200)	(7,200)	(7,200)	(7,200)	0
E143530	EP001	9234	PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BO	(324,435)	(324,435)	(324,435)	(324,675)	(240)
E143530	EP002	9234	PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV18	(85,000)	(85,000)	(85,000)	(87,800)	(2,800)
E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PCS B	(190,000)	0	0	0	0
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	(50,000)	0	50,000
E143530	LIGHTV2	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(40,000)	(40,000)	(40,000)	0	40,000
E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	(236,341)	(236,540)	(199)
Total - Other Property & Services				(932,976)	(742,976)	(742,976)	(656,215)	86,761
Total - Plant & Equipment				(1,005,092)	(830,003)	(828,754)	(671,939)	13,580
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(19,250)	(12,044)	(7,206)
E042520	ITINFCAP	9232	IT INFRASTRUCTURE	(7,448)	(9,481)	(8,690)	(9,481)	(791)
Total - Governance				(28,448)	(30,481)	(27,940)	(21,525)	(7,997)
Recreation & Culture								
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(671)	0	(671)
Total - Recreation & Culture				(740)	(740)	(671)	0	(671)
Total - Furniture & Equipment				(29,188)	(31,221)	(28,611)	(21,525)	(8,668)
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(589,715)	(807,715)	(757,018)	(802,160)	45,142
E121560	KINGR2R	9250	KING STREET	(36,936)	(36,936)	(36,936)	(37,593)	657
E121560	SEWER2R	9250	CONCRETE EFFLUENT PIPE REPAIR - BROOKTON HOTEL	0	(15,838)	(14,509)	(1,093)	(13,416)
E121560	BUCKR2R	9250	BUCKINGHAM ROAD R2R	0	(77,367)	(70,895)	(87,103)	16,208
E121560	ROBIR2R	9250	ROBINSON ROAD	(24,000)	(24,000)	(24,000)	(24,527)	527
E121560	COPPR2R	9250	COPPING ROAD R2R	(88,025)	(106,825)	(104,569)	(89,375)	(15,194)
E121560	WALWR2R	9250	WALWALLING ROAD R2R	(72,048)	(72,048)	(72,046)	(73,427)	1,381
E121565	BRKWR2R	9250	BROOKTON-KWEDA ROAD	(55,749)	0	0	0	0
E121565	CORBR2R	9250	CORBERDING ROAD CAPITAL R2R	(15,753)	0	0	0	0
E121565	MCGSR2R	9250	MCGRATH STREET R2R	(21,703)	0	0	0	0
E121565	WILLSFC	9250	WILLS ROAD CAPITAL WORKS	0	(110,349)	(101,145)	0	(101,145)
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	0	(37,000)	(33,913)	0	(33,913)
E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(463,368)	(463,368)	(463,355)	(269,671)	(193,684)
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,199,943)	(223,989)	(205,304)	(97,004)	(108,300)
E121570	BRIDGE05	9250	BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	(5,829)	0	(5,829)
E121570	BRIDGE06	9250	BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	(13,373)	(18,720)	5,347
E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(23,998)	(23,998)	(23,998)	0	23,998
E121570	BRIDGE08	9250	BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	(23,812)	(16,000)	7,812
Total - Transport				(2,634,253)	(2,042,448)	(1,950,702)	(1,516,673)	(370,409)
Total - Infrastructure - Roads				(2,634,253)	(2,042,448)	(1,950,702)	(1,516,673)	(370,409)
Infrastructure - Sewerage								
Community Amenities								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(550,000)	(57,593)	(492,407)
Total - Community Amenities				(600,000)	(600,000)	(550,000)	(57,593)	(492,407)
Total - Infrastructure - Sewerage				(600,000)	(600,000)	(550,000)	(57,593)	(492,407)
Infrastructure - Water								
Community Amenities								
E107541	HVCAP01	9262	HAPPY VALLEY WATER EXTENSION MEMORIAL PARK, CARAVAN PARK & UPGRADE TOWN OVAL	(110,565)	(168,291)	(154,264)	(168,291)	14,027
E107541	HVCAP02	9262	HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND MADISON SQUARE PARK	(100,817)	(135,210)	(123,937)	(136,130)	12,193
Total - Community Amenities				(211,382)	(303,501)	(278,201)	(304,421)	26,220
Total - Infrastructure - Water				(211,382)	(303,501)	(278,201)	(304,421)	26,220
Grand Total				(10,491,256)	(10,136,321)	(9,489,727)	(4,189,287)	1,235,778

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

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Education and welfare</b>														
Kalkarni Residency (20%)	80	34,443	0	0	0	(10,850)	(10,850)	(10,850)	23,593	23,593	23,593	(1,122)	(2,044)	(2,044)
<b>Housing</b>														
Staff Housing (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
<b>Community amenities</b>														
Sewerage (14%)	80	24,110	0	0	0	(7,595)	(7,595)	(7,595)	16,515	16,515	16,515	(785)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(24,929)	0	549,668	575,071	0	(24,874)	(13,919)
<b>Recreation and culture</b>														
Sport & Recreation	81	354,293		0	0	(69,599)	(69,599)	(69,599)	284,694	284,694	284,694	(23,527)	(26,031)	(26,031)
<b>Other property and services</b>														
Grader (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(123,848)	(174,180)	(148,777)	402,661	952,330	977,733	(29,135)	(61,124)	(50,169)
<b>Self supporting loans</b>														
<b>General purpose funding</b>														
Country Club	82	142,474		0	0	(27,988)	(27,988)	(27,988)	114,485	114,486	114,486	(6,826)	(10,469)	(10,469)
		142,474	0	0	0	(27,988)	(27,988)	(27,988)	114,485	114,486	114,486	(6,826)	(10,469)	(10,469)
<b>Total</b>		668,983	0	600,000	600,000	(151,836)	(202,168)	(176,765)	517,147	1,066,815	1,092,218	(35,960)	(71,593)	(60,638)
Current borrowings		151,836							(0)					
Non-current borrowings		517,147							517,147					
		668,983							517,147					

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

New borrowings 2023-24

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

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

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Re-Use Water Dam	LE-03	20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
<b>Total</b>		<b>20,552</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,515)</b>	<b>(1,515)</b>	<b>(1,515)</b>	<b>19,037</b>	<b>19,037</b>	<b>19,037</b>	<b>(667)</b>	<b>(664)</b>	<b>(664)</b>
Current lease liabilities		1,515							0					
Non-current lease liabilities		19,037							19,037					
		<b>20,552</b>							<b>19,037</b>					

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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	146,463	5,749	3,185	0	0	0	0	152,212	149,649
Plant and Vehicle Reserve	774,794	46,851	25,959	400,455	418,772	(785,776)	0	436,324	1,219,525
Land and Housing Development Reserve	1,785,748	0	0	0	0	(1,785,748)	(1,785,748)	(0)	0
Furniture & Equipment Reserve	30,256	1,188	953	97,000	97,000	(33,300)	(10,000)	95,144	118,209
Municipal Building & Facility Reserve	508,351	0	0	0	0	(508,351)	(508,351)	0	0
Townscape & Footpath Reserve	131,025	0	0	0	0	(131,025)	(131,025)	(0)	0
Sewerage Scheme Reserve	449,016	17,625	9,766	49,968	0	0	0	516,609	458,782
Road & Bridges Infrastructure Reserve	452,381	0	0	0	0	(452,381)	(452,381)	0	0
Sport & Recreation Reserve	32,719	0	0	0	0	(32,719)	(32,719)	(0)	0
Rehabilitation & Refuse Reserve	279,411	0	0	0	0	(279,411)	(279,411)	(0)	0
Caravan Park Reserve	373,341	0	0	0	0	(373,341)	(373,341)	0	0
Brookton Museum/Heritage Reserve	48,777	0	0	0	0	(48,777)	(48,777)	0	0
Kweda Hall Reserve	19,025	0	0	0	0	(19,025)	(19,025)	(0)	0
Railway Station Reserve	526,287	0	0	0	0	(526,287)	(526,287)	(0)	0
Madison Square Units Reserve	32,351	1,270	704	208	208	0	0	33,829	33,263
Cemetery Reserve	84,276	0	0	0	0	(84,276)	(84,276)	0	0
Water Reserve	65,683	0	0	0	0	(65,683)	(65,683)	0	0
Developer Contribution Reserve	2,891	0	0	0	0	(2,891)	(2,891)	0	0
Brookton Aquatic Reserve	387,599	0	0	0	0	(387,599)	(387,599)	(0)	0
Cash Contingency Reserve	138,858	0	0	0	0	(138,858)	(138,858)	(0)	0
Future Fund Reserve	4,206,439	0	0	0	0	(4,206,439)	(4,206,439)	(0)	0
Innovations Fund Reserve	2,056,957	0	0	0	0	(2,056,957)	(2,056,957)	0	0
Brookton Community Resource Centre F	221,954	8,712	4,814	0	0	0	0	230,666	226,768
Building and Facility Reserve	0	229,568	126,834	6,013,372	5,848,372	(1,575,864)	(107,000)	4,667,076	5,868,206
Infrastructure Reserve	0	29,566	16,382	753,215	753,213	(447,281)	0	335,500	769,594
Waste Reserve	0	26,669	14,858	703,564	703,564	0	0	730,233	718,423
Aged Housing Reserve	0	15,701	8,700	400,000	400,000	0	0	415,701	408,700
Innovations & Development Reserve	0	117,762	65,247	3,000,000	3,000,000	(2,604,550)	0	513,212	3,065,247
	12,754,601	500,661	277,400	11,417,782	11,221,129	(16,546,539)	(11,216,768)	8,126,505	13,036,363

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 May 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	37,983	(13,820)	24,163
- Capital grant/contribution liabilities		477,426	0	1,764,704	(1,495,291)	746,839
Total other liabilities		477,426	0	1,802,687	(1,509,111)	771,002
Employee Related Provisions						
Annual leave		143,729	0	0	0	143,729
Long service leave		160,683	0	0	0	160,683
Provision for long service leave oncosts - Current		18,284	0	0	0	18,284
Provision for annual leave oncosts - Current		21,209	0	0	0	21,209
Total Employee Related Provisions		343,905	0	0	0	343,905
Total other current assets		821,331	0	1,802,687	(1,509,111)	1,114,907

Amounts shown above include GST (where applicable)

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
	1 July 2023	in Liability	Reduction (As revenue)	31 May 2024	Liability 31 May 2024	Budget Revenue	YTD Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Governance</b>								
Admin Grants & Subsidies	0	0	0	0	0	1,275	5,588	6,105
<b>General purpose funding</b>								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	36,135	39,428
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	19,800	21,603
<b>Law, order, public safety</b>								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	105,776	67,075
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	63,580	69,365
<b>Recreation and culture</b>								
Public Open Space Revenue	0	13,820	(13,820)	0	0	13,820	12,661	13,820
<b>Transport</b>								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	0	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	98,736	107,801
<b>Economic services</b>								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	913	2,399
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	0	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	0	0
Revenue - Other Community Events	0	0	0	0	0	1,000	913	5,438
CRC Operating Grant Revenue	0	0	0	0	0	100,000	126,500	151,944
	0	37,983	(13,820)	24,163	24,163	2,199,065	470,602	484,978

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

NOTE 14  
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2024	Current Liability 31 May 2024	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>											
General purpose funding											
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	3,084	4,114	0	4,114	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	(37,761)	19,306	19,306	93,818	70,362	93,818	0	93,818	37,761
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(68,454)	0	0	121,408	91,056	121,408	0	121,408	68,454
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	555	740	0	740	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	954	1,273	0	1,273	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	8,082	10,777	0	10,777	10,777
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	(8,347)	0	0	8,347	6,258	8,347	0	8,347	8,347
LRCI - Street Gardens - White & Cumming Streets Replace Bottelbrush Trees	48,255	(48,255)	0	0	0	0	0	0	0	0	0
LRCI 4 - Railway Station Building Refurbishment	0	241,680	(22,953)	218,728	218,728	402,799	234,157	255,450	(147,349)	108,101	22,953
LRCI 4 - Wills Road	0	0	0	0	0	0	101,145	110,349	110,349	220,698	0
LRCI 4 - Mattingly Road	0	0	0	0	0	0	33,913	37,000	37,000	74,000	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	40,000	36,663	40,000	0	40,000	0
Law, order, public safety											
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	294,762	(489,442)	66,516	66,516	548,101	772,618	842,863	294,762	1,137,625	489,442
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	334,332	(19,768)	314,564	314,564	656,664	612,942	668,664	12,000	680,664	19,768
Community amenities											
DWER - Happy Valley Water extension #1	7,740	69,655	(77,395)	0	0	77,395	70,939	77,395	0	77,395	77,395
DWER - Happy Valley Water extension #2	7,057	63,515	(70,572)	0	0	70,572	64,691	70,572	0	70,572	70,572
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	16,049	17,512	0	17,512	17,512.00
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	21,835	23,820	0	23,820	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	32,868	35,857	0	35,857	35,857.00
R2R - Woods Loop Road - Income	0	4,463	(4,463)	0	0	45,871	42,042	45,871	0	45,871	45,871.00
WSFN 1 - Dangin-Mears Road - Income - 2022/23	60,957	0	(60,957)	(0)	(0)	357,472	325,133	357,472	0	357,472	60,957
WSFN 2 - Dangin-Mears Road - Income - 2023/24	0	223,989	(97,004)	126,986	126,986	1,119,547	207,872	223,989	(895,558)	(671,569)	97,004
King Street - R2R Income	0	36,936	(36,936)	0	0	36,936	33,858	36,936	0	36,936	36,936
Concrete Effluent Pipe Repair - Brookton Hotel	0	0	0	0	0	15,838	14,509	15,838	0	15,838	0
Buckingham Road - R2R Income	0	0	0	0	0	77,367	70,917	77,367	0	77,367	0
Robinson Road - R2R Income	0	24,000	(24,000)	0	0	24,000	22,000	24,000	0	24,000	24,000
Copping Road - R2R Income	0	0	0	0	0	88,025	80,685	88,025	0	88,025	0
Walwalling Road - R2R Income	0	72,048	(72,048)	0	0	72,048	66,044	72,048	0	72,048	72,048
York Williams Road Rrg	0	393,143	(393,143)	0	0	393,144	360,382	393,144	0	393,144	393,143
<b>TOTALS</b>	<b>477,426</b>	<b>1,764,704</b>	<b>(1,495,291)</b>	<b>746,839</b>	<b>746,839</b>	<b>4,343,445</b>	<b>3,401,613</b>	<b>3,754,649</b>	<b>(588,796)</b>	<b>3,165,853</b>	<b>1,613,888</b>

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

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

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

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 May 2024
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	1,730	1,400	(1,050)	2,080
Facility Hire Bonds	5,830	3,250	(3,000)	6,080
Gym Bonds	4,810	2,800	(1,040)	6,570
Other Bonds	200	500	(700)	0
<b>Sub-Total</b>	12,570	7,950	(5,790)	14,730
<b>Trust Funds</b>				
Public Open Space Contributions	13,820	0	(13,820)	0
<b>Sub-Total</b>	13,820	0	(13,820)	0
	26,390	7,950	(19,610)	14,730



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
				\$	\$	\$	\$
	<b>Budget adoption</b>						0
	Community Water Supply Program	OCM 10.23-02	Capital Expenses			(52,970)	(52,970)
	Transfer from Infrastructure	OCM 10.23-02	Capital Revenue		52,970		0
	<b>Budget Adoption</b>		Opening				0
	Adjustment of C/F Surplus Budgeted for 2022/2023		Surplus(Deficit)				0
			Opening				101,477
CLI014.150	ESL Grant - Bushfire Mitigation	OCM 02.24-16	Surplus(Deficit)				101,477
			Operating Revenue			(6,000)	95,477
I054010.150	ESL Grant - Emergency Services Levy - Operating	OCM 02.24-16	Operating Revenue			(4,288)	91,189
I032010.150	GPG Grants Commission - General	OCM 02.24-16	Operating Revenue		39,428		130,617
I032020.150	GPG Grants Commission - Roads	OCM 02.24-16	Operating Revenue		21,603		152,220
I042020.152	Admin Grants & Subsidies	OCM 02.24-16	Operating Revenue		4,830		157,050
I122010.150	INFRA MRWA Direct Grant	OCM 02.24-16	Operating Revenue		2,300		159,350
I122020.150	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue			(1,775,000)	(1,615,650)
GR0002.150	Grant Revenue - Mental Health Week Event	OCM 02.24-16	Operating Revenue			(4,000)	(1,619,650)
GR0003.150	Grant Revenue - Seniors Week Event	OCM 02.24-16	Operating Revenue			(2,500)	(1,622,150)
I136101.150	CRC Operating Grants Revenue	OCM 02.24-16	Operating Revenue		38,000		(1,584,150)
I051010.117	Fire Fees & Charges	OCM 02.24-16	Operating Revenue		250		(1,583,900)
I051010.118	Fire Fees & Charges	OCM 02.24-16	Operating Revenue			(1,500)	(1,585,400)
I104010.129	TPB Fees & Charges	OCM 02.24-16	Operating Revenue		3,000		(1,582,400)
I134010.139	Build-B Fees & Charges	OCM 02.24-16	Operating Revenue		200		(1,582,200)
I031020.108	Rate Other Rates Income	OCM 02.24-16	Operating Revenue		1,500		(1,580,700)
I052010.111	ANIM Fees & Charges	OCM 02.24-16	Operating Revenue		800		(1,579,900)
I113010.113	OTH-REC Fees & Charges	OCM 02.24-16	Operating Revenue		1,600		(1,578,300)
I091010.126	SHIREH Rental Revenue	OCM 02.24-16	Operating Revenue			(24,828)	(1,603,128)
I033020.140	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		31,000		(1,572,128)
I033020.142	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		370,000		(1,202,128)
I042030.160	Admin Reimbursements & Donations	OCM 02.24-16	Operating Revenue		8,000		(1,194,128)
I042040.191	Admin Other Revenue	OCM 02.24-16	Operating Revenue			(8,805)	(1,202,933)
I091030.160	STAFFH Reimbursements & Donations	OCM 02.24-16	Operating Revenue			(3,800)	(1,206,733)
I148020.161	UNCLAS Reimbursements	OCM 02.24-16	Operating Revenue		12,000		(1,194,733)
I107030.160	Water Reimbursements & Donations	OCM 02.24-16	Operating Revenue		6,300		(1,188,433)
I122020.160	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue		1,775,000		586,567
I091499.210	STAFFH Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	4,640			586,567
I123499.210	POC Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	17,646			586,567
E055010.311	Emergency Management	OCM 02.24-16	Operating Expenses		4,000		590,567
E055010.305	Emergency Management	OCM 02.24-16	Operating Expenses			(4,806)	585,761
E042010.309	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		587,761
E042010.310	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		589,761
E042010.319	Admin Employee Costs	OCM 02.24-16	Operating Expenses			(6,926)	582,835
TOWNOP.300	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,683		605,518
TOWNOP.801	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,875		628,393
OTHMRRM.300	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(149,347)	479,046
OTHMRRM.801	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(150,659)	328,387
E142010.311	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(6,000)	322,387
E142010.319	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(5,000)	317,387
E041020.604	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,000)	315,387
E041020.326	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		1,000		316,387
E041020.340	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		3,000		319,387
FIREGO.350	Fire General Operating	OCM 02.24-16	Operating Expenses		4,400		323,787
FIREGO.379	Fire General Operating	OCM 02.24-16	Operating Expenses		500		324,287
E054100.338	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses			(1,000)	323,287
E054100.742	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		6,874		330,161
E054100.744	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		5,925		336,086
E055010.335	Emergency Management	OCM 02.24-16	Operating Expenses		3,500		339,586
E104030.327	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,000)	334,586
E104030.336	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	333,586
E031020.343	Rate General Operating Expenses	OCM 02.24-16	Operating Expenses		1,300		334,886
E042020.323	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		20,000		354,886
E042020.327	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		46,352		401,238
E042020.340	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	400,238
E053020.335	Law & PS General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,600)	397,638
POOLGO.327	Swimming Pool General Operating	OCM 02.24-16	Operating Expenses		5,000		402,638
	Youth Precinct - Pumptrack - Loop Track, Flying						
PUMTRAC.379	Fox / Zipline Nature Play Area	OCM 02.24-16	Operating Expenses		3,000		405,638
	Youth Precinct Shed / Building (Youth Group / Girl						
YGGOP.379	Guide) Reserve 43158	OCM 02.24-16	Operating Expenses		3,000		408,638
CARAOP.340	Caravan Park	OCM 02.24-16	Operating Expenses			(3,570)	405,068
RRTL0P.379	Public Toilets Robinson Road	OCM 02.24-16	Operating Expenses			(6,500)	398,568
CEMEOP.327	Cemetery	OCM 02.24-16	Operating Expenses			(3,300)	395,268
CEMEOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(1,500)	393,768
WAHPOP2.327	Water Harvesting Project Operating	OCM 02.24-16	Operating Expenses			(16,120)	377,648
MADIOP.379	Madison Square Park	OCM 02.24-16	Operating Expenses			(1,500)	376,148
TOWNOP.802	Town Street Maintenance	OCM 02.24-16	Operating Expenses		20,116		396,264

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

NOTE 16  
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Available Cash	Available Cash	Running Balance
				\$	\$	\$	\$
OTHMRRM.802	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(104,381)	291,883
E122090.379	INFRA RAMM	OCM 02.24-16	Operating Expenses		2,800		294,683
E142020.340	PW-OH General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,000)	291,683
ADMIOP.379	Administration Centre	OCM 02.24-16	Operating Expenses			(3,000)	288,683
	Unit 1 33 Whittington St Brookton - Independent						
U133WS.379	Living Units	OCM 02.24-16	Operating Expenses		1,000		289,683
	Unit 1 40 White Street Brookton - Independent						
U140WS.379	Living Units	OCM 02.24-16	Operating Expenses			(1,500)	288,183
	Unit 2 40 White Street Brookton - Independent						
U240WS.379	Living Units	OCM 02.24-16	Operating Expenses			(2,200)	285,983
	Unit 3 33 Whittington Street Brookton -						
U333WS.379	Independent Living Units	OCM 02.24-16	Operating Expenses		1,000		286,983
	Unit 3 40 White Street Brookton - Independent						
U340WS.379	Living Units	OCM 02.24-16	Operating Expenses			(800)	286,183
	Unit 4 40 White Street Brookton - Independent						
U440WS.379	Living Units	OCM 02.24-16	Operating Expenses		1,000		287,183
23WHITOP.379	23 Whittington Street Brookton	OCM 02.24-16	Operating Expenses			(3,300)	283,883
25WHITOP.379	25 Whittington Street Brookton	OCM 02.24-16	Operating Expenses		3,300		287,183
U1MSOP.379	Unit 1 Madison Square Units	OCM 02.24-16	Operating Expenses		2,000		289,183
U2MSOP.379	Unit 2 Madison Square Units	OCM 02.24-16	Operating Expenses		1,000		290,183
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.24-16	Operating Expenses		2,500		292,683
WBOP.325	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		1,500		294,183
WBOP.340	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		2,000		296,183
WBOP.379	WB Eva Pavilion	OCM 02.24-16	Operating Expenses			(3,500)	292,683
RWSTOP.379	Brookton Railway Station	OCM 02.24-16	Operating Expenses		1,000		293,683
MUSEOP.379	Historical Society Museum	OCM 02.24-16	Operating Expenses			(1,600)	292,083
E114020.379	LIBR General Operating Expenses	OCM 02.24-16	Operating Expenses		2,000		294,083
E136101.343	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	293,083
E136101.335	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,200)	287,883
E136101.340	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses		2,450		290,333
EV0005.379	Thank A Volunteer Event	OCM 02.24-16	Operating Expenses		1,100		291,433
EV0006.379	Mental Health Week Event	OCM 02.24-16	Operating Expenses		4,500		295,933
EV0007.379	Seniors Week Event	OCM 02.24-16	Operating Expenses		3,000		298,933
E041020.379	MEMB General Operating Expenses	OCM 02.24-16	Operating Expenses		500		299,433
SEWEOP.327	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		303,433
SEWEOP.340	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		307,433
E142020.335	PW-OH General Operating expenses	OCM 02.24-16	Operating Expenses		500		307,933
ADMIOP.327	Administration Centre	OCM 02.24-16	Operating Expenses		1,500		309,433
ADMIOP.340	Administration Centre	OCM 02.24-16	Operating Expenses		500		309,933
SEWEOP.379	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		20,000		329,933
U2MSUOP.379	U2 4 Matthew Street	OCM 02.24-16	Operating Expenses		4,800		334,733
10MAOP.379	10 Marsh Ave Brookton	OCM 02.24-16	Operating Expenses		9,880		344,613
U3MSOP.379	Unit 3 Madison Square Units	OCM 02.24-16	Operating Expenses		3,500		348,113
CARAOP.380	Caravan Park	OCM 02.24-16	Operating Expenses			(7,000)	341,113
OVALOP.380	Oval Maintenance	OCM 02.24-16	Operating Expenses			(1,500)	339,613
MEMPOP.381	Memorial Park	OCM 02.24-16	Operating Expenses			(2,000)	337,613
DRAIOP.380	Drainage Townsite	OCM 02.24-16	Operating Expenses			(700)	336,913
TOWNOP.381	Town Street Maintenance	OCM 02.24-16	Operating Expenses			(700)	336,213
DEPOOP.380	Shire Depot - Building Maintenance	OCM 02.24-16	Operating Expenses			(1,100)	335,113
RWSTOP.381	Brookton Railway Station	OCM 02.24-16	Operating Expenses			(3,000)	332,113
E102050.400	SEW Interest On Effluent Loan # 83	OCM 02.24-16	Operating Expenses		10,955		343,068
E042020.413	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(9,200)	333,868
E041020.420	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(700)	333,168
E041030.601	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		5,000		338,168
E041030.609	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		4,900		343,068
E033020.355	General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,150)	339,918
E136101.420	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,200)	337,718
E123499.440	POC Loss On Sale Of Asset	OCM 02.24-16	Operating Expenses	34,098			337,718
	ESL Grant - Emergency Services Levy - Capital						
CLI001.151	West Brookton Shed	OCM 02.24-16	Capital Revenue		294,762		632,480
	ESL Grant - Emergency Services Levy - Capital East						
CLI023.151	Brookton Shed	OCM 02.24-16	Capital Revenue		12,000		644,480
CLI034.151	Railway Station Building Refurbishment - Income	OCM 02.24-16	Capital Revenue			(147,349)	497,131
	Wills Rd - Reconstruction & Gravel Re-						
	Sheeting(SLK 1.04 TO 7.47) LRCI Phase 4 Part B						
CLI035.151	Income	OCM 02.24-16	Capital Revenue		110,349		607,480
	Mattingly Rd - (SLK 0.13 TO 5.26) LRCI Phase 4						
CLI036.151	Part B Income	OCM 02.24-16	Capital Revenue		37,000		644,480
CLI015.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue		40,000		684,480
I032080.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue			(40,000)	644,480
CLI013.151	Dangin-Mears Rd WSNF Income	OCM 02.24-16	Capital Revenue			(895,558)	(251,078)
CLI026.151	Brookton-Kweda Road - R2R Income	OCM 02.24-16	Capital Revenue			(55,749)	(306,827)
CLI027.151	Corberding Road - R2R Income	OCM 02.24-16	Capital Revenue			(15,753)	(322,580)
CLI028.151	McGrath Street - R2R Income	OCM 02.24-16	Capital Revenue			(21,703)	(344,283)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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
				\$	\$	\$	\$
CLI037.151	Buckingham Road - R2R Income	OCM 02.24-16	Capital Revenue		77,367		(266,916)
	Concrete Effluent Pipe Repair - Brookton Hotel						
CLI038.151	R2R Income	OCM 02.24-16	Capital Revenue		15,838		(251,078)
I091497.201	STAFFH - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	(45,000)			(251,078)
I091498.200	STAFFH - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue		45,000		(206,078)
I143497.201	POC - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	7,500			(206,078)
I143498.200	POC - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue			(7,500)	(213,578)
MEMPCAP.500	Memorial Park Capital	OCM 02.24-16	Capital Expenses			(14,045)	(227,623)
POOLCAP.500	Pool - Capital	OCM 02.24-16	Capital Expenses			(11,000)	(238,623)
E142519.500	Shire Depot Improvements	OCM 02.24-16	Capital Expenses		14,000		(224,623)
	West Brookton Bfb - Appliance Bay Facility And						
WBSHEDCAP.500	Amenities (Shed)	OCM 02.24-16	Capital Expenses			(294,762)	(519,385)
EBSHEDCAP.500	East Brookton BFB Shed	OCM 02.24-16	Capital Expenses			(12,000)	(531,385)
E054530.502	Bushfire Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(8,511)	(539,896)
E102530.502	Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(6,400)	(546,296)
	Purchase P&E - Replacement PBH4 2012 Case						
EP003.502	581PCS Backhoe - BO5418	OCM 02.24-16	Capital Expenses		190,000		(356,296)
ITINFCAP.340	IT Infrastructure	OCM 02.24-16	Capital Expenses			(2,033)	(358,329)
	Purchase and construction of infrastructure-roads	OCM 02.24-16					
YORKRRG.327	York-Williams Road	OCM 02.24-16	Capital Expenses			(243,000)	(601,329)
YORKRRG.379	York-Williams Road	OCM 02.24-16	Capital Expenses		25,000		(576,329)
BRKWR2R.300	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		494		(575,835)
BRKWR2R.327	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		54,214		(521,621)
BRKWR2R.801	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		498		(521,123)
BRKWR2R.802	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		543		(520,580)
COPPR2R.379	Copping Road R2R	OCM 02.24-16	Capital Expenses			(18,800)	(539,380)
CORBR2R.300	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		494		(538,886)
CORBR2R.327	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		14,424		(524,462)
CORBR2R.801	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		498		(523,964)
CORBR2R.802	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		337		(523,627)
MCGSR2R.300	McGrath Street R2R	OCM 02.24-16	Capital Expenses		494		(523,133)
MCGSR2R.327	McGrath Street R2R	OCM 02.24-16	Capital Expenses		20,374		(502,759)
MCGSR2R.801	McGrath Street R2R	OCM 02.24-16	Capital Expenses		498		(502,261)
MCGSR2R.802	McGrath Street R2R	OCM 02.24-16	Capital Expenses		337		(501,924)
BUCKR2R.300	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,165)	(526,089)
BUCKR2R.379	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(7,500)	(533,589)
BUCKR2R.801	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,369)	(557,958)
BUCKR2R.802	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(21,333)	(579,291)
SEWER2R.379	Concrete Effluent Pipe Repair - Brookton Hotel	OCM 02.24-16	Capital Expenses			(15,838)	(595,129)
	Dangin-Mears Rd Wheatbelt Secondary Freight						
WBSF2.300	Network 23/24	OCM 02.24-16	Capital Expenses		149,347		(445,782)
	Dangin-Mears Rd Wheatbelt Secondary Freight						
WBSF2.327	Network 23/24	OCM 02.24-16	Capital Expenses		432,187		(13,595)
	Dangin-Mears Rd Wheatbelt Secondary Freight						
WBSF2.379	Network 23/24	OCM 02.24-16	Capital Expenses		139,380		125,785
	Dangin-Mears Rd Wheatbelt Secondary Freight						
WBSF2.801	Network 23/24	OCM 02.24-16	Capital Expenses		150,659		276,444
	Dangin-Mears Rd Wheatbelt Secondary Freight						
WBSF2.802	Network 23/24	OCM 02.24-16	Capital Expenses		104,381		380,825
WILLSFC.327	Wills Road Capital Works	OCM 02.24-16	Capital Expenses			(110,349)	270,476
MATRSFC.327	Mattingly Road Capital Works	OCM 02.24-16	Capital Expenses			(37,000)	233,476
	Happy Valley Water Extension Memorial Park,						
HVCAP01.504	Caravan Park & Upgrade Town Oval	OCM 02.24-16	Capital Expenses			(31,241)	202,235
	Happy Valley Water Extension Caravan Park And						
HVCAP02.504	Madison Square Park	OCM 02.24-16	Capital Expenses			(7,908)	194,327
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue		147,349		341,676
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(80,396)	261,280
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(190,000)	71,280
E102601.225	Loan Payment - Sewerage	OCM 02.24-16	Capital Expenses		25,403		96,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses			(45,000)	51,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		35,000		86,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		130,000		216,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		153,317		370,000
E033551.520	Transfer Interest From Muni To Reserve	OCM 02.24-16	Operating Expenses			(370,000)	0
E031020.356	Rate General Operating Expenses	OCM 03.24-08	Operating Expenses			(3,733)	(3,733)
				<b>18,884</b>	<b>5,070,035</b>	<b>(5,175,245)</b>	<b>(3,733)</b>

**KEY INFORMATION**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 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 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
Revenue from operating activities	\$	%				
Fees and charges	81,628	10.27%	▲ Higher than budgeted income in a number of areas. The main areas being Gym memberships, Community bus hire, Brookton Caravan Park, Standpipe usage & Private works			
Interest revenue	(175,250)	(33.94%)	▼		Budget amended due to higher than expected interest rates. Term deposit interest due June 2024. Budget profiling is the reason for the variance	
Other revenue	(1,549,318)	(83.37%)	▼		Variance due to DRFWA (Disaster Recovery Funding) not yet received	
Profit on disposal of assets	71,685	337.17%	▲	The variance relates to the profit on disposal of assets PTR4 \$2,989 & PT12 \$67,671 due to increased trade. The original budget indicated a loss PTR4 \$3,766 and PT12 \$34,922		
Expenditure from operating activities						
Employee costs	253,787	10.56%	▲	Variance due to a number of vacant positions throughout the year		
Materials and contracts	2,326,384	65.91%	▲ Main variance due to Flood damage Wandra budgeted for but not expensed			
Utility charges	29,850	13.51%	▲ There are a number of factors which relate to this variance with the main drivers being Street Lighting and Standpipe Water with the YTD expenditure below the initially allocated budget			
Finance costs	23,707	39.29%	▲	The variance relates to budget profiling as Effluent Loan 83 has not been drawn down		
Other expenditure	21,441	31.16%	▲ The variance relates to Members of Council payments less than YTD due to vacant positions and remaining funds for the Community Chest Fund			
Loss on disposal of assets	34,946	79.48%	▲	The variance relates to the budgeted loss on PT12 & PTR4 – YTD Actual profit \$70,660 and PU36 replacement being deferred		
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,787,725)	(52.56%)	▼		There are a number of factors which relate to this variance with the main drivers being the recognition of revenue under Accounting Standard AASB1058 and the decrease in grant funding in the current financial year for DFES West & East Brookton Shed, WBSF Stage 1 & 2 and LRCI Phase 3 & 4 due to terms outlined in grant funding agreements	
Proceeds from disposal of assets	63,181	31.69%	▲	The variance relates to the actual disposal of PT10, PTR4 & PT12 due to increased proceeds on trade		
Payments for inventories, property, plant and equipment and infrastructure	5,300,440	55.85%	▲	A number of variances relate to FY 23/24 Capital projects. Infrastructure - Brookton Railway station restoration, Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works		
Financing activities						
Proceeds from new debentures	(550,000)	(100.00%)	▼			The variance relates to the Effluent Scheme Upgrade loan. Will not be drawn FY23/24
Transfer from reserves	(3,950,890)	(26.05%)	▼		Completion of capital projects is ongoing. A portion of reserves was transferred from Reserves at the TDA maturity (20/12/2023) with the remainder to occur in June 2024, along with Budget profiling. An assessment will be completed in June 24 with a Budget Amendment for the transfers to and from Reserves to better reflect the revenue and expenditure	
Repayment of borrowings	22,845	13.08%	▲	The reason for this variance is due to the Effluent Loan not being drawn in 23/24		

**14.06.24.03 WRITE OFF SUNDRY DEBTOR INVOICE - DEBTOR 379**

<b>File No:</b>	FIN004A
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider writing off the sundry debtor invoices for the costs associated with cleaning of a Shire residence to Debtor 379 for \$1,346.85.

**Description of Proposal:**

Invoice 10062 relates to charges for a former Shire employee upon completion of his residential tenancy in a Council owned property.

The employee was employed with the Shire of Brookton from May 2018 until July 2023. The employee was provided subsidised accommodation at a Shire residence. Upon the employee's resignation the shire has invoiced \$1,346.85 for rental matters including:

- Replacement of air conditioning remote – \$35.60
- Carpet cleaning – \$58.53
- Cleaning – Labour – \$179.47
- Gardening Labour - \$1,553.25

Council has allocated \$480.00 received from a rent payment upon the employee's resignation.

In reviewing the write off this debt, Council should note that:

- the employee was seriously ill from February through to June 2023 prior to resignation, and the garden was likely to be unkept.
- There was a large amount of obsolete Shire furniture etc in the shed at the premises. This included materials that the employee may have used as part of his employment. The Chief Executive Officer advised the employee that the Shire would remove these materials.
- The employee advised that the property was in poor condition when he moved in and was in significantly improved condition when he left. A bond was not included in this residential tenancy agreement with the employee. Council has subsequently included bonds in residential tenancy agreements.

Measure to collect this debt will require additional resources. The Officer is of the opinion that these collection costs will make recovery uneconomical.

**Background:** Nil

**Consultation:**

Staff attempted to contact the employee without recent success.

**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.

**Relevant Plans and Policy:**

Council delegation 1.51 Write Off of Rates and Sundry Debts provides

The authority to write off debts in the following manner:

1. Where a Sundry Debtor invoice has:
  - a. a value of less than \$500;
  - b. has been outstanding for at least 90 days; and
  - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue debt recovery of that invoice.
2. Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off.

This debtor invoice does not meet the requirements of this delegation.

**Financial Implications:**

The Officer's Recommendation would write off the \$ 1,346.85.

**Risk Assessment:**

Under the Shire of Brookton's Risk Framework, not approving the Officer's Recommendation could possibly result in consequences of minor community concern over the writing off of this debt.

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

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

**Community & Strategic Objectives:** Nil

**Comment:** Nil.

**OFFICER'S RECOMMENDATION**

That Council authorises the write off from Debtor 379 of invoice 10062 for \$1,346.85.

*(Absolute majority vote required)*

**OCM 06.24-07**

**COUNCIL RESOLUTION**

**MOVED Cr Bell**

**SECONDED Cr de Lange**

***That Council authorises the write off from Debtor 379 of invoice 10062 for \$1,346.85.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

**14.06.24.04 WRITE OFF SUNDRY DEBTOR INVOICE - DEBTOR 448**

<b>File No:</b>	FIN004A
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider writing off the sundry debtor invoices for the costs relating to the impounding of cattle owned by Debtor 448 for \$1,341.70.

**Description of Proposal:**

In February 2022 Council invoiced Debtor 448 on invoice 8362 for \$2,376 relating to pound fees and sustenance associated with the impounding of straying cattle. After taking legal action Council received \$1,776 in November and December 2022.

Subsequent invoices 9448 and 9776 were issued by Council seeking to recover the costs of the debt recovery actions. Council's debt collection agency advises that further collection measures are uneconomic.

**Background:** Nil

**Consultation:**

Staff attempted to contact the property owner without recent success. The owner is believed to reside in the north west.

**Statutory Environment:**

Local Government Act 1995

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

- (2) 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.

**Relevant Plans and Policy:**

Council delegation 1.51 Write Off of Rates and Sundry Debts provides

The authority to write off debts in the following manner:

1. Where a Sundry Debtor invoice has:
  - a. a value of less than \$500;
  - b. has been outstanding for at least 90 days; and
  - c. in the Chief Executive Officer's opinion, will not be economically practical to pursue debt recovery of that invoice.



2. Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off.

This debtor invoice does not meet the requirements of this delegation.

#### **Financial Implications:**

The Officer's Recommendation would write off the \$1,341.70.

#### **Risk Assessment:**

Under the Shire of Brookton's Risk Framework, not approving the Officer's Recommendation could possibly result in consequences of minor community concern over the writing off of this debt.

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

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

**Community & Strategic Objectives:** Nil

**Comment:** Nil.

#### OFFICER'S RECOMMENDATION

That Council authorises the write off from Debtor 448 of

1. \$600 remaining from Invoice 8362;
2. \$710 from Invoice 9448 ; and
3. \$31.70 from Invoice 9776.

*(Absolute majority vote required)*

**COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Bell**

***That Council authorises the write off from Debtor 448 of***

- 1.     \$600 remaining from Invoice 8362;***
- 2.     \$710 from Invoice 9448 ; and***
- 3.     \$31.70 from Invoice 9776.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

**14.06.24.05 SHIRE OF BROOKTON DRAFT 2024/25 FEES AND CHARGES**

<b>File No:</b>	FIN006C
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Charlotte Cooke – Senior 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>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

Council is to consider the Shire of Brookton 2024/25 Draft Fees & Charges.

**Description of Proposal:**

Staff have completed a review of Annual Fees and Charges on the premise of a 3% (rounded) increase of fees and charges, which is consistent with the Shire of Brookton Strategic Resource Plan assumptions.

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

New Fees and Charges are as follows:

<b>SCHEDULE 05 - LAW, ORDER AND PUBLIC SAFETY</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Infringement of non-compliant Fire break		Statutory	Exempt-D81	\$250.00
<b>SCHEDULE 07 - HEALTH</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Food Business Notification Community Group or very low risk	One off events where there is food preparation or is to be considered to be low risk.	Council	\$7.27	\$80.00
Private event fee	Private function which is required to be assess under the Health (Public Buildings) Regulation 1992.	Council	\$20.00	\$220.00
Health Service Fee	Health Officer Services per hour.	Council	\$10.91	\$120.00
<b>SCHEDULE 10 - COMMUNITY AMENITIES</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Chronicle Submission	Submission of memorials uploaded and edited by shire staff.	Council	\$9.09	\$100.00
<b>SCHEDULE 11 - RECREATION AND CULTURE</b>	<b>Comment</b>	<b>Statutory/ Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Brookton Performing Arts Annual Fee		Council	\$18.18	\$200.00
Swimming Pool - Volleyball participation		Council		\$0.00
Swimming Pool - Australia Day Event Specific community event including		Council		\$0.00

Old Bowling Club, Old Tennis Courts & Mensshed - Community Group - Flat Daily Rate (6am to 12midnight)		Council	\$1.00	\$11.00
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Deleted Fees and charges are as follows:

<b>SCHEDULE 11 - RECREATION AND CULTURE</b>	<b>Comment</b>	<b>Statutory/Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Netball Club		Council	\$34.27	\$377.00
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>	<b>Comment</b>	<b>Statutory/Council</b>	<b>GST</b>	<b>24/25 Fee</b>
Community Resource Centre- Facebook Poster and Scheduled Post		Council	\$2.27	\$25.00
Community Resource Centre - Photo Paper 6x4		Council	\$0.09	\$1.00
Community Resource Centre - Scanning & email including Admin - Any Size - per page		Council	\$0.27	\$3.00
Community Resource Centre - Room Hire – with video conferencing 1 hour		Council	\$3.18	\$35.00
Community Resource Centre - Room Hire – with video conferencing Half day		Council	\$5.45	\$60.00
Community Resource Centre - Room Hire - with video conferencing Full day		Council	\$7.73	\$85.00
Community Resource Centre - VHS to DVD		Council	\$1.14	\$12.50
Caravan Park - Powered Site Per Van - Per Week		Council	\$17.73	\$195.00
Caravan Park - Unpowered Site Per Van - Per Week		Council	\$14.82	\$163.00
Caravan Park - Powered Site Per Van - Per Night - Concession Card Holder		Council	\$2.64	\$29.00
Caravan Park - Powered Site Per Van - Per Week - Concession Card Holder		Council	\$15.27	\$168.00
Caravan Park - Unpowered Site Per Van - Per Night - Concession Card Holder		Council	\$2.00	\$22.00
Caravan Park - Unpowered Site Per Van - Per Week - Concession Card Holder		Council	\$11.91	\$131.00
Caravan Park - Camping (grassed area) - Per Night - Concession Card Holder		Council	\$2.00	\$22.00

### **Background:**

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

### **Consultation:**

Consultation has occurred between relevant staff members, Chief Executive Officer, Senior Finance Officer and Manager Corporate & Community.

### **Statutory Environment:**

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

#### **6.16. Imposition of fees and charges**

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

*\* Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - (b) supplying a service or carrying out work at the request of a person;*
  - (c) subject to section 5.94, providing information from local government records;*
  - (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;*
  - (e) supplying goods;*
  - (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed\* during a financial year; and*
- (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

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

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods; and*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

- (a) under section 5.96; or*
- (b) under section 6.16(2)(d); or*
- (c) prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

- (4) *Regulations may —*

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
- (b) limit the amount of a fee or charge in prescribed circumstances.*

The recommendation that follows is consistent with the legislation requirements.

**Relevant Plans and Policy:**

Council “Policy 2.42 – Integrated Planning and Reporting (IPR) and Annual Budget Preparation is relevant to this report.

**Financial Implications:**

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

**Risk Assessment:**

The risk in relation to this matter is assessed as “Low” on the basis that if Council does not accept the 2024/25 Draft Fees and Charges, the organisation will have reduced income.

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

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

**Community & Strategic Objectives:**

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

**Comment:**

It is appropriate that Council gives consideration to the draft fees and charges for 2024/25 to allow the 2024/25 draft budget to be prepared.

**OFFICER’S RECOMMENDATION**

That Council, pursuant to sections 6.16 and 6.17 of the Local Government Act 1995, endorses the 2024/25 schedule of annual Fees and Charges as contained in Attachment 14.06.24.05A, noting the relevant legislative fees and charges may be amended upon gazettal.

*(Absolute majority vote required)*

**COUNCIL RESOLUTION**

**MOVED Cr Bell**

**SECONDED Cr de Lange**

*That Council, pursuant to sections 6.16 and 6.17 of the Local Government Act 1995, endorses the 2024/25 schedule of annual Fees and Charges as contained in Attachment 14.06.24.05A, noting the relevant legislative fees and charges may be amended upon gazettal.*

**CARRIED BY ABSOLUTE MAJORITY VOTE 5/0**

**For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis**

**Against: Nil**

**Attachments**

Attachment 14.06.24.05A - 2024/25 Fees and Charges.

## SHIRE OF BROOKTON FEES &amp; CHARGES 2024/25

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
		<b>Statutory Documents No GST</b>				
		<b>Other Charges Incl GST</b>				
<b>SCHEDULE 04 - GOVERNANCE</b>						
<b>PHOTOCOPYING FEES</b>						
I114010.139	C	Photocopying	Per A4 Sheet (Strictly Library Use Only)			<b>As per CRC Charges</b>
<b>OTHER ADMINISTRATION</b>						
I042010.139	C	Lost Keys	Per Key	\$63.64	\$6.36	<b>\$70.00</b>
<b>RATES &amp; PROPERTY</b>						
I031020.108	C	Rates Account Enquiry (Orders & Requisitions)	Per enquiry	\$154.55	\$15.45	<b>\$170.00</b>
Added to Assessment	C	Rates Special Arrangement Administration Fee	Per assessment	\$23.64	\$2.36	<b>\$26.00</b>
I031020.109	C	Debt Recovery - Debt Clearance Letter	Per enquiry	\$55.45	\$5.55	<b>\$61.00</b>
I042010.139	C	Rate Book (Printed or Electronic) * Before purchase a statutory declaration must be made stating that it will not be copied, used for any commercial purpose, and/or provided to any other person	Per roll	\$90.91	\$9.09	<b>\$100.00</b>
I031020.109	C	Certificate of Title Search Fee	Per enquiry		Yes	<b>At Cost</b>
<b>FREEDOM OF INFORMATION ACT 1992 CHARGES</b>						
		<b>Statutory – Freedom of Information Regulations 1993 Sch 1</b>				
I042010.139	S	Application Fee	Per application		Exempt- D81	<b>\$30.00</b>
I042010.139	S	Staff Time dealing with FOI application	Per Hour (pro rata)		Exempt- D81	<b>\$30.00</b>
I042010.139	S	Photocopying for FOI Applications	Per A4 page		Exempt- D81	<b>\$0.20</b>
I042010.139	S	Charge for delivery, packaging and postage	Per application		Exempt- D81	<b>Actual Cost</b>
		Council and Committee Meeting Agendas and Minutes	By email		N/A	<b>No Charge</b>
			Hard Copy at Council Meeting		N/A	<b>No Charge</b>
<b>SCHEDULE 05 - LAW, ORDER AND PUBLIC SAFETY</b>						
<b>Offences against the Bush fires Act (Bush Fire Act 1954)</b>						
I051010.118	S	Infringement of non compliant Fire break			Exempt- D81	<b>\$250.00</b>
I051010.118	C	Installation of Fire Break	Cost Recovery		GST Included	<b>Cost Recovery</b>
I051010.118	C	Hazard Reduction Burns	Per Hour	\$178.18	17.82	<b>\$196.00</b>
<b>ANIMAL CONTROL</b>						



Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
<b>DOG REGISTRATION LICENSE FEES</b>						
<b>All registrations expire on 31 October each year</b>						
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>	1 year Registrations paid after 31 May each year are discounted by 50%			
I052010.111	S	Unsterilised Dog	1 year		Exempt- D81	<b>\$50.00</b>
I052010.111	S		3 Year		Exempt- D81	<b>\$120.00</b>
I052010.111	S		For Life		Exempt- D81	<b>\$250.00</b>
I052010.111	S	Sterilised Dog	1 year		Exempt- D81	<b>\$20.00</b>
I052010.111	S		3 Year		Exempt- D81	<b>\$42.50</b>
I052010.111	S		For Life		Exempt- D81	<b>\$100.00</b>
I052010.111	S	Working Dogs (droving or caring for stock)	1 year, 3 year or For Life		Exempt- D82 81	<b>25% (of the fee that would otherwise be payable) of Full Registration</b>
I052010.111	S	Dog Registration Concessions: Pensioner Concession Card Holders - Unsterilised - Half Fee			Exempt- D81	<b>Entitled to a discount of 50% of registration fees</b>
I052010.111	S	Dog Registration Concessions: Pensioner Concession Card Holders 24/25 Spay it Forward pet desexing program - Sterilised Dog	For Life		N/A	<b>\$0.00</b>
I052010.111	S	Application to keep more than 2 dogs			Exempt- D81	<b>\$124.00</b>
<b>DOG IMPOUND FEES</b>						
		<b>Statutory – Dog Act 1976 - Dog Regulations 2013</b>				
I052010.117	C	- seizure and impounding of dog		\$100.91	\$10.09	<b>\$111.00</b>
I052010.117	C	- maintenance of dog in pound	Per day of part thereof - weekday	\$41.82	\$4.18	<b>\$46.00</b>
I052010.117	C		Per day of part thereof - weekend	\$130.91	\$13.09	<b>\$144.00</b>
I052010.117	C	- destruction of dog		\$120.91	\$12.09	<b>\$133.00</b>
		(Dogs will not be released from the pound unless licence and pound fees paid)				
I052010.117	C	- Surrender of Dog				<b>NIL</b>
I052010.111	S	Kennel Fees (as per s27 of the Dog Act)	Per Establishment	Exempt- D81		<b>\$200.00</b>
I052010.117	S	Modified Penalties as per Shire of Brookton Dogs Local Law 2001	Penalties listed individually	Exempt- D81		
<b>CAT REGISTRATION FEES</b>						
		<b>Statutory - Cat Act 2011- Cat Regulations 2012</b>	<b>All Cats Must be Sterilised (except breeding cats)</b>	<b>No refund for death of cat for any time period</b>		
I052010.111	S	Cat - Sterilised	1 year	Exempt- D81		<b>\$20.00</b>
I052010.111	S		3 Year	Exempt- D81		<b>\$42.50</b>
I052010.111	S		For Life	Exempt- D81		<b>\$100.00</b>

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I052010.111	S	Approval to Breed Cats	Per breeding cat (male or female)	Exempt- D81		\$100.00
		Cat Registrations: Pensioner (Holding concession card)	Entitled to a discount of 50% of registration fees			
I052010.111	S	Registration after 31 May in any year, for that registration year		Exempt- D81		50% of fee payable otherwise
I052010.111	S	Cat Registration Concessions: Pensioner Concession Card Holders 24/25 Spay it Forward pet desexing program - Sterilised Cat	For Life	\$0.00	Nil	\$0.00
I052010.111	S	Annual registration for approval or renewal of approval to breed cats (per cat)		Exempt- D81		\$100.00
SCHEDULE 07 - Health						
Statutory - Food Act 2008, Food Regulations 2009						
I072010.139	C	Food Business/Premises - Registration (Food Act s.140)	Per Registration	\$127.27	\$12.73	\$140.00
I072010.139	C	Food Business Notification Community Group or very low risk	One off fee	\$72.73	\$7.27	\$80.00
I072010.139	C	Food Inspections - Annual Fee	Annual Fee	\$113.64	\$11.36	\$125.00
I072010.139	C	Lodging House Registration Fee	Per Registration	\$200.91	\$20.09	\$221.00
I072010.139	C	Lodging House Inspection Fee	Annual Fee	\$122.73	\$12.27	\$135.00
I072010.139	C	Skin Penetration/Tattoo Establishment Registration Fees	Per Registration	\$255.45	\$25.55	\$281.00
I072010.139	C	Skin Penetration/Tattoo Establishment Annual Inspection Fees	Annual Fee	\$200.91	\$20.09	\$221.00
I072010.139	C	Piggery Registration Fee	Per Registration	\$255.45	\$25.55	\$281.00
I072010.139	C	Piggery Annual Inspection Fee	Annual Fee	\$200.91	\$20.09	\$221.00
I072010.139	C	Offensive Trade Registration Fee	Per Registration	\$305.45	\$30.55	\$336.00
I072010.139	C	Offensive Trade Annual Inspection Fee	Annual Fee	\$255.45	\$25.55	\$281.00
I072010.139	C	Street Trading Fee	Per Day	\$10.91	\$1.09	\$12.00
I072010.139	C	Street Trading Fee	Annual Fee	\$272.73	\$27.27	\$300.00
I072010.139	C	Private event fee	Per event	\$200.00	\$20.00	\$220.00
I072010.139	C	Health Service Fee	Quote or cost / hr	\$109.09	\$10.91	\$120.00
SCHEDULE 09 - Housing						
		Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2				
I091010.126	C	Private Rental of Shire Housing	Per Market Rental			Market Rental
SUNDRY DEBTORS	C	Building Maintenance Fee *	Per Hour Plus Materials @ Cost	\$91.80	\$9.18	\$101.00
		*(Private works for community groups, not for profit organisations and Shire service providers)				
SCHEDULE 10 - COMMUNITY AMENITIES						

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
<b>TOWN PLANNING</b>						
		Fees for planning services - refer to Planning and Development Regulations 2009				
I104010.129	S	Determination of Development Application	< or = \$49,999 value			<b>\$147.00</b>
I104010.129	S		>\$50,000 and < or = \$499,999			<b>0.32% of estimated development cost</b>
I104010.129	S		>\$500,000 and < or = \$2.49M		Exempt- D81	<b>\$1,700.00 + 0.257% for every \$1 &gt;\$500,001</b>
I104010.129	S		>\$2.5M and <\$4.99M		Exempt- D81	<b>\$7,161.00 + 0.206% for every \$1 &gt;\$2.5M</b>
I104010.129	S		>\$5M and < or = \$21.49M		Exempt- D81	<b>\$12,633.00 + 0.123% for every \$1 &gt;\$5M</b>
I104010.129	S		>\$21.5M		Exempt- D81	<b>\$34186.00</b>
I104010.129	S	Determination of Development Application where the development has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
I104010.129	S	Determination of an Extractive Industry Application			Exempt- D81	<b>\$739.00</b>
I104010.129	S	Determination of an Extractive Industry Application where the development has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
I104010.129	S	Provision of a Subdivision Clearance	< or = 5 lots		Exempt- D81	<b>\$73.00 per lot</b>
I104010.129			> 5 lots and < or = 195 lots		Exempt- D81	<b>\$73.00 per lot for first 5 lots then \$35.00 per lot</b>
I104010.129	S		> 195 lots		Exempt- D81	<b>\$7393.00</b>
I104010.129	S	Application for Approval of Home Occupation	Initial Fee		Exempt- D81	<b>\$222.00</b>
I104010.129	S		Renewal Fee		Exempt- D81	<b>\$73.00</b>
I104010.129	S	Application for Approval of Home Occupation where home occupation has commenced	Initial Fee		Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
I104010.129	S		Renewal Fee		Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring			Exempt- D81	<b>\$295.00</b>
I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out			Exempt- D81	<b>Applicable fee plus an additional penalty that is twice the applicable fee</b>
I104010.129	S	Issue of Zoning Certificate			Exempt- D81	<b>\$73.00</b>
I104010.129	S	Reply to Property Settlement Questionnaire			Exempt- D81	<b>\$73.00</b>
I104010.129	S	Issue of Written Planning Advice			Exempt- D81	<b>\$73.00</b>
I104010.129	C	Local Planning scheme amendment proposals and structure plans	Basic	\$2700.00	\$270.00	<b>\$2970.00</b>
I104010.129	C		Standard	\$3500.00	\$350.00	<b>\$3850.00</b>
I104010.129	C		Complex	\$5500.00	\$550.00	<b>\$6050.00</b>
I104010.129	C	Extractive Industry Licence	Initial Application		Exempt- D81	<b>\$525.00</b>
I104010.129	C		Renewal Application		Exempt- D81	<b>\$267.00</b>
I104010.129	C		Annual Fee		Exempt- D81	<b>\$136.00</b>
I104010.129	C	Permanent Road Closure Process	Per Closure Process	\$260.00	\$26.00	<b>\$286.00</b>
I104010.129	C	Printing of Building/Planning documents		\$18.25	\$1.83	<b>\$20.08</b>
<b>CEMETERY</b>						

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I105010.115	C	Funeral Director's Licence (Annual)			Exempt- D81	\$116.00
I105010.115	C	Single funeral permit			Exempt- D81	\$84.00
I105010.115	C	Application for Monumental Mason's Licence			Exempt- D81	\$84.00
I105010.115	C	Interment	Monday to Friday	\$820.91	\$82.09	\$903.00
I105010.115	C		Weekend/Public Holidays/RDOs	\$1235.45	\$123.55	\$1359.00
I105010.115	C	Re-opening Grave with a Headstone (over and above interment charge) Note: headstones & Monuments MUST be removed before grave re-opening.	Council will not remove headstones/monuments.	\$513.64	\$51.36	\$565.00
I105010.115	C	Interment of Ashes in Grave (over and above re-opening grave with headstone)		\$165.45	\$16.55	\$182.00
I105010.115	C	Purchase of Grant of Right of Burial	Valid for 25 years	\$165.45	\$16.55	\$182.00
I105010.115	C	Permission to Erect headstone		\$92.73	\$9.27	\$102.00
I105010.115	C	Exhumation fee		\$513.64	\$51.36	\$565.00
I105010.115	C	Application for Pre-Need Grant Right of Burial	Valid for 25 years	\$165.45	\$16.55	\$182.00
		<b>Niche Wall</b>				
I105010.115	C	Interment - single compartment		\$164.55	\$16.45	\$181.00
I105010.115	C	Interment - double compartment (1st Interment)		\$319.09	\$31.91	\$351.00
I105010.115	C	Interment - double compartment (2nd Interment)		\$162.73	\$16.27	\$179.00
I105010.115	C	Ashes removal - exhumation		\$162.73	\$16.27	\$179.00
I105010.115	C	Reservation of Niche	Valid for 25 years	\$162.73	\$16.27	\$179.00
I105010.116	C	Chronicle		\$90.91	\$9.09	\$100.00
<b>REFUSE/RUBBISH DISPOSAL</b>						
I101010.120	C	Replacement Bin			GST Included	At cost
I101010.120	C	General Waste	Per tonne	\$34.55	\$3.45	\$38.00
I101010.120	C	Green Waste	Per tonne	\$34.55	\$3.45	\$38.00
I101010.120	C	Asbestos burial	Per tonne	\$82.73	\$8.27	\$91.00
I101010.120	C	Asbestos burial	Minimum disposal cost	\$82.73	\$8.27	\$91.00
I101010.120	C	Building rubble	Per tonne	\$34.55	\$3.45	\$38.00
I101010.120	C	Car bodies	Each	\$34.55	\$3.45	\$38.00
		Uncontaminated sand or fill				No Charge
I101010.120	C	Disposal of septic waste (from within SoB boundaries)	Per 2000 litres or part thereof	\$70.91	\$7.09	\$78.00
I101010.120	C	Disposal of septic waste (from outside of SoB boundaries)	Per 2000 litres or part thereof	\$302.73	\$30.27	\$333.00
I101010.120	C	Contractor/Commercial/Government Agencies	Per m <sup>3</sup>	\$60.91	\$6.09	\$67.00

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I101010.120	C	Contractor/Commercial/Government Agencies	Per tonne	\$60.91	\$6.09	\$67.00
I101010.120	C	Tip Access outside of opening hours (24 hrs notice)	Per Hour (min charge 1 hour)	\$111.82	\$11.18	\$123.00
I101010.120	C	Trailer Mounted Skip Bin (for events)	Per Collection	\$25.45	\$2.55	\$28.00
I101010.120	C	Cardboard Recycle Bins	Per Collection	\$111.82	\$11.18	\$123.00
I101010.120	C	Townsite Residential Bulk Rubbish Pickup Service		\$54.55	\$5.45	\$60.00
Rates	C	Rubbish Service Charge		\$370.91	\$37.09	\$408.00
Rates	C	Refuse Site Rate - UV		\$60.00	\$6.00	\$66.00
Rates	C	Refuse Site Rate - GRV		\$60.00	\$6.00	\$66.00
<b>SCHEDULE 11 - RECREATION AND CULTURE</b>						
<b>PUBLIC BUILDING HIRE FEES - Per Council Policy 2.25 Hall Hire &amp; 2.24 Fees and Charges for Community Facilities and Active Reserves</b>						
<p><b>Commercial</b> - are activities run by private companies - this includes CBH, Silverchain and Baptistcare (includes MRWA, Wheatbelt Dev Comm, the School/Education Department etc)</p> <p><b>Private Functions</b> - are functions organised by individuals - birthday parties, funerals etc.</p> <p><b>Community Groups</b> - are groups that are run by volunteer committees .</p>						
		<b>Bonds (Refundable)</b>				
I013010.134	C	Bond - No Alcohol		\$250.00	N	\$250.00
I013010.134	C	Bond - With Alcohol		\$500.00	N	\$500.00
I111011.116	C	Clean/Damage Cost Recovery (per Policy 2.25)	At cost plus 15% admin fee		GST Included	Per Council policy
		<b>MEMORIAL HALL</b>				
		<b>Entire Facility</b>				
I111011.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$255.45	\$25.55	\$281.00
I111011.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$152.73	\$15.27	\$168.00
I111011.116	C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$23.64	\$2.36	\$26.00
I111011.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$39.09	\$3.91	\$43.00
I111011.116	C	Community Group	Flat Hourly Rate	\$6.36	\$0.64	\$7.00
I111011.116	C	Brookton performing Arts Annual Fee	Per Annum	\$181.82	\$18.18	\$200.00
		Brookton Performing Arts Annual Fee Include:	Provided that;			
		1. The use of the Memorial Hall for rehearsals;	1. Bookings are made for every use;			
		2. Three (3) function hires (full facility) which would include productions/performances.	2. The buildings and facilities are left clean as per the Conditions of Use; and			

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
		<b>OLD BOWLING CLUB, OLD TENNIS COURTS &amp; MENSSHED</b>				
I111011.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$10.00	\$1.00	<b>\$11.00</b>
		<b>WB EVA PAVILION</b>				
		<b>Entire Facility (Excluding the Gymnasium)</b>				
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$324.55	\$32.45	<b>\$357.00</b>
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$161.82	\$16.18	<b>\$178.00</b>
I111011.116	C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$23.64	\$2.36	<b>\$26.00</b>
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$59.09	\$5.91	<b>\$65.00</b>
I111012.116	C	Community Group	Flat Hourly Rate	\$10.91	\$1.09	<b>\$12.00</b>
		<b>Community Room (Northern end of Pavilion) - Shared Use of Kitchen</b>				
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$118.18	\$11.82	<b>\$130.00</b>
I111012.116	C	Commercial/State Government & Other Agencies	Flat Hourly Rate	\$25.45	\$2.55	<b>\$28.00</b>
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$54.55	\$5.45	<b>\$60.00</b>
I111012.116	C	Private Function	Flat Hourly Rate	\$12.73	\$1.27	<b>\$14.00</b>
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$20.91	\$2.09	<b>\$23.00</b>
I111012.116	C	Community Group	Flat Hourly Rate	\$4.55	\$0.45	<b>\$5.00</b>
		<b>RECREATION GROUND OVAL</b>		\$0.00	\$0.00	<b>\$0.00</b>
I113010.116	C	Hire of Oval per day (up to 24hrs)	Flat Daily Rate	\$137.27	\$13.73	<b>\$151.00</b>
I113010.116	C	Hire of Oval per hour	Flat Hourly Rate	\$32.73	\$3.27	<b>\$36.00</b>
		<b>Bond (refundable)</b>				
I113010.134	C	Gym Key Bond		\$63.64	\$6.36	<b>\$70.00</b>
		<b>Adult</b>				
I113010.139	C	Adult Membership - 3 Month	\$30.00 per month	\$89.09	\$8.91	<b>\$98.00</b>
I113010.139	C	Adult Membership - 6 Month	\$26.66 per month	\$157.27	\$15.73	<b>\$173.00</b>
I113010.139	C	Adult Membership - 1 Year	\$20.00 per month	\$236.36	\$23.64	<b>\$260.00</b>
		<b>Junior (Under the age of 18 but over the age of 12 years)</b>				
I113010.139	C	Junior Membership - 3 Month	50% of Adult Fee	\$44.55	\$4.45	<b>\$49.00</b>

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I113010.139	C	Junior Membership - 6 Month	50% of Adult Fee	\$79.09	\$7.91	<b>\$87.00</b>
I113010.139	C	Junior Membership - 1 Year	50% of Adult Fee	\$118.18	\$11.82	<b>\$130.00</b>
		<b>Seniors - Concession Card Holders</b>		\$0.00	\$0.00	<b>\$0.00</b>
I113010.139	C	Concession Membership - 3 Months	50% of Adult Fee	\$43.64	\$4.36	<b>\$48.00</b>
I113010.139	C	Concession Membership - 6 Months	50% of Adult Fee	\$79.09	\$7.91	<b>\$87.00</b>
I113010.139	C	Concession Membership - 1 Year	50% of Adult Fee	\$118.18	\$11.82	<b>\$130.00</b>
		<b>Group Fees:</b>				
I113010.139	C	Commercial Activities/State Government & Other Agencies	Per Session *	\$26.36	\$2.64	<b>\$29.00</b>
		* Session is any period up to 1.5 hours; run by a qualified instructor, and not more than one session allowed between 5.00pm and 9.00pm per day.				
		<b>COMMUNITY GROUP CONTRIBUTIONS</b>				
I113010.124	C	Football Club	Per Annum	\$1410.91	\$141.09	<b>\$1552.00</b>
I113010.124	C	Cricket Club	Per Annum	\$746.36	\$74.64	<b>\$821.00</b>
I113010.124	C	Hockey Club	Per Annum	\$746.36	\$74.64	<b>\$821.00</b>
I113010.124	C	Mixed Night Netball (per Session)	Per Session	\$37.27	\$3.73	<b>\$41.00</b>
I113010.124	C	Tennis Club	Per Annum	\$1426.36	\$142.64	<b>\$1569.00</b>
		<b>Sporting Club Fees Include:</b>	Provided that;			
		1. The use of the Oval/Courts for home game fixture;	1. Bookings are made for every use;			
		2. The use of the change rooms for training nights and home game fixtures;	2. The buildings and facilities are left clean as per the Conditions of Use, including playing surfaces; and			
		3. The use of the facilities for home game fixture;	3. That all damage or faults are reported.			
		4. Three (3) free additional function hires which includes wind-ups or meetings.				
		* Playgroup hire fees include Pavilion use only (not Oval/Courts/Change rooms etc)				
<b>COMMUNITY BUS HIRE</b>						
I113010.113	C	Full Hire *	Per Km	\$0.91	\$0.09	<b>\$1.00</b>
I113010.113	C	Minimum Hire *	Minimum	\$40.91	\$4.09	<b>\$45.00</b>
I113010.113	C	Cleaning Charges	Per 15 minutes or part thereof	\$22.73	\$2.27	<b>\$25.00</b>
I113010.113	C	<b>Minimum Cleaning Charge</b>	Minimum	\$49.09	\$4.91	<b>\$54.00</b>
I113010.113	C	Trailer Hire (per use)		\$40.00	\$4.00	<b>\$44.00</b>
		* Vehicle is provided with a full tank of fuel and must be returned in the same condition.				

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I043010.134	C	Bond (refundable)			Exempt	\$350.00
<b>SWIMMING POOL</b>						
		<b>Entrance Fees</b>				
I112010.128	C	Children (aged 5-17)	Per person	\$2.73	\$0.27	\$3.00
I112010.128	C	Seniors - Concession Card Holder	Per person	\$1.82	\$0.18	\$2.00
I112010.128	C	Adults (18+ years)	Per person	\$3.64	\$0.36	\$4.00
I112010.128	C	Spectators/ Volleyball participation				Free
		<b>Season Tickets</b>				
I112010.128	C	Single		\$45.45	\$4.55	\$50.00
I112010.128	C	Family		\$136.36	\$13.64	\$150.00
		<b>Free Entry;</b>				
		- Australia Day Event - Specific community event included				Free
<b>LIBRARY FEES</b>						
I114010.139	C	Replacement of membership card		\$5.45	\$0.55	\$6.00
I114010.139	C	Lost/Damaged item				Cost + 20%
I114010.139	C	Late Fee / Fines	(Max. charge \$2.00)			25c per day
<b>SCHEDULE 13 - ECONOMIC SERVICES</b>						
<b>BUILDING FEES</b>						
<b>Statutory - Building Services (Complaint Resolution and Administration) Act 2011 &amp; Regulations 2012</b>						
I134010.112	S	Certified applications for a Building Permit Class 1 & 10	Minimum Fee \$110	Exempt- D81		0.19% of Cost of Construction
I134010.112	S	Certified applications for a Building Permit Class 2 to 9	Minimum Fee \$110	Exempt- D81		0.09% of Cost of Construction
I134010.112	S	Uncertified Building Application	Minimum Fee \$110	Exempt- D81		0.32% of Cost of Construction
I134010.112	S	Application for a Demolition Permit Class 1 & 10	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for a Demolition Permit Class 2 to 9	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application to extend Building or Demolition permit per storey	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for an Occupancy Permit - completed building	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for a Temporary Occupancy Permit - incomplete building	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for an Occupancy Permit for a permanent change of the building use classification	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for a Occupancy Permit or Building Approval Certificate for registration of Strata Scheme, plan of re-subdivision	Based on number of units. Minimum Charge \$107.70	Exempt- D81		\$11.60 for each strata unit.



Account Code	Statutory / Council	Particulars	Unit	2024/25	GST	2024/25
I134010.112	S	Application for an Occupancy Permit - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		<b>0.18% of Cost of Construction</b>
I134010.112	S	Application for a Building Approval Certificate - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		<b>0.38% of Cost of Construction</b>
I134010.112	S	Application to replace an Occupancy Permit for an existing building		Exempt- D81		<b>\$110.00</b>
I134010.112	S	Application for a Building Approval Certificate for an existing building - authorised building work		Exempt- D81		<b>\$110.00</b>
I134010.112	S	Application to extend the time which an Occupancy Permit of Building Approval Certificate has effect		Exempt- D81		<b>\$110.00</b>
I134010.112	S	Amendment of Building Permits		Exempt- D81		<b>\$110.00</b>
		<b>Building Services Levy</b>				
OL01258	S	Building Permit or Demolition Permit > or = \$45,000		Exempt- D81		<b>0.137% of value of the work</b>
OL01258	S	Building Permit or Demolition Permit < \$45,000		Exempt- D81		<b>\$61.65</b>
OL01258	S	Occupancy Permit		Exempt- D81		<b>\$61.65</b>
OL01258	S	Building Approval Certificate		Exempt- D81		<b>\$40.50</b>
OL01258	S	Unauthorised Building Work > or = \$45,000		Exempt- D81		<b>0.274% of value of the work</b>
OL01258	S	Unauthorised Building Work <\$45,000		Exempt- D81		<b>\$123.30</b>
OL01258	S	BCITF Fee - all building permits > or = \$20,000		Exempt- D81		<b>0.2% Cost of Construction (incl GST)</b>
I134010.139	S	Mandatory Private Swimming pool inspection fee	Inspected every 4 years/Max Fee \$58.45 - Inspection cost is invoiced annually	Exempt- D81		<b>\$58.45</b>
<b>TOWN PLANNING FEES</b>						
I122030.160	C	Rural Street Address	Application Fee	\$196.36	\$19.64	<b>\$216.00</b>
<b>CARAVAN PARK</b>						
I132010.114	S	Application for grant or renewal of licence	Application Fee	\$181.82	\$18.18	<b>\$200.00</b>
		<b>Powered Site Per Van</b>				
I132010.114	C	Per Night	Nightly	\$30.00	\$3.00	<b>\$33.00</b>
I132010.114	C	Caravan Club - powered site - per van	Per Night	\$27.27	\$2.73	<b>\$30.00</b>
		<b>Unpowered Site Per Van</b>				
I132010.114	C	Per Night	Nightly	\$25.45	\$2.55	<b>\$28.00</b>
I132010.114	C	Caravan Club - unpowered site - per van	Per Night	\$20.91	\$2.09	<b>\$23.00</b>
		<b>Camping (grassed area)</b>				
I132010.114	C	Per Night	Nightly	\$21.82	\$2.18	<b>\$24.00</b>
I132010.114	C	Shower usage only	Per shower	\$10.91	\$1.09	<b>\$12.00</b>
I132010.114	C	Washing machine	Per use	\$3.64	\$0.36	<b>\$4.00</b>

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
I132010.114	C	Dryer	Per use	\$5.45	\$0.55	\$6.00
The maximum permitted stay in the Brookton Caravan Park bays is 28 days. Any stay longer than 28 days is to seek permission in writing from the Chief Executive Officer. The Chief Executive Officer has the authority to accept or reject a stay up to a maximum of 3 months.						
		<b>Chalets</b>				
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Night	\$181.82	\$18.18	\$200.00
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Week	\$1090.91	\$109.09	\$1200.00
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Night	\$191.82	\$19.18	\$211.00
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Week	\$1150.91	\$115.09	\$1266.00
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Night	\$132.73	\$13.27	\$146.00
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Week	\$796.36	\$79.64	\$876.00
I132010.114	C	Replacement Key	Per Key	\$30.91	\$3.09	\$34.00
I132010.114	C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Minimum Charge	\$50.00	\$5.00	\$55.00
I132010.114	C		Per 15 minutes or part thereof	\$22.73	\$2.27	\$25.00
I132010.114	C	Caravan Park - Chalet items: broken/damaged/replacement				Cost plus 20%
I132010.114	C	After hours call out fee (lost key etc.)		\$89.09	\$8.91	\$98.00
I132010.114	C	Caravan Park - Cancellation Fees - Chalets (24 hours notice to be given to avoid fee)	1 Nights accommodation costs			1 Nights accommodation cost
		Note: Caravan Park Bookings (Chalets) must be paid in FULL prior to arrival				
<b>STANDPIPE WATER</b>						
I136010.127	C	Standpipe Water - 50mm Commercial Standpipe (high flow)	Per kilolitre		GST Free	\$16.00
I136010.127	C	Standpipe Water - Happy Valley Bore Field- non-potable water	Per kilolitre	\$9.09	\$0.91	\$10.00
<b>COMMUNITY RESOURCE CENTRE</b>						
<b>Advertising Rates - Telegraph - All fees charged are valid per financial year</b>						
GR0005.191	C	B&W	Full Page	\$37.27	\$3.73	\$41.00
GR0005.191	C		Half page	\$23.64	\$2.36	\$26.00
GR0005.191	C		Quarter page	\$13.64	\$1.36	\$15.00
GR0005.191	C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages B&W	\$47.27	\$4.73	\$52.00
GR0005.191	C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages Colour	\$93.64	\$9.36	\$103.00
GR0005.191	C	Colour advertising (any size)	Any size	\$70.00	\$7.00	\$77.00
GR0005.191	C		Community Group	\$41.82	\$4.18	\$46.00
GR0005.191	C	Club Notes	Max 2 Pages B&W	\$0.00	\$0.00	\$0.00

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
GR0005.191	C	B & W Business Card (financial year)	6 Months, 12 Editions	\$40.00	\$4.00	\$44.00
GR0005.191	C	B & W Business Card (financial year)	Single entry	\$4.55	\$0.45	\$5.00
GR0005.191	C	Brookton Telegraph - Tradies 1/4 page advertising (24 editions - financial year)	Each	\$322.73	\$32.27	\$355.00
GR0005.191	C	Yearly Subscription	Includes P&H	\$102.73	\$10.27	\$113.00
GR0005.191	C	Brookton Telegraph	Each	\$0.91	\$0.09	\$1.00
GR0005.191	C	Brookton Telegraph - Wholesale	Each	\$0.91	\$0.09	\$1.00
GR0005.191	C	Telegraph - Gold Tier Sponsor (financial year) • Front cover banner per edition • 1 x A4 colour page per edition • 1 x b/w A4 page per edition • 24 hard copy editions per year	Per Financial year	\$2245.45	\$224.55	\$2470.00
GR0005.191	C	Telegraph - Silver Tier Sponsorship (financial year) • Includes 1 x b/w A4 page per edition • 24 x colour logo on back page (in colour) • 24 trades and business page quarter page • 24 hard copy editions per year.	Per Financial year	\$1263.64	\$126.36	\$1390.00
GR0005.191	C	Telegraph - Bronze Tier Sponsorship (financial year) • 24 b/w 1/2 page per edition • 24 business cards	Per Financial year	\$487.27	\$48.73	\$536.00
GR0005.191		<b>Printing &amp; Administration Services</b>				
GR0005.191	C	B&W Single Sided	A4	\$0.45	\$0.05	\$0.50
GR0005.191	C		A3	\$0.91	\$0.09	\$1.00
GR0005.191	C	B&W Double Sided	A4	\$0.91	\$0.09	\$1.00
GR0005.191	C		A3	\$1.82	\$0.18	\$2.00
GR0005.191	C	Colour Single Sided	A4	\$0.91	\$0.09	\$1.00
GR0005.191	C		A3	\$1.82	\$0.18	\$2.00
GR0005.191	C	Colour Double Sided	A4	\$1.82	\$0.18	\$2.00
GR0005.191	C		A3	\$2.73	\$0.27	\$3.00
GR0005.191	C	Laminating	A4	\$2.73	\$0.27	\$3.00
GR0005.191	C	Laminating	A3	\$3.64	\$0.36	\$4.00
GR0005.191	C	Binding	Small (1-20pages)	\$7.27	\$0.73	\$8.00
GR0005.191	C	Binding	Large (20+ pages)	\$11.82	\$1.18	\$13.00
GR0005.191	C	Folding Machine	100 pages	\$14.09	\$1.41	\$15.50
GR0005.191	C	Community Directory	A4	\$9.09	\$0.91	\$10.00
GR0005.191	C	Directory Advert/Sponsorship	A4 Full Colour Page	\$234.55	\$23.45	\$258.00
GR0005.191	C	Directory Advert/Sponsorship	1/2 Page Full Colour Page	\$121.82	\$12.18	\$134.00

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
GR0005.191	C	Directory General Business Listing	N/A	\$47.27	\$4.73	\$52.00
GR0005.191	C	Directory Club /Special Interest/Community Group	1/4 Page Feature	\$47.27	\$4.73	\$52.00
GR0005.191	C	Scanning & email	Any size - per page	\$1.82	\$0.18	\$2.00
GR0005.191	C	Scanning extra page	Any size - per page	\$0.18	\$0.02	\$0.20
GR0005.191	C	Secretarial Services	P/hour	\$23.64	\$2.36	\$26.00
GR0005.191	C	Secretarial Services	P/30 Min	\$13.64	\$1.36	\$15.00
GR0005.191	C	Secretarial Services	P/15 Min	\$9.09	\$0.91	\$10.00
GR0005.191	C	Secretarial Services	Under 15 Min	\$4.55	\$0.45	\$5.00
GR0005.191	C	OTMS - Old Time Motor Show	Printed materials (colour and black and white) and advertising on Facebook	\$2340.91	\$234.09	\$2575.00
		<b>Room Hire</b>				
GR0005.191	C	Room	1 Hour	\$23.64	\$2.36	\$26.00
GR0005.191	C		Half Day	\$47.27	\$4.73	\$52.00
GR0005.191	C		Full Day	\$70.91	\$7.09	\$78.00
		<b>Exam Facilitation</b>				
GR0005.191	C	Exam room hire	Per hour	\$47.27	\$4.73	\$52.00
GR0005.191	C	Exam Invigilation	Per hour	\$47.27	\$4.73	\$52.00
		<b>Equipment Hire</b>				
GR0005.191	C	Projector & Screen		\$47.27	\$4.73	\$52.00
GR0005.191	C	PA System		\$19.09	\$1.91	\$21.00
GR0005.191	C	Whiteboard		\$19.09	\$1.91	\$21.00
		<b>Courses</b>				
GR0005.191	C	Community Events, Training & Programs				At cost +20%
<b>SCHEDULE 14 - OTHER PROPERTY AND SERVICES</b>						
<b>PLANT HIRE (Per Hour - Ex Yard)</b>						
<b>NB:</b>						
<b>1.All plant is to be operated by Shire Staff - Dry hire is not available for private works.</b>						
<b>2.Shire Staff may dry hire (for personal use only) plant at a 40% discount in lieu of labour component, subject to having adequate qualifications/certification to operate the respective plant or equipment.</b>						
SUNDRY DEBTOR	C	Front End Loader	Weekday	\$173.64	\$17.36	\$191.00
SUNDRY DEBTOR	C	Grader	Weekday	\$213.64	\$21.36	\$235.00
SUNDRY DEBTOR	C	Multi Tyred Roller	Weekday	\$206.36	\$20.64	\$227.00

Account Code	Statutory/ Council	Particulars	Unit	2024/25	GST	2024/25
SUNDRY DEBTOR	C	Backhoe	Weekday	\$196.36	\$19.64	<b>\$216.00</b>
SUNDRY DEBTOR	C	Tip Truck (Canter)	Weekday	\$190.00	\$19.00	<b>\$209.00</b>
SUNDRY DEBTOR	C	Tip Truck (Tandem)	Weekday	\$220.00	\$22.00	<b>\$242.00</b>
SUNDRY DEBTOR	C	Bobcat	Weekday	\$133.64	\$13.36	<b>\$147.00</b>
SUNDRY DEBTOR	C	Utility	Weekday	\$190.00	\$19.00	<b>\$209.00</b>
SUNDRY DEBTOR	C	Tree Planter	Weekday	\$51.82	\$5.18	<b>\$57.00</b>
SUNDRY DEBTOR	C	Cub Cadet Slasher	Weekday	\$127.27	\$12.73	<b>\$140.00</b>
SUNDRY DEBTOR	C	Labourer	Weekday	\$91.82	\$9.18	<b>\$101.00</b>
SUNDRY DEBTOR	C	Water Truck	Weekday	\$190.00	\$19.00	<b>\$209.00</b>
SUNDRY DEBTOR	C	Street Sweeper Tow Behind	Weekday	\$51.82	\$5.18	<b>\$57.00</b>
SUNDRY DEBTOR	C	Toro - Mower	Weekday	\$133.64	\$13.36	<b>\$147.00</b>
SUNDRY DEBTOR	C	Plant items Wet hire	Weekend			<b>Cost plus 20%</b>
<b>PURCHASE OF MATERIALS</b>						
SUNDRY CREDITOR	C	Gravel (compacted & removed from property)	Per cubic metre	\$1.50	\$0.15	<b>\$1.65</b>
SUNDRY CREDITOR	C	Sand	Per cubic metre	\$1.25	\$0.13	<b>\$1.38</b>
SUNDRY CREDITOR	C	Clay	Per cubic metre	\$1.00	\$0.10	<b>\$1.10</b>
<b>Statutory fees are subject to change. The Shire of Brookton reserves the right to charge in accordance with any changes.</b>						

**14.06.24.06 BUDGET AMENDMENT – CASH BACKED RESERVE MOVEMENTS 2023/2024**

<b>File No:</b>	FIN006A
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	Shire of Brookton
<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 have no interest in this matter
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

This item is to consider and adopt the Cash Back Reserve Budget Amendments in relation to actual expenditure against the adopted budget for the period 1 July 2023 to 30 June 2024.

**Description of Proposal:**

As above.

**Background:**

The 2023/2024 budget was approved by Council on 20 July 2023, a review of Council's Cash Backed Reserves movements has been completed. The review identified amendments to and from transfers to reserves, this is due to updated project expenditure and revenue.

The review of the Shire's financial accounts as at 30 May 2024 has been conducted and reserves identified that require amendments to initial budget allocations. These amendments have been detailed below for Council's review.

Description	Comment	Budget	Year to Date - Actual	+ Increase expenditure/ - Decrease expenditure
<b>Transfer to Reserve</b>				
Plant and Vehicle Reserve	PU36 replaced deferred -Sale Proceeds	25,000	0	-25,000
Plant and Vehicle Reserve	PU33 replaced deferred -Sale Proceeds	15,000	0	-15,000
Plant and Vehicle Reserve	PU35 replaced deferred -Sale Proceeds	25,000	0	-25,000
Plant and Vehicle Reserve	Additional Proceeds PT12 Budget \$10,000 Actual \$111,227.27	10,000	111,227.27	101,227
<b>Total Increase Transfer to Reserve</b>				<b>36,227</b>

Description	Comment	Budget	Year to Date - Actual	- Increase revenue/ + Decrease revenue
<b>Transfer from Reserve</b>				
Plant and Vehicle Reserve	PU36 replaced deferred – Replacement Purchase	50,000	0	50,000
Plant and Vehicle Reserve	PU33 replaced deferred – Replacement Purchase	40,000	0	40,000
Plant and Vehicle Reserve	PU35 replaced deferred – Replacement Purchase	50,000	0	50,000
Furniture & Equipment Reserve	Council Chambers recording system deferred	11,000	0	11,000
Furniture & Equipment Reserve	Equipment Replacement -Tough pad deferred	4,000	0	4,000
Furniture & Equipment Reserve	Pool Equipment Replacement deferred	2,650	0	2,650
Building and Facility Reserve	Memorial Hall Refurbishment Stage 1	1,184,150	782,378	401,772
Building and Facility Reserve	Memorial Hall included in Stage 1 expenditure (above)	22,330	0	22,330
Building and Facility Reserve	RWSTCAP to be funded from Innovations & Development reserve	28,635	0	28,635
Building and Facility Reserve	RWSTCAP to be funded from Innovations & Development reserve	60,000	0	60,000
Building and Facility Reserve	EBSHEDCAP Earthworks C/F 24/25	100,000	0	100000
Building and Facility Reserve	WBSHEDCAP Earthworks C/F 24/25	73,749	0	73749
Infrastructure Reserve	DRFAWA Storm damage restoration C/F 24/25	225,000	0	225,000
Innovations & Development Reserve	Purchase of land for Brookton Commercial/Industrial Hub C/F 24/25	500,000	0	500,000
Innovations & Development Reserve	RWSTCAP C/F to be transferred at completion of project	2,104,550	44,502.84	2,104,550
<b>Total Decrease Transfer from Reserve</b>				<b>3,673,686</b>

**Consultation:**

Nil.

**Statutory Environment:**

*Section 34 (1) (a) of the Local Government (Financial Management) Regulations 1996* states that a Local Government is to prepare monthly statement of financial activity including annual budget estimates; budget estimates to the end of the month to which the statement relates; actual amounts of expenditure, revenue and income to the end of the month to which the statement relates, material variances between monthly budget and actual figures, and net current assets on a monthly basis.

**Relevant Plans and Policy:**

Nil.

**Financial Implications:**

Specific financial implications are as outlined in the background section of this report.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment:**

Conducting the review ensures Council is aware of any proposed revenue or expenditure which varies from that in the approved budget.

This agenda item ensures transparency and accountability, aligning with best practices for financial management.



## OFFICER'S RECOMMENDATION

That Council adopt the 2023/2024 Reserve Budget Amendments for the period ending 30 May 2024 as included in Attachment 14.06.24.06A.

*(Absolute majority vote required)*

### **OCM 06.24-10**

#### **COUNCIL RESOLUTION**

**MOVED Cr Bell**

**SECONDED Cr de Lange**

***That Council adopt the 2023/2024 Reserve Budget Amendments for the period ending 30 May 2024 as included in Attachment 14.06.24.06A.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

## **Attachments**

Attachment 14.06.24.06A - Statement of Reserve Movements 23-24

STATEMENT OF RESERVE MOVEMENTS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024																																
	Account Number	Reserve																										Total Reserves				
		Leave	Plant & Vehicle	Land & Housing Development	Furniture & Equipment	Municipal Building & Facility	Townscape & Footpath	Sewerage	Road & Bridges Infrastructure	Health & Wellbeing	Sport & Recreation	Rehabilitation & Refuse	Caravan Park	Brookton Museum/Heritage	Kweda Hall	Railway Station	Madison Square Units	Cemetery	Water	Developer Contribution	Cash Contingency	Brookton Aquatic Centre	Future Fund	Innovations Fund	Brookton Community Resource Centre Fund	Building & Facility Fund	Infrastructure Fund		Waste Fund	Aged Housing Fund	Innovations & Development Fund	
Opening Balance - 1/7/23		146,463	774,794	1,785,748	30,256	508,351	131,025	449,016	452,381	0	32,719	279,411	373,341	48,777	19,025	526,287	32,351	84,276	65,683	2,891	138,858	387,599	4,206,439	2,056,957	221,954	0	0	0	0	0	12,754,602	
Additions To Reserves	E033551	5,749	46,851	0	1,188	0	0	17,625	0	0	0	0	0	0	0	1,270	0	0	0	0	0	0	0	0	8,712	229,568	29,566	26,669	15,701	117,762	500,661	
	E033550	0	436,682																												436,682	
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	E033550																											6,013,372				6,013,372
	E033550																											753,215				753,215
	E033550																												703,564			703,564
	E033550																												703,564			703,564
	E033550																													400,000		400,000
	E033550																														3,000,000	3,000,000
	Total Additions to Reserves		5,749	483,533	0	98,188	0	0	67,593	0	0	0	0	0	0	0	1,478	0	0	0	0	0	0	0	0	8,712	6,242,940	782,781	730,233	415,701	3,117,762	11,954,670
Reserves Utilised	I033550	0																													0	
	I033550		645,776																												645,776	
	I033550			1,785,748																											1,785,748	
	I033550				15,650																										15,650	
	I033550					508,351																									508,351	
	I033550						131,025																								131,025	
	I033550							0																							0	
	I033550								452,381																						452,381	
	I033550									0																						0
	I033550										32,719																				32,719	
	I033550											279,411																			279,411	
	I033550												373,341																		373,341	
	I033550													48,777																	48,777	
	I033550														19,025																19,025	
	I033550															526,287															526,287	
	I033550																0															0
	I033550																		84,276		65,683										84,276	
	I033550																				2,891										2,891	
	I033550																					138,858									138,858	
	I033550																						387,599								387,599	
	I033550																							4,206,439							4,206,439	
	I033550																								2,056,957						2,056,957	
	I033550																									0						0
I033550																										889,378					889,378	
I033550																											222,281				222,281	
I033550																												0			0	
I033550																													0		0	
I033550																															0	
I033550																			</													

**14.06.24.07 REPLACEMENT PROGRAMS**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 June 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>	Gary Sherry - Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Report:**

Council is to consider draft Equipment & Furniture Replacement Programs for the Administration & Depot, Brookton Aquatic Centre, Caravan Park and Brookton CRC and a Capital Upgrade/Renewal Program for the Brookton Aquatic Centre.

**Description of Proposal:**

The draft 2024/25

- Administration & Depot - Equipment & Furniture Replacement Program;
- Brookton Aquatic Centre - Equipment & Furniture Replacement Program;
- Caravan Park - Equipment & Furniture Replacement Program;
- Gymnasium - Equipment & Furniture Replacement Program;
- Brookton CRC - Equipment & Furniture Replacement Program; and are included at Attachment 14.06.24.07A.

The 2024/25 draft Brookton Aquatic Centre - Capital Upgrade/Renewal is included at Attachment 14.06.24.07B.

The draft 2024/25 Replacement Program plans for Council's capital expenditure of \$4,871,915 from 2024/25 to 2043/44.

The draft 2024/25 Replacement Program requires the following annual investments:

Furniture & Equipment Replacement Program	Program Period	Total Planned Expenditure	Annual Investment	Comment
Administration & Depot	2024/25 to 2043/44	\$1,140,000	\$97,000	Seeks to maintain Council's existing furniture & equipment - Administration & Depot
Brookton Aquatic Centre	2024/25 to 2043/44	\$95,582		Seeks to maintain Council's existing furniture & equipment - Brookton Aquatic Centre
Caravan Park	2024/25 to 2043/44	\$349,000		Seeks to maintain Council's existing furniture & equipment - Caravan Park
Gymnasium	2024/25 to 2043/44	\$158,891		Seeks to maintain Council's existing furniture & equipment - Gymnasium
Brookton CRC	2024/25 to 2043/44	\$265,480		Seeks to maintain Council's existing furniture & equipment - Brookton CRC
Capital Upgrade/Renewal	Program Period	Total Planned Expenditure	Annual Investment	Comment
Brookton Aquatic Centre	2024/25 to 2043/44	\$2,862,962	\$145,000	Asset renewal aimed at ensuring the continued current level of service

The draft 2024/25 Replacement Programs have Council utilising the Furniture and Equipment and the Building and Facility Reserves to make transfers into the Reserves in years when there are fewer purchases and to make transfers from the Reserve for more expensive purchases.

The draft 2024/25 Replacement Programs includes an estimate of costs. All costs are in current dollars, with no allowance made for inflation, interest or increases in Council's income.

**Background:**

The draft 2024/25 Replacement Programs seeks to establish a replacement program to highlight the requirement to continue with current service levels in a financially responsible and sustainable manner.

The draft 2024/25 Replacement Programs are a long term guide of Council's intentions, but each year Council will still make budget decisions based on the condition and serviceability.

**Consultation:**

Internal consultation has occurred at the Council Budget Workshop - 04 April 2024 with Elected Members.

**Statutory Environment:**

The development and adoption of the draft 2024/25 Replacement Programs form a component of Council's obligation to produce a plan for the future under Section 5.56 (1) of the Local Government Act, 1995.

**Relevant Plans and Policy:**

The draft 2024/25 Replacement Programs will be utilised in preparing future Council Strategic Resource Plans.

**Financial Implications:**

The draft 2024/25 Replacement Programs will be used in preparing the 2024/25 Council Budget. With adoption of the Replacement Programs giving a strategic direction, staff will obtain improved cost estimates prior to budget preparation.

**Risk Assessment:**

Preparing long term asset replacement plans reduces Council's financial risk associated with service level of furniture and equipment and asset renewal. Asset Management is essential to ensure that assets are maintained, renewed or replaced at appropriate intervals.

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost	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 draft 2024/25 Replacement Programs relates to delivery of core business and services.

### **Comment:**

The adoption of the Replacement Programs will ensure that the assets are managed efficiently and are updated to meet Councils current and future service delivery.

### **OFFICER'S RECOMMENDATION**

That Council adopt:

1. the draft 2024/25
  - a. Administration & Depot - Equipment & Furniture Replacement Program
  - b. Brookton Aquatic Centre - Equipment & Furniture Replacement Program Operating
  - c. Caravan Park - Equipment & Furniture Replacement Program
  - d. Gymnasium - Equipment & Furniture Replacement Program
  - e. Brookton CRC - Equipment & Furniture Replacement Program; included at Attachment 14.06.24.07A; and
2. The draft 2024/25 Brookton Aquatic Centre - Capital Upgrade/Renewal included at Attachment 14.06.24.07B.

*(Simple majority vote required)*

### **OCM 06.24-11**

### **COUNCIL RESOLUTION**

**MOVED Cr de Lange      SECONDED Cr Wallis**

***That Council adopt:***

1. ***the draft 2024/25***
  - a. ***Administration & Depot - Equipment & Furniture Replacement Program***
  - b. ***Brookton Aquatic Centre - Equipment & Furniture Replacement Program Operating***
  - c. ***Caravan Park - Equipment & Furniture Replacement Program***
  - d. ***Gymnasium - Equipment & Furniture Replacement Program***
  - e. ***Brookton CRC - Equipment & Furniture Replacement Program; included at Attachment 14.06.24.07A; and***
2. ***The draft 2024/25 Brookton Aquatic Centre - Capital Upgrade/Renewal included at Attachment 14.06.24.07B.***

***CARRIED BY SIMPLE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***  
***Against: Nil***

### **Attachments**

Attachment 14.06.24.07A - 2024/25 draft Equipment & Furniture Replacement Programs.  
Attachment 14.06.24.07B - 2024/25 draft Brookton Aquatic Centre Capital Upgrade/Renewal.

Administration & Depot - Equipment & Furniture Replacement Program								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase
Number	Details		Year	Age	Change Frequency	Change Year	New GST	ex	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	Total
		2024							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Main Server																													
Server	MSA 00281		2021	3	4 Years	2025 2026	\$45,000			\$45,000				\$45,000				\$45,000				\$45,000			\$45,000				\$225,000
Office Phone System																													
Depot and Main Office																													
Digital Phone System	Polycorn		2017	7	7 Years	2024 2025	\$12,000																						\$0
Building Microwave links																													
Office Admin pole			2017	7	5 Years	2022 2023	\$4,000					\$4,000					\$4,000					\$4,000					\$4,000	\$4,000	\$16,000
Brookton CRC			2023	1	5 Years	2028 2029	\$4,000						\$4,000					\$4,000					\$4,000					\$4,000	\$16,000
Depot Pole			2023	1	5 Years	2028 2029	\$4,000						\$4,000					\$4,000					\$4,000					\$4,000	\$16,000
CCTV Pole	Robinson Road, Brookton		2023	1	5 Years	2022 2023	\$5,000					\$5,000					\$5,000					\$5,000					\$5,000		\$20,000
CCTV																													
CCTV Cameras X 17	Robinson Road, Brookton		2023	1	5 Years	2028 2029	\$27,200						\$27,200					\$27,200					\$27,200					\$27,200	\$108,800
CCTV Cameras x 10	WB Eva Pavilion & Camp Kitchen		2023	1	5 Years	2028 2029	\$16,000						\$16,000					\$16,000					\$16,000					\$16,000	\$64,000
Mobile Phone																													
CEO - Mobile 1	iPhone – iPhone 12 – model MGJ53X/A – SN – H4YLL180F0N		2024	0	3 Years	2027 2028	\$1,000					\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$6,000
MCC - Mobile 2	iPhone 11 Black Model – MHDA3X/A Serial # - FFWL74KTN735		2023	1	3 Years	2026 2027	\$1,000				\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$1,000	\$6,000
MIW - Mobile 3	iphone 12 – 64 GB Green Serial Number SFFXHT02R0F0W		2023	1	3 Years	2026 2027	\$1,000				\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$1,000	\$6,000
LHW - Mobile 4	Samsung Galaxy S22 Model SM-S901E S/N R5CT4123V9N		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
CESM- Mobile 5	iPhone 13 128GB Midnight Serial #351309647891530		2023	1	3 Years	2026 2027	\$1,000				\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$1,000	\$6,000
WC Mobile 6	iPhone SE Serial#FFNGHF2ZPLJQ model MHGP3X/A		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
BMO - Mobile 7	Samsung Galaxy S22 - 256GB Black Model SM – S901E S/N R5CT4123TBM		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
CPC - Mobile 8	iPhone 8 Model MQ6K2X/AA1863 S/N F4HX5MQRJC6C		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
MP - Mobile 9	iPhone 13 Model MLPF3X/A S/N HVWJQR6X4H IMEI 35 130964 775771 5		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
ACS - Mobile 10	iPhone 11 Black Serial#FFWL747EN735		2024	0	3 Years	2027 2028	\$1,000				\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$1,000	\$6,000
LHPG Mobile 11	Samsung Galaxy S22 Sm-s901E serial#R5CT4123T6N		2022	2	3 Years	2025 2026	\$1,000		\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000			\$1,000		\$7,000
Desktop PC's																													
Counter MSA00588	Acer Veriton N440G S/N 81501260		2019	5	3 Years	2022 2023	\$2,000			\$2,000			\$2,000			\$2,000			\$2,000			\$2,000			\$2,000			\$2,000	\$14,000
Laptops																													
CEO LP53	Dynabook - Tecra A50-K – PN PML20A-00R002 - SN 83145938H		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
MCC LP51	Dynabook Tecra A50-K, I7, 15.6, 16GB 512GB SSD PML20A-00R002 SN 83145929H		2024	0	3 Years	2027 2028	\$2,500					\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$15,000
MIW LP50 (in safe)	HP Probook Laptop S/N 5CD2235H04		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
EGO LP46	HP Probook Laptop model 450G9 S/N 5CD235GZB		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
WC LP33	HP Probook laptop S/N 5CD2235HO2		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
BMO LP48	HP ProBook 450 G9 Laptop S/N SCD2235GZG		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
FO LP47 Payroll	HP ProBook 450 SN# 5CD2235GZ3		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
GO LP47	HP Pro book 450 G9 5CD2235HO3 6K4CBPA#ABG		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
ACS LP56	HP ProBook 450 Laptop S/N 5CD2235H00		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
WLH LP9	Dell Latitude Model 5420 Laptop S/N 34005301804		2022	2	3 Years	2025 2026	\$2,500		\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$17,500
FO LP42	HP Probook 450 Laptop S/N 5CD2235H05		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
FO LP52 Creditors	Dynabook Tecra A50-K, I7, 15.6, 16GB 512GB SSD		2024	0	3 Years	2027 2028	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
SFO LP54 Finance	Dynabook Tecra A50-K, I7, 15.6, 16GB 512GB SSD serial#8314590H		2024	0	3 Years	2027 2028	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$2,500	\$15,000
MP LP34	Dell Latitude 3520 I5-1135G7 256GB 15.6ININTEL		2023	1	3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,5			





Brookton Aquatic Centre - Equipment & Furniture Replacement Program Operating								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Total
Make/Model	Details		Year	Age	Change Frequency	Change Year	New ex GST	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	Total
		2024						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Kiosk KTB2802WA Serial No.70010160048	Kelvinator Fridge/Freezer		2019	5	10 Years	2029 2030	\$800						\$800										\$800					\$1,600
	Palintest Water Test Kit - Pooltest 9		2015	9	5 Years	2020 2021	\$1,950		\$1,950					\$1,950					\$1,950					\$1,950				\$7,800
	Warning Signs		2021	3	5 Years	2026 2027	\$2,000			\$2,000					\$2,000					\$2,000					\$2,000			\$8,000
	First Aid Room																											
	Inspection Bed/Lounge		2000	24	15 Years	2015 2016	\$900							\$900														\$900
	Changeroom/Toilets																											
Rheem Rheem	Hot Water System 125lt (Female)		2021	3	10 Years	2031 2032	\$800								\$800										\$800			\$1,600
	Hot Water System (Male & kiosk)		2008	16	10 Years	2018 2019	\$800					\$800										\$800				\$800		\$1,600
	Grass/Concourse Areas																											
	3 Tiered Benches 2x (west side)		2020	4	10 Years	2030 2031	\$3,000							\$3,000										\$3,000				\$6,000
	Single Bench Seat 1x (Between main and small pool)		2022	2	10 Years	2032 2033	\$1,000									\$1,000										\$1,000		\$2,000
	Picnic Benches 2x (West Side and Kiosk Area)		2022	2	10 Years	2032 2033	\$2,000									\$2,000										\$2,000		\$4,000
	Individual Seating (6x Brown, 11 Orange)		2022	2	10 Years	2032 2033	\$1,700									\$1,700										\$1,700		\$3,400
	Concrete and Wooden Benches x3 (Refurbished)		2022	2	10 Years	2032 2033	\$3,000									\$3,000										\$3,000		\$6,000
	Power Tools/Garden Equipment																											
Masport 400ST	Masport 400ST Lawn Mower		2020	4	5 Years	2025 2026	\$800		\$800					\$800					\$800					\$800				\$3,200
Makita/DUB363	Makita Cordless Blower Vac 36v + x 2 4.0Ah Batteries		2020	4	5 Years	2025 2026	\$800		\$800					\$800					\$800					\$800				\$3,200
Icleaner/Robo Pro	Auto Pool Cleaner + 30mt Cable icleaner		2022	2	3 Years	2025 2026	\$4,000		\$4,000			\$4,000			\$4,000			\$4,000			\$4,000			\$4,000		\$4,000		\$28,000
	First Aid/Fire Equipment																											
Oxi-Sok BOC	OxySok		2020	4	10 Years	2030 2031	\$591							\$591										\$591				\$1,182
	Oxygen Cylinders x 2		2020	4	3 Years	2023 2024	\$200			\$200			\$200			\$200			\$200			\$200			\$200			\$1,200
Laerdal	Spinal Board + 4 Straps + Velcro		2020	4	5 Years	2025 2026	\$1,010		\$1,010					\$1,010					\$1,010					\$1,010				\$4,040
Bell Fire	Headblock		2018	6	5 Years	2023 2024	\$500					\$500									\$500							\$1,500
Royal Life WA	3 x Dry Chemical Fire Extinguishers		2019	5	5 Years	2024 2025	\$340	\$340					\$340					\$340					\$340					\$1,360
Heartstart HS1 Philips	Rescue Tube x2		2018	6	10 Years	2028 2029	\$2,500					\$2,500									\$2,500							\$5,000
	Defibrillator SN:A12H-04710																											
	Activity Equipment																											
Table Tennis	Table, balls and net		2023	5	5 Years	2028 2029	\$1,000					\$1,000					\$1,000					\$1,000					\$1,000	\$4,000
							29,691																					
Total Purchases Net								\$340	\$8,560	\$2,200	\$0	\$8,800	\$1,340	\$9,051	\$6,800	\$7,900	\$1,500	\$4,340	\$4,760	\$2,000	\$4,000	\$5,000	\$1,140	\$12,151	\$3,000	\$7,700	\$5,000	\$95,582
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Equipment Reserve Opening Balance :								\$118,209	\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	
Plan transfer to Reserve - X ref								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer into Reserve								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer from Reserve C/Park Replacement Program								-\$6,200	-\$44,700	-\$7,300	-\$12,500	-\$5,400	-\$39,100	-\$13,700	-\$15,200	-\$5,800	-\$36,000	-\$6,900	-\$21,600	-\$9,700	-\$35,200	-\$3,800	-\$16,000	-\$14,900	-\$39,100	-\$4,200	-\$11,700	-\$349,000
Transfer from Reserve Pool Replacement Program								-\$340	-\$8,560	-\$2,200	\$0	-\$8,800	-\$1,340	-\$9,051	-\$6,800	-\$7,900	-\$1,500	-\$4,340	-\$4,760	-\$2,000	-\$4,000	-\$5,000	-\$1,140	-\$12,151	-\$3,000	-\$7,700	-\$5,000	-\$95,582
Transfer from Reserve Admin Replacement Program								-\$6,000	-\$74,000	-\$63,800	-\$31,500	-\$80,200	-\$88,000	-\$14,500	-\$62,800	-\$39,000	-\$113,700	-\$37,000	-\$30,000	-\$58,300	-\$83,000	-\$81,200	-\$20,500	-\$74,000	-\$68,800	-\$23,500	-\$90,200	-\$1,140,000
Transfer from Reserve Gym Replacement Program								-\$460	-\$47,228	-\$940	-\$880	-\$3,200	-\$2,120	-\$17,150	-\$880	-\$940	-\$3,880	-\$4,135	-\$47,828	-\$200	-\$880	-\$3,940	-\$1,380	-\$17,150	-\$1,620	-\$200	-\$3,880	-\$158,891
Transfer from Reserve CRC Replacement Program								-\$2,500	-\$9,500	-\$18,100	-\$19,500	-\$5,000	-\$17,500	-\$5,900	-\$14,100	-\$28,200	-\$9,600	\$0	-\$30,500	-\$4,100	-\$18,000	-\$21,380	-\$9,500	-\$3,400	-\$19,100	-\$10,000	-\$19,600	-\$265,480
Furniture & Equipment Reserve Closing Balance :								\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	\$59,256	

27/05/2024

Comments:

Year 1Year 2Year 3Year 4Year 5Year 6Year 7Year 8Year 9Year 10Year 11Year 12Year 13Year 14Year 15Year 16Year 17Year 18Year 19Year 20

Notes:

Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year



Caravan Park - Equipment & Furniture Replacement Program							Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	
Details		Year	Age	Change Frequency	Change Year	New ex GST	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	Total
	2024						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Queen Bed Base x 4		2021	3	4 Years	2025 2026	\$6,000		\$6,000				\$6,000				\$6,000			\$6,000				\$6,000				\$30,000
Queen Bed Mattress		2021	3	4 Years	2025 2026	\$4,000		\$4,000				\$4,000				\$4,000			\$4,000				\$4,000				\$20,000
Single Bed Base x 2		2021	3	4 Years	2025 2026	\$2,000		\$2,000				\$2,000				\$2,000			\$2,000				\$2,000				\$10,000
Single Bed Mattress x 3		2021	3	4 Years	2025 2026	\$1,000		\$1,000				\$1,000				\$1,000			\$1,000				\$1,000				\$5,000
Double Single Bunk Bed		2020	4	4 Years	2024 2025	\$2,000	\$2,000				\$2,000				\$2,000			\$2,000				\$2,000					\$10,000
Bed SideTables x 10		2018	3	3 Years	2021 2022	\$800	\$800			\$800			\$800			\$800			\$800			\$800			\$800		\$5,600
Dinning Table x 4		2020	4	5 Years	2025 2026	\$4,000		\$4,000					\$4,000					\$4,000				\$4,000					\$16,000
Dinning Chairs x 13		2021	3	2 Years	2023 2024	\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000	\$20,000
Lounge 2 Seater x 3		2021	3	4 Years	2025 2026	\$4,000		\$4,000				\$4,000				\$4,000			\$4,000				\$4,000				\$20,000
Lounge 3 Seater x 2		2021	3	4 Years	2025 2026	\$4,000		\$4,000				\$4,000				\$4,000			\$4,000				\$4,000				\$20,000
Coffee Tables x 2		2021	3	4 Years	2025 2026	\$500		\$500				\$500				\$500			\$500				\$500				\$2,500
TV x 4		2020	4	5 Years	2025 2026	\$2,000		\$2,000					\$2,000					\$2,000				\$2,000					\$8,000
Washing Machines - Chalets X 2		2021	3	4 Years	2025 2026	\$2,000		\$2,000				\$2,000				\$2,000			\$2,000				\$2,000				\$10,000
Microwave x 4		2021	3	2 Years	2023 2024	\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000			\$1,000		\$1,000		\$1,000		\$10,000
Kettle x 4		2021	3	2 Years	2023 2024	\$400		\$400		\$400		\$400		\$400		\$400		\$400			\$400		\$400		\$400		\$4,000
Toaster x 4		2021	3	2 Years	2023 2024	\$200		\$200		\$200		\$200		\$200		\$200		\$200			\$200		\$200		\$200		\$2,000
Linen		2020	4	1 Years	2021 2022	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$60,000
Outdoor Setting x 4		2021	3	2 Years	2023 2024	\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000		\$4,000	\$40,000
Lamps x10		2021	3	2 Years	2023 2024	\$600		\$600		\$600		\$600		\$600		\$600		\$600		\$600		\$600		\$600		\$600	\$6,000
Washing Machine - Laundry		2024	2	5 Years	2029 2030	\$3,500						\$3,500				\$3,500			\$3,500				\$3,500				\$10,500
Washing Machine - Laundry		2021	3	5 Years	2026 2027	\$3,500			\$3,500					\$3,500				\$3,500					\$3,500		\$3,500		\$14,000
Dryer - Laundry		2020	4	5 Years	2025 2026	\$3,500		\$3,500					\$3,500				\$3,500					\$3,500		\$3,500			\$14,000
Iron x 4		2020	4	2 Years	2022 2023	\$400	\$400		\$400		\$400		\$400		\$400		\$400		\$400		\$400		\$400		\$400		\$4,000
Iron Board x 4		2020	4	3 Years	2023 2024	\$400			\$400			\$400			\$400			\$400			\$400			\$400			\$2,400
Cordless Dyson Vacumn Cleaner		2023	1	2 Years	2025 2026	\$500		\$500		\$500		\$500		\$500		\$500		\$500		\$500		\$500		\$500		\$500	\$5,000
						55,300																					
Total Purchases Net							\$6,200	\$44,700	\$7,300	\$12,500	\$5,400	\$39,100	\$13,700	\$15,200	\$5,800	\$36,000	\$6,900	\$21,600	\$9,700	\$35,200	\$3,800	\$16,000	\$14,900	\$39,100	\$4,200	\$11,700	\$349,000
Total Change-over cost: Variance							\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Equipment Reserve Opening Balance:							\$118,209	\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	
Plan transfer to Reserve - X ref							\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer into Reserve							\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer from Reserve C/Park Replacement Program							-\$6,200	-\$44,700	-\$7,300	-\$12,500	-\$5,400	-\$39,100	-\$13,700	-\$15,200	-\$5,800	-\$36,000	-\$6,900	-\$21,600	-\$9,700	-\$35,200	-\$3,800	-\$16,000	-\$14,900	-\$39,100	-\$4,200	-\$11,700	-\$349,000
Transfer from Reserve Admin Replacement Program							-\$6,000	-\$74,000	-\$63,800	-\$31,500	-\$80,200	-\$88,000	-\$14,500	-\$62,800	-\$39,000	-\$113,700	-\$37,000	-\$30,000	-\$58,300	-\$83,000	-\$81,200	-\$20,500	-\$74,000	-\$68,800	-\$23,500	-\$90,200	-\$1,140,000
Transfer from Reserve Pool Replacement Program							-\$340	-\$8,560	-\$2,200	\$0	-\$8,800	-\$1,340	-\$9,051	-\$6,800	-\$7,900	-\$1,500	-\$4,340	-\$4,760	-\$2,000	-\$4,000	-\$5,000	-\$1,140	-\$12,151	-\$3,000	-\$7,700	-\$5,000	-\$95,582
Transfer from Reserve CRC Replacement Program							-\$2,500	-\$9,500	-\$18,100	-\$19,500	-\$5,000	-\$17,500	-\$5,900	-\$14,100	-\$28,200	-\$9,600	\$0	-\$30,500	-\$4,100	-\$18,000	-\$21,380	-\$9,500	-\$3,400	-\$19,100	-\$10,000	-\$19,600	-\$265,480
Transfer from Reserve Gym Replacement Program							-\$460	-\$47,228	-\$940	-\$880	-\$3,200	-\$2,120	-\$17,150	-\$880	-\$940	-\$3,880	-\$4,135	-\$47,828	-\$200	-\$880	-\$3,940	-\$1,380	-\$17,150	-\$1,620	-\$200	-\$3,880	-\$158,891
Furniture & Equipment Reserve Closing Balance :							\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	\$59,256	

27/05/2024

Comments:

Year 1Year 2Year 3Year 4Year 5Year 6Year 7Year 8Year 9Year 10Year 11Year 12Year 13Year 14Year 15Year 16Year 17Year 18Year 19Year 20

Notes:

Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year

Gymnasium - Equipment & Furniture Replacement Program								Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase
Asset #	Details		Year	Age	Change Frequency	Change Year	New ex GST	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	Total	
		2024						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
6920	Matrix T-1X-03-C Treadmill		2015	9	5 Years	2020 2021	\$5,000		\$5,000					\$5,000					\$5,000					\$5,000				\$20,000	
6920	Vision S60 Suspension Elliptical		2015	9	5 Years	2020 2021	\$4,600		\$4,600					\$4,600					\$4,600					\$4,600				\$18,400	
6920	Vision R60 Recumbent Bike		2015	9	5 Years	2020 2021	\$2,800		\$2,800					\$2,800					\$2,800					\$2,800				\$11,200	
6920	Matrix S-Series Spin Bike		2015	9	5 Years	2020 2021	\$2,000		\$2,000					\$2,000					\$2,000					\$2,000				\$8,000	
6920	Matrix Air Rower		2015	9	5 Years	2020 2021	\$2,000		\$2,000					\$2,000					\$2,000					\$2,000				\$8,000	
6920	Vision ST710 Multi Station		2015	3	10 Years	2025 2026	\$10,000		\$10,000										\$10,000					\$10,000				\$20,000	
6920	Vision ST700 Functional Trainer		2015	9	10 Years	2025 2026	\$6,000		\$6,000										\$6,000									\$12,000	
6920	Matrix Versa S70 Leg Press/Calf Press		2015	9	10 Years	2025 2026	\$6,000		\$6,000										\$6,000									\$12,000	
New	Matrix G1-FW153 Adjustable Incline Bench		2015	9	10 Years	2025 2026	\$1,300		\$1,300										\$1,300									\$2,600	
New	Vertical Knee Raise w/chin Matrix MG-A63C		2015	9	10 Years	2025 2026	\$2,000		\$2,000										\$2,000									\$4,000	
New	Matrix Endurance Recumbent Bike with LED Console		2023	1	5 Years	2028 2029	\$3,000					\$3,000					\$3,000					\$3,000				\$3,000		\$12,000	
Minor Equipment	Dumbbell Veritcal Tower Rack		2015	9	10 Years	2025 2026	\$299		\$299										\$299									\$598	
Minor Equipment	Dumbbell 3 tier rack		2015	9	10 Years	2025 2026	\$1,199		\$1,199										\$1,199									\$2,398	
Minor Equipment	17x Assorted Dumbbells 1-3kg		2015	9	10 Years	2025 2026	\$450		\$450										\$450									\$900	
Minor Equipment	40x Assorted Rubber Hex Dumbbells 1kg - 35kg		2014	10	20 Years	2034 2035	\$2,975											\$2,975										\$2,975	
Minor Equipment	6x Assorted PVC Kettlebells 4,6,10kg		2014	10	20 Years	2034 2035	\$200											\$200										\$200	
Minor Equipment	Ringmaster 5000 Boxing Bag		2014	10	10 Years	2024 2025	\$130	\$130										\$130										\$260	
Minor Equipment	Boxing Bag Mount		2014	10	10 Years	2024 2025	\$130	\$130										\$130										\$260	
Minor Equipment	6x pairs Boxing Gloves		2014	10	3 Years	2017 2018	\$300			\$300			\$300			\$300			\$300			\$300			\$300			\$1,800	
Minor Equipment	5x pairs Boxing Pads		2014	10	3 Years	2017 2018	\$300			\$300			\$300			\$300			\$300			\$300			\$300			\$1,800	
Minor Equipment	7x Skipping Ropes		2014	10	3 Years	2017 2018	\$140			\$140			\$140			\$140			\$140			\$140			\$140			\$700	
Minor Equipment	4x Exercise Mats		2014	10	2 Years	2016 2017	\$200	\$200		\$200		\$200		\$200		\$200		\$200		\$200		\$200		\$200		\$200		\$2,000	
Minor Equipment	3x Hart Sport Swiss/Exercise Balls		2015	9	2 Years	2017 2018	\$150		\$150		\$150		\$150		\$150		\$150		\$150		\$150		\$150		\$150		\$150	\$1,500	
Minor Equipment	4x Medicine Balls 3,5,7,9kg		2015	9	2 Years	2017 2018	\$300		\$300		\$300		\$300		\$300		\$300		\$300		\$300		\$300		\$300		\$300	\$3,000	
Minor Equipment	Ringmaster 5 Medicine Ball Holder/Rack		2015	9	2 Years	2017 2018	\$250		\$250		\$250		\$250		\$250		\$250		\$250		\$250		\$250		\$250		\$250	\$2,500	
Minor Equipment	2x Hart Sport Aerobic Steps		2015	9	2 Years	2017 2018	\$180		\$180		\$180		\$180		\$180		\$180		\$180		\$180		\$180		\$180		\$180	\$1,800	
Minor Equipment	Tanita BC-541 Weight Scale/Body Composition		2015	9	5 Years	2020 2021	\$200		\$200					\$200				\$200					\$200					\$800	
Minor Equipment	Palsonic TV		2015	9	10 Years	2025 2026	\$2,000		\$2,000									\$2,000										\$4,000	
Minor Equipment	Blaupunkt 2.1ch Sound Tower with Bluetooth		2015	9	5 Years	2020 2021	\$350		\$350					\$350				\$350						\$350				\$1,400	
Minor Equipment	Sign-in Station Cabinet/Storage		2015	9	10 Years	2025 2026	\$150		\$150									\$150										\$300	
Minor Equipment	Digital Smart Entry Set W/Lever Black - E-Lock		2024	0	5 Years	2029 2030	\$500						\$500					\$500					\$500					\$1,500	
							55,103																						
Total Purchases Net								\$460	\$47,228	\$940	\$880	\$3,200	\$2,120	\$17,150	\$880	\$940	\$3,880	\$4,135	\$47,828	\$200	\$880	\$3,940	\$1,380	\$17,150	\$1,620	\$200	\$3,880	\$158,891	
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Furniture & Equipment Reserve Opening Balance:								\$118,209	\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636		
Plan transfer to Reserve - X ref								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer into Reserve								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer from Reserve C/Park Replacement Program								-\$6,200	-\$44,700	-\$7,300	-\$12,500	-\$5,400	-\$39,100	-\$13,700	-\$15,200	-\$5,800	-\$36,000	-\$6,900	-\$21,600	-\$9,700	-\$35,200	-\$3,800	-\$16,000	-\$14,900	-\$39,100	-\$4,200	-\$11,700	-\$349,000	
Transfer from Reserve Admin Replacement Program								-\$6,000	-\$74,000	-\$63,800	-\$31,500	-\$80,200	-\$88,000	-\$14,500	-\$62,800	-\$39,000	-\$113,700	-\$37,000	-\$30,000	-\$58,300	-\$83,000	-\$81,200	-\$20,500	-\$74,000	-\$68,800	-\$23,500	-\$90,200	-\$1,140,000	
Transfer from Reserve Pool Replacement Program								-\$340	-\$8,560	-\$2,200	\$0	-\$8,800	-\$1,340	-\$9,051	-\$6,800	-\$7,900	-\$1,500	-\$4,340	-\$4,760	-\$2,000	-\$4,000	-\$5,000	-\$1,140	-\$12,151	-\$3,000	-\$7,700	-\$5,000	-\$95,582	
Transfer from Reserve CRC Replacement Program								-\$2,500	-\$9,500	-\$18,100	-\$19,500	-\$5,000	-\$17,500	-\$5,900	-\$14,100	-\$28,200	-\$9,600	\$0	-\$30,500	-\$4,100	-\$18,000	-\$21,380	-\$9,500	-\$3,400	-\$19,100	-\$10,000	-\$19,600	-\$265,480	
Transfer from Reserve Gym Replacement Program								-\$460	-\$47,228	-\$940	-\$880	-\$3,200	-\$2,120	-\$17,150	-\$880	-\$940	-\$3,880	-\$4,135	-\$47,828	-\$200	-\$880	-\$3,940	-\$1,380	-\$17,150	-\$1,620	-\$200	-\$3,880	-\$158,891	
Furniture & Equipment Reserve Closing Balance :								\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	\$59,256		

27/05/2024

Comments: Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Year 7 Year 8 Year 9 Year 10 Year 11 Year 12 Year 13 Year 14 Year 15 Year 16 Year 17 Year 18 Year 19 Year 20

Notes:  
Change Frequency is the number of years which trigger the planned replacement.

Change Year is the combination of the Year of the Equipment and the Change Frequency extension

New is the estimated new value of the replacement equipment if it was purchased in the current year

Brookton CRC - Equipment & Furniture Replacement Program							Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	Purchase	
Details		Year	Age	Change Frequency	Change Year	New GST	ex	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	Total	
	2024							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
2 Seater Couch		2023		10 Years	2033 2034	\$1,000											\$1,000									\$1,000	\$2,000		
3 Seater Couch		2023		10 Years	2033 2034	\$1,000											\$1,000									\$1,000	\$2,000		
Acer Laptop 5750-2314G50MnKK		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$12,500		
Acer Laptop Aspire 5740G-434G32Mn		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$12,500		
ASUS Vivobook Laptop		2023		4 Years	2027 2028	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$12,500		
BoCRC LPT5 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$10,000		
BoCRC LPT6 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$10,000		
BoCRC LPT7 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$10,000		
BoCRC LPT8 New 2017		2017		5 Years	2022 2023	\$2,500					\$2,500				\$2,500				\$2,500				\$2,500			\$2,500	\$10,000		
Centre Manager's Desk		2023		20 Years	2043 2044	\$3,500																				\$3,500	\$3,500		
Computer and Upgrade for Reception		2020		4 Years	2024 2025	\$2,500	\$2,500					\$2,500				\$2,500			\$2,500	\$2,500			\$2,500				\$12,500		
Conference Room Chairs		2006		10 Years	2025 2026	\$1,800			\$1,800									\$1,800									\$3,600		
Conference Room Table		2006		20 Years	2026 2027	\$2,000				\$2,000																	\$2,000		
Credenza Cupboard x 2		2017		15 Years	2032 2033	\$1,200										\$1,200											\$1,200		
Credenza Cupboards Lockable x 2		2023		15 Years	2038 2039	\$1,600																\$1,600					\$1,600		
Digital Projector		2010		4 Years	2025 2026	\$1,000			\$1,000				\$1,000				\$1,000				\$1,000				\$1,000		\$5,000		
Disability Ramp		2017		20 Years	2025 2026	\$2,000			\$2,000																		\$2,000		
Dual Sliding Door Cabinet x 2		2023		15 Years	2038 2039	\$980																\$980					\$980		
Fridge/Freezer		2020		5 Years	2025 2026	\$900			\$900					\$900					\$900					\$900			\$3,600		
Front Reception Desk		2011		20 Years	2031 2032	\$3,000									\$3,000												\$3,000		
HP Laptop 14-af102AU		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$15,000		
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500			\$1,500			\$1,500			\$1,500		\$9,000		
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500			\$1,500			\$1,500			\$1,500		\$9,000		
HP Prodesk 405 G6 Desktop Mini PC		2023		3 Years	2026 2027	\$1,500				\$1,500			\$1,500			\$1,500			\$1,500			\$1,500			\$1,500		\$9,000		
Ideal 8324 Paper Folder		2023		15 Years	2038 2039	\$1,800																\$1,800					\$1,800		
Marbig Home Binding Machine B2950		2023		5 Years	2028 2029	\$1,400						\$1,400					\$1,400					\$1,400				\$1,400	\$5,600		
Meeting Chairs x 6		2015		10 Years	2025 2026	\$1,800			\$1,800										\$1,800								\$3,600		
Meeting Table		2015		20 Years	2035 2036	\$2,000													\$2,000								\$2,000		
Microsoft Public 1 & 2 Computer Tower		2023		2 Years	2025 2026	\$2,000			\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$2,000		\$20,000		
Office Chair on Wheels x 6		2023		10 Years	2033 2034	\$1,200											\$1,200									\$1,200	\$2,400		
Panasonic 5.8 GHZ Digital Cordless Phone System		2023		7 Years	2030 2031	\$5,000								\$5,000							\$5,000						\$10,000		
Rexel CB405 Binder		2023		5 Years	2028 2029	\$1,100					\$1,100						\$1,100					\$1,100				\$1,100	\$4,400		
Study Desk x 3		2023		10 Years	2033 2034	\$900											\$900								\$900		\$1,800		
TCL TV Model: Beyond TV2 x 2		2021		5 Years	2026 2027	\$1,600				\$1,600					\$1,600					\$1,600					\$1,600		\$6,400		
Toshiba Laptop Satellite L300 PSLB9A-03T002		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$15,000		
Toshiba Laptop Satellite L650 PSK1JA-OED017		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$15,000		
Toshiba Satellite Pro C50-B Laptop		2023		3 Years	2026 2027	\$2,500				\$2,500			\$2,500			\$2,500			\$2,500			\$2,500			\$2,500		\$15,000		
73,280																													
Total Purchases Net								\$2,500	\$9,500	\$18,100	\$19,500	\$5,000	\$17,500	\$5,900	\$14,100	\$28,200	\$9,600	\$0	\$30,500	\$4,100	\$18,000	\$21,380	\$9,500	\$3,400	\$19,100	\$10,000	\$19,600	\$265,480	
Total Change-over cost:								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Variance								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Furniture & Equipment Reserve Opening Balance:								\$118,209	\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636		
Plan transfer to Reserve - X ref								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer to Reserve								\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$97,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$98,000	\$1,950,000
Transfer from Reserve Admin Replacement Program								-\$6,000	-\$74,000	-\$63,800	-\$31,500	-\$80,200	-\$88,000	-\$14,500	-\$62,800	-\$39,000	-\$113,700	-\$37,000	-\$30,000	-\$58,300	-\$83,000	-\$81,200	-\$20,500	-\$74,000	-\$68,800	-\$23,500	-\$90,200	-\$1,140,000	
Transfer from Reserve C/Park Replacement Program								-\$6,200	-\$44,700	-\$7,300	-\$12,500	-\$5,400	-\$39,100	-\$13,700	-\$15,200	-\$5,800	-\$36,000	-\$6,900	-\$21,600	-\$9,700	-\$35,200	-\$3,800	-\$16,000	-\$14,900	-\$39,100	-\$4,200	-\$11,700	-\$349,000	
Transfer from Reserve Pool Replacement Program								-\$340	-\$8,560	-\$2,200	\$0	-\$8,800	-\$1,340	-\$9,051	-\$6,800	-\$7,900	-\$1,500	-\$4,340	-\$4,760	-\$2,000	-\$4,000	-\$5,000	-\$1,140	-\$12,151	-\$3,000	-\$7,700	-\$5,000	-\$95,582	
Transfer from Reserve CRC Replacement Program								-\$2,500	-\$9,500	-\$18,100	-\$19,500	-\$5,000	-\$17,500	-\$5,900	-\$14,100	-\$28,200	-\$9,600	\$0	-\$30,500	-\$4,100	-\$18,000	-\$21,380	-\$9,500	-\$3,400	-\$19,100	-\$10,000	-\$19,600	-\$265,480	
Transfer from Reserve Gym Replacement Program								-\$460	-\$47,228	-\$940	-\$880	-\$3,200	-\$2,120	-\$17,150	-\$880	-\$940	-\$3,880	-\$4,135	-\$47,828	-\$200	-\$880	-\$3,940	-\$1,380	-\$17,150	-\$1,620	-\$200	-\$3,880	-\$158,891	
Furniture & Equipment Reserve Closing Balance :								\$199,709	\$112,721	\$117,381	\$150,001	\$144,401	\$93,341	\$130,040	\$127,260	\$142,420	\$74,740	\$120,365	\$83,677	\$107,377	\$64,297	\$46,977	\$96,457	\$72,856	\$39,236	\$91,636	\$59,256		
27/05/2024																													

Comments:

Year 1   Year 2   Year 3   Year 4   Year 5   Year 6   Year 7   Year 8   Year 9   Year 10   Year 11   Year 12   Year 13   Year 14   Year 15   Year 16   Year 17   Year 18   Year 19   Year 20

Notes:

**Change Frequency** is the number of years which trigger the planned replacement.

**Change Year** is the combination of the *Year* of the Equipment and the *Change Frequency* extension

**New** is the estimated new value of the replacement equipment if it was purchased in the current year



**14.06.24.08 REVIEW OF POLICY 2.16 SIGNIFICANT ACCOUNTING POLICIES**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 June 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>	Nil

**Summary of Item:**

Council is to consider endorsement of amendments to Policy 2.16 Significant Accounting Policies.

**Description of Proposal:**

Council Policy 2.16 – Significant Accounting Policies requires amendment to adjust for change in financial year and to modify depreciation periods used for classes of depreciable assets. The amended policy, with the relevant changes identified in red text, is included in attachment 14.06.24.08A.

**Background:**

The current Policy 2.16 Significant Accounting Policy requires updating, this will ensure we are compliant with our policy, after an annual review of depreciation rates for fixed assets.

**Consultation:**

Consultation has occurred between Senior Finance Officer and Manager Corporate and Community.

**Statutory Environment:**

*Local Government Act 1995*

*Local Government (Financial Management) Regulations 1996 Australian Accounting Standards Board (AASB) Standards*

**Relevant Plans and Policy:**

Council “2.16 Significant Accounting Policies” 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”.

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

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

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

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

#### **Comment:**

The review of all asset classes has resulted in depreciation rates which better reflect the useful life of the assets.

#### **OFFICER'S RECOMMENDATION**

That Council adopts the amended Council Policy 2.16 Significant Accounting Policies, as included at Attachment 14.06.24.08A.

*(Absolute majority vote required)*

#### **OCM 06.24-12**

#### **COUNCIL RESOLUTION**

**MOVED Cr Bell**

**SECONDED Cr Wallis**

***That Council adopts the amended Council Policy 2.16 Significant Accounting Policies, as included at Attachment 14.06.24.08A.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis  
Against: Nil***

#### **Attachments**

Attachment 14.06.24.08A - Policy 2.16 Significant Accounting Policies.

**2.16 SIGNIFICANT ACCOUNTING POLICIES**

<b>Directorate:</b>	Corporate			
<b>Statutory Environment:</b>	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>Australian Accounting Standards Board (AASB) Standards</i>			
<b>Council Adoption:</b>	<b>Date:</b>		<b>Resolution #:</b>	10.02.11.01
<b>Last Amended:</b>	<b>Date:</b>	July 2023	<b>Resolution #:</b>	OCM 07.23-11
<b>Review Date:</b>	July 2024			

The significant accounting policies which have been adopted in the preparation of this financial reports are:

**Basis of Preparation**

The budget 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. All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is 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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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 of Brookton controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

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

### **2023/234 Actual Balances**

Balances shown in this budget as 202~~23~~/234 Actual are estimates as forecast at the time of budget preparation and are subject to final adjustments.

### **Change in Accounting Policies**

On the 1 July 202~~24~~ no new accounting policies are to be adopted and no new policies are expected to impact the annual budget.

### **Key Terms and Definitions – Nature or Type Revenues 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. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

### **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.

Excludes rubbish removal charges. 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.

### **Profit On Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

### **Operating Grants, Subsidies and Contributions**

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

### **Non-Operating Capital Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current 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**

Revenue (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, other fees and charges.

### **Interest ~~Earnings~~ 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 cannot be classified under the above headings, includes dividends, discounts, and rebates and reimbursements etc.. ~~Reimbursements and recoveries should be separated by note to ensure the correct calculation of ratios.~~

### **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, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, 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, Etc.)**

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**

Loss on the disposal of fixed assets includes loss on disposal of long-term investments.

### **Depreciation On Non-Current Assets**

Depreciation and amortisation expense raised on all classes of assets.

### **~~Interest Expenses~~ 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, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

### **Net Current Assets**

#### **Significant Accounting Policies**

#### **Current and Non-Current Classification**

An asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long



service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale.

### **Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire of Brookton 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.

### **PREPAID RATES**

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

### **Inventories General**

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.

### **Superannuation**

The Shire of Brookton contributes to a number of superannuation funds on behalf of employees. All funds to which the Shire of Brookton contributes are defined contribution plans.

### **Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

### **Contract Assets**

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

### **Trade and Other Receivables**

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 uncollectible 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.

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

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable is separated from other trade receivables due to the difference in payment terms and security for rates receivable.

### **Provisions**

Provisions are recognised when the Shire has a 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 Benefits**

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

### **Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short-term borrowings in current liabilities in Note 2 - ~~Net Current Assets~~ Cash and Financial Assets.

### **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.

## Recognition of Assets

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.

## Gains And Losses on Disposal

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

## Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Major depreciation periods used for each class of depreciable asset are:

### Asset Class

Buildings – non-specialised	1 to 100 years
Buildings – specialised	50 to 80 years
Furniture and Equipment	<del>3</del> 2 to 50 years
Plant and Equipment	2 to 100 years Infrastructure Parks & Gardens
<del>4</del> 0 to 100 years Infrastructure Footpaths	<del>10</del> 2 to 60 years
Infrastructure Sewerage	<del>6</del> 0 to 100 years
Infrastructure water supply	10 to 75 years
Infrastructure Roads	0 to 100 years Right of use – plant and
equipment	based on the remaining lease
Right of use – land	based on the remaining lease
Intangible assets – rehabilitation costs	40 years

## Amortisation

The depreciable amount of all intangible assets with a finite useful life, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The assets residual value of intangible assets is considered to be zero and useful live and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income.

### **Borrowing Costs**

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.

### **Leases**

At inception of a contract, an entity shall assess whether the contract is, or contains, 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 recognized at cost and a lease liability.

At the present value of the lease payments that are not paid at that date. The lease payments shall be 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.

### **Lease Liabilities**

The present value of future lease payments not paid at the reporting date discounted using the incremental borrowing rate where the implicit interest rate in the lease is not readily determined.

### **Revenue Recognition**

Accounting Policies for the recognition of income and revenue from contracts with customers is described in Note [8 13 and 14](#).

### **Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire of Brookton's interests in the asset's liabilities revenue and expenses of joint operations are included in the respective line items of the financial statements.

### **Goods and Services Tax (GST)**

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.

**Critical Accounting Estimates**

The preparation of a budget 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 that are 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 that are not readily apparent from other sources. Actual results may differ from these estimates.

**Rounding Off Figures**

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

**Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**Budget Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

**14.06.24.09 WRITE OFF SMALL BALANCES – END OF YEAR RATES**

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	20 June 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>	Holly Bassett – Finance Administration Officer - Rates
<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>	Absolute Majority
<b>Previous Report:</b>	N/A

**Summary of Item:**

This report provides Council with an update on the rates debt recovery process and seeks Council's approval to write-off small balances in relation to penalty interest on rates.

**Description of Proposal:**

As part of the rates end of year process it is recommended to Council that it supports to write-off small balances of \$5.00 and under per rates assessment.

There are currently a total 68 assessments, with a total of \$114.00. The full list of all assessments and totals is included in **Confidential Attachment** 14.06.24.09A.

These amounts normally occur when rate payments are made in full several days after a due date.

These outstanding amounts will commence to earn penalty interest from 1 July. This has the potential to make Council's Annual Rate Notice confusing.

**Background:**

Over the past 12 months the Shire Administration has taken an active approach to address outstanding rates balance. This has yielded improvements in the level of outstanding rates and charges as well as the establishment of a number of new payment plans for outstanding accounts.

Section 6.12 of the Local Government Act 1995 also deals with the power to defer, grant discounts, waive or write off debts. The Shire has not issued a delegation to the CEO to write off small balances, and as such, this matter must be presented to Council for resolution.

**Consultation:**

Given the relatively small amounts involved and the cost of consultation, most of the ratepayers are unaware of the small amounts outstanding.

**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.

### Relevant Plans and Policy:

There are no Council policy implications relative to this issue.

### Financial Implications:

The financial implications of \$114.00 is minor and covered in a standard budget provision for write offs of this nature in the 2023/24 budget.

### Risk Assessment:

The risk in relation to this matter is assessed as “Low” on the basis that again there is minimal impact on the Shire’s finances with associated assessments that have an outstanding balance less than \$5.00.

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

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

### Community & Strategic Objectives:

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

### Comment

Nil.

## OFFICER RECOMMENDATION

That Council, pursuant to section 6.12 (1)(c) of the Local Government Act 1995, write-off the outstanding rates balances totalling \$114.00 as contained in Confidential Attachment 14.06.24.09A.

*(Absolute majority Vote required)*

### **OCM 06.24-13**

#### **COUNCIL RESOLUTION**

**MOVED Cr Copping      SECONDED Cr Bell**

***That Council, pursuant to section 6.12 (1)(c) of the Local Government Act 1995, write-off the outstanding rates balances totalling \$114.00 as contained in Confidential Attachment 14.06.24.09A.***

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

## **Attachments**

Confidential Attachment 14.06.24.09A - Write Off Small Balances – Rates End of Year 2023/24.



**15.06.24.01 APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES AND ADVISORY GROUPS FOR 2024-2025 FOLLOWING EXTRAORDINARY ELECTION.**

<b>File No:</b>	GOV022C Committees of Council
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	14 White Street, Brookton WA 6306
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Sandie Spencer - Executive Governance Officer
<b>Authorising Officer:</b>	Gary Sherry - Chief Executive Officer
<b>Declaration of Interest:</b>	Nil
<b>Voting Requirements:</b>	Absolute Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

With the completion of the recent Extraordinary Election a review of the appointment of Elected Members to Committees of Council, Shire of Brookton Advisory Groups and delegates to organisations, positions and committees to which Council has membership or representation is appropriate.

**Description of Proposal:**

Council is required to review the selection of Elected Members to Council's committees at least once each election cycle.

**Background:**

A review of some of the committees and delegates that Council participates in may be appropriate.

The use of Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and addressing issues without the need for full Council representation.

Council representation on Advisory Groups is also an important link for the awareness of the Council on issues that may impact the community or for that matter Council business. As such it is essential that all Council members contribute through participation on some of these groups.

Council may, at any time, exercise its authority under the legislation to:

- change the composition of an existing Committee or Advisory Group (including increase in members);
- create a new Committee or Advisory Group with a defined purpose; or
- delete an existing Committee or Advisory Group if there is no further a purpose or need.

No.	Council Committee	Role/Authority
1	Audit and Risk Committee	<p>This is a legislatively required Committee to oversee Council's audit process and risk management. This committee will be the subject of future legislative amendment in the very near future.</p> <p>Minimum of 3 Elected Members and 2 External Representatives, one being a CPA</p> <p>The Committee meets as required but this is always at least 3 times per year. The Committee makes recommendations to Council.</p>
2	Employment Committee	<p>The committee is responsible for overseeing employment relationship with CEO. This includes performance and salary review.</p> <p>This committee has Delegated Authority to make decisions binding of Council.</p> <p>The Committee would normally meet annually</p>
3	Bushfire Advisory Committee (BFAC)	<p>An advisory committee to oversee fire prevention, fire management and recommended on Council policy relating to the Bush Fires Act.</p> <p>Currently the committee meets 3 times per year.</p>
4	Shire of Brookton Local Emergency Management Committee	<p>This committee acts in accordance with the Emergency Management Act 2005 to manage and organise the Brookton community's emergency preparation and response</p> <p>Currently the committee meets 4 times per year.</p>
5	Community Enterprise Advisory Reference Group (CEARG)	<p>The CEARG operates under the auspice of Council to co-ordinate and oversee community projects listed in the Shire of Brookton Corporate Business Plan, or arising from 'Innovations Pathway' and the BROOKTON Book of Initiatives.</p> <p>Such projects may include (but are not limited to) civic projects and initiatives that involve direct participation from key community representatives</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
6	Business and Economic Advisory Reference Group (BEARG)	<p>The purpose of this Group is to co-ordinate and oversee major projects of a commercial or economic nature for the betterment of the BROOKTON economy and community.</p> <p>Such projects are listed in the Shire of Brookton Corporate Business Plan, and may also be identified</p>

No.	Council Committee	Role/Authority
		<p>through the 'Innovations Pathway' and the BROOKTON Book of Initiatives</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
7	Brookton Recreation Advisory Group (BRAG)	<p>The BRAG seeks to ensure the WB Eva Pavilion and Brookton Oval is appropriately maintained and accessible for all users and utilised by a broad range of community and private users.</p> <p>The Terms of Reference for this Advisory Group is subject to review by Council</p>
8	WALGA Central Country Zone	<p>This group is made up of 13 member Councils of the WALGA. Council is entitled to two delegates.</p> <p>It is suggested that the CEO be at a proxy delegate to permit the CEO to attend and vote on matters of importance when a Council delegate is unable to attend.</p> <p>This Committee meets about 5 times a year, in locations around the district. Meetings take up six hours with travel.</p>
9	WALGA AGM (Voting)	<p>Council is entitled to two voting delegates at the annual WALGA AGM.</p> <p>Again it may be appropriate to include the CEO as one of the proxy delegates</p>
10	Wheatbelt South Regional Road Group (WBSRRG) & Hotham-Dale Subgroup	<p>The WBSRRG is the key body responsible for oversight and allocation of road funding in our region under the State Road Funds Agreement.</p> <p>The Hotham-Dale Subgroup is our local group including the Shires of Beverley, Pingelly and Wandering who provide delegates to the WBSRRG.</p>
11	Brookton District High School Board	<p>The representative will sit on the Brookton DHS Board.</p>
12	Regional Joint Development Assessment Panel (JDAP)	<p>Council can nominate 2 delegates and 2 Deputy Delegates to the JDAP to sit on reviews of large planning applications in the Shire of Brookton. Council's nominees must be appointed by the Minister and are required to complete training.</p> <p>The Shire of Brookton has never had such a planning application.</p>
13	Roadwise Council	<p>Council can nominate an elected member as a contact for the WALGA Roadwise Council program.</p> <p>Council can nominate a staff member as a contact for the WALGA Roadwise Council program.</p>

**Statutory Environment:**

Local Government Act (1995)

**5.10 Appointment of committee members**

- (1) A committee is to have as its members -
- (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

*\*Absolute majority required.*

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish -
- (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee, the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

**5.11. Tenure of committee membership**

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until -
- (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - (b) the person resigns from membership of the committee;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
- whichever happens first.

**Relevant Plans and Policy:**

The following Policies apply to the establishment and operation of Council Committees:

- Policy 1.13 Council Committees – Terms of Reference
- Policy 1.12 CEO Performance and Salary Review
- Policy 1.26 Code of Conduct Behaviour Complaints Management

**Financial Implications:**

Nil.

**Risk Assessment:**

In not appointing members to the Audit and Risk Committee, LEMC and BFAC the Council would be in breach of the respective legislation. While the consequences are major, the likelihood of occurrence is Rare.

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

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

**Community & Strategic Objectives:**

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

**Comment:**

The use of Committees to undertake Council functions and provide advice to Council is an important means of progressing projects and addressing issues without the need for full Council representation.

Council representation on Advisory Groups is also an important link for the awareness of the Council on issues that may impact the community or for that matter Council business. As such it is essential that all Council members contribute through participation on some of these groups.

Council may, at any time, exercise its authority under the legislation to:

- change the composition of an existing Committee or Advisory Group (including increase in members);
- create a new Committee or Advisory Group with a defined purpose; or
- delete an existing Committee or Advisory Group if there is no further a purpose or need.

## OFFICER RECOMMENDATION

That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation:

No.	Council Committee	Council Representative/ Delegate
1	Audit and Risk (Finance) Committee	Cr Crute Cr de Lange Cr Bell Mr E. Pech Vacant External Representative
2	Employment Committee	Cr Crute Cr de Lange Cr Bell Cr Copping Cr Hayden Cr McCabe Cr Wallis
3	Bushfire Advisory Committee	Cr de Lange - Chair Cr McCabe
4	Local Emergency Management Committee	Cr Crute - Chair Cr McCabe
5	Community Enterprise Advisory Reference Group	Cr de Lange - Chair Cr Crute - Deputy Chair Cr Hayden Cr McCabe Cr Copping
6	Business and Economic Advisory Reference Group	Cr Crute - Chair Cr de Lange - Deputy Chair Cr Bell Cr Wallis
7	Brookton Recreation Advisory Group	Cr Hayden - Chair Cr Crute
8	WALGA Central Country Zone	Cr Crute Cr de Lange Cr Hayden - Proxy Chief Executive Officer- Proxy
9	WALGA AGM (Voting)	Cr Crute Cr de Lange Cr Hayden - Proxy Chief Executive Officer- Proxy
10	MRWA Wheatbelt South Regional Road Group & Hotham-Dale Subgroup	Cr de Lange Cr McCabe - Proxy
11	Brookton District High School Board	Cr Copping
12	Regional Joint Development Assessment Panel (JDAP)	Cr McCabe Cr Bell Cr de Lange - Proxy Cr Hayden - Proxy
13	RoadWise Council	Cr de Lange Manager of Infrastructure & Works

*(Absolute majority vote required)*

**COUNCIL RESOLUTION****MOVED Cr de Lange      SECONDED Cr Bell**

***That Council appoint the following as members of Committees of Council and as delegates of Council to the respective committee or organisation:***

<b>No.</b>	<b>Council Committee</b>	<b>Council Representative/ Delegate</b>
<b>1</b>	<b>Audit and Risk (Finance) Committee</b>	Cr Crute Cr de Lange Cr Bell Mr E. Pech Vacant External Representative
<b>2</b>	<b>Employment Committee</b>	Cr Crute Cr de Lange Cr Bell Cr Copping Cr Hayden Cr McCabe Cr Wallis
<b>3</b>	<b>Bushfire Advisory Committee</b>	Cr de Lange - Chair Cr McCabe
<b>4</b>	<b>Local Emergency Management Committee</b>	Cr Crute - Chair Cr McCabe
<b>5</b>	<b>Community Enterprise Advisory Reference Group</b>	Cr de Lange - Chair Cr Crute - Deputy Chair Cr Hayden Cr McCabe Cr Copping
<b>6</b>	<b>Business and Economic Advisory Reference Group</b>	Cr Crute - Chair Cr de Lange - Deputy Chair Cr Bell Cr Wallis
<b>7</b>	<b>Brookton Recreation Advisory Group</b>	Cr Hayden - Chair Cr Crute
<b>8</b>	<b>WALGA Central Country Zone</b>	Cr Crute Cr de Lange Cr Hayden - Proxy Chief Executive Officer- Proxy
<b>9</b>	<b>WALGA AGM (Voting)</b>	Cr Crute Cr de Lange Cr Hayden - Proxy Chief Executive Officer- Proxy
<b>10</b>	<b>MRWA Wheatbelt South Regional Road Group &amp; Hotham-Dale Subgroup</b>	Cr de Lange Cr McCabe - Proxy
<b>11</b>	<b>Brookton District High School Board</b>	Cr Copping
<b>12</b>	<b>Regional Joint Development Assessment Panel (JDAP)</b>	Cr McCabe Cr Bell Cr de Lange - Proxy Cr Hayden - Proxy

No.	Council Committee	Council Representative/ Delegate
13	RoadWise Council	Cr de Lange Manager of Infrastructure & Works

***CARRIED BY ABSOLUTE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***



## 15.06.24.02 REVIEW OF COUNCILLOR ATTENDANCE FEES, ALLOWANCES AND EXPENSES FOR 2024/25

<b>File No:</b>	GOV027
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	Shire of Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

### Summary of Report:

Council is to determine the Councillor Fees, Allowances and Expenses to be paid in the 2024/25 financial year.

### Description of Proposal:

Council may make any determination Councillor attendance fees, allowances and expenses for 2024/25 that is within the allocated range for a Band 4 Local Government. There is no compulsion for Council to make any increase from year to year as long as the decision is within the allotted Band range.

The details of the meeting attendance fees and allowances are included below:

Payment	SAT Band 4 Minimum 2024/25	SAT Band 4 Maximum 2024/25	Shire of Brookton 2023/24
Annual President Allowance	\$556	\$21,710	\$1,500
Deputy President Allowance	\$139	\$5,428	\$375
Councillor – Per Council Meeting Fee	\$99	\$260	\$200
President – Per Council Meeting Fee	\$99	\$530	\$400
Committee Meeting	\$52	\$130	\$100
Independent Member of Committee	\$0	\$130	
Annual Attendance Fee - Councillor	\$3,884	\$10,286	
Annual Attendance Fee - Shire President	\$3,884	\$21,138	

It is open for Council to move to receive an annual attendance fee in lieu of meeting fees for Council, committee and other prescribed meeting attendance fees. The prescribed range is between \$3,884 and \$10,286 for Councillors and between \$3,884 and \$21,138 for the Shire President.

Staff have proposed a change in the payment of Councillor Meeting Fees, shifting to an annual payment from the per meeting fee and an increase in the President's Allowance. The summary of total payments are included below in comparison with the payment schedules of other local governments for 2023/24.

Payment	Brookton		Pingelly 2023/24		Corrigin 2023/24		Williams 2023/24	
	Pres	Cr	Pres	Cr	Pres	Cr	Pres	Cr
President Allowance	\$7,500		\$1,200		\$7,500		\$4,840	
Per Meeting Fee							\$3,300	\$1,672
Per Meeting Committee							\$640	\$640
Annual Attendance Fee	\$7,000	3,884	\$10,000	\$4,000	\$7,100	\$3,700		
<b>TOTAL Payment</b>	<b>\$14,500</b>	<b>\$3,884</b>	<b>\$11,200</b>	<b>\$4,000</b>	<b>\$14,600</b>	<b>\$3,700</b>	<b>\$8,780</b>	<b>\$2,312</b>

The Officer's Recommendation is to change annual attendance fees in lieu of Council meeting, committee meeting and prescribed meeting attendance fees. The proposed level is the minimum permitted under by the Salary and Allowances Tribunal for Councillors.

The advantage for the annual payment is that the administration cost is significantly lower and is much simpler to administer. Currently Council holds at least 11 ordinary, monthly meetings and several other Council and Committee meetings. The cost of an annual or individual meeting fee is similar on an annual basis.

The Officer's Recommendation is to increase the Presidents Allowance. The Presidents allowance recognises a range of factors including the following:

- the leadership role of the mayor, president or chair in the community and Shire. This role extends outside just the Council meeting schedule, including meeting with politicians and business in matters impacting the Shire of Brookton;
- the statutory functions for which the mayor, president or chair is accountable; and
- the ceremonial and civic duties required of the president. The President often attends community events in her role as Shire President.

The Officer's Recommendation is to set a level similar to neighbouring local governments.

In assessing the annual cost of the Officer's Recommendation is similar to previous expectations. In 2022/23 and 2023/24 Council has had two extra ordinary elections resulting in a significant number of months when the Councillors eligible to receive meeting fees was reduced. The increase in 2024/25 will be similar to the amount budgeted for payments in 2023/24.

Year	Meeting Fees	Annual Attendance Fee	President & Deputy Allowance	Travel	TOTAL
2022/23 - Actual	24,887		1,875	2,165	28,927
2023/24 - Budget	36,600		1,875	4,120	42,595
2023/24 - YTD	24,554		1,875	1,420	27,849
2024/25		30,304	9,375	3,000	42,679

**Background:**

The Local Government Act 1995 section 5.98 (the Act) and Local Government (Administration) Regulations 1996 provide for Councillors to receive certain payments, and sets minimum and maximum amounts which can be paid.

Fees, Allowances and Expenses available include:

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

The Salary and Allowances Tribunal recently undertook the annual review of Fees, Allowances and Expenses for Councillors the with the determination made on 5<sup>th</sup> April 2024 effective from 1 July 2024.

The Tribunal has determined a 4% increase in remuneration, fees, expenses and allowance ranges provided to CEO's and elected members. A copy of the determination is available from the Salary & Allowances Tribunal website for interested Councillors.

**Consultation:**

Salaries and Allowances Tribunal's *Local Government Chief Executive Officers and Elected Members Determination No 1 of 2024*.

**Statutory Environment:**

Local Government Act 1995

5.63. Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
- (c) an interest relating to-
- (i) a fee, reimbursement of an expense or an allowance to which section 5.98, 5.98A, 5.99, 5.99A, 5.100 or 5.101(2) refers; or

5.98. Fees etc. for council members.

5.98A. Allowance for deputy mayor or deputy president.

5.99. Annual fee for council members in lieu of fees for attending meetings.

5.99A. Allowances for council members in lieu of reimbursement of expenses.

Salaries and Allowances Act 1975.

Section 7A of the Salaries and Allowances Act 1975 ('the SA Act') requires the Salaries and Allowances Tribunal ('the Tribunal') to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

Section 7B(2) of the SA Act requires the Tribunal to inquire into and determine the amount of:

- Fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 ('the LG Act') to elected council members for attendance at meetings;
- expenses, or the minimum and maximum amounts of expenses,
- be reimbursed under the LG Act to elected council members; and
- allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

**Relevant Plans and Policy:** Nil

**Financial Implications:**

Council will include in the 2024/25 budget sufficient funds to meet all anticipated Councillor fees and allowances. The Officer's Recommendation is not significantly different from the Council budget in 2023/2024.

**Risk Assessment:**

In 2022/23 and 2023/24 Council has had two extra ordinary elections and the Council has had to operate with reduced capacity during this time. To maintain a vibrant and effective local democracy, Council needs to have policies and processes to ensure that Councillors are not penalized for being Councillors. Currently there has been no recognised impact from this reduced numbers, but continuing in this manner will eventually have negative consequences.

The likelihood of reduced representation is possible with a Moderate to major consequences on service delivery 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:**

The setting of Councillor Fees and Allowances is a sensitive matter for the Council to consider however it is important that Councillors receive reasonable remuneration in order to attract and retain suitable candidates. It is up to Council to make their own decision as to where they should sit within the prescribed Bands.

**Comment:** Nil

## OFFICER'S RECOMMENDATION

That Council, in the 2024/25 financial year, pay:

1. an annual attendance fee in lieu of Council meeting, committee meeting and prescribed meeting attendance fees
  - a. to the Shire President of \$7,000 per annum;
  - b. to the Shire Councillors of \$3,884 per annum;
2. a Shire President's Allowance of \$7,500 per annum;
3. a Deputy Shire President's Allowance of \$1,875 per annum;
4. a Committee Meeting Fee of \$120 per Committee Meeting for independent members;
5. all travel, communication and childcare costs upon presentation of evidence of the actual costs; and

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

*(Simple majority vote required)*

**OCM 06.24-15**

### **COUNCIL RESOLUTION**

**MOVED Cr Bell**

**SECONDED Cr Wallis**

***That Council, in the 2024/25 financial year, pay:***

1. ***an annual attendance fee in lieu of Council meeting, committee meeting and prescribed meeting attendance fees***
  - a. to the Shire President of \$7,000 per annum;***
  - b. to the Shire Councillors of \$3,884 per annum;***
2. ***a Shire President's Allowance of \$7,500 per annum;***
3. ***a Deputy Shire President's Allowance of \$1,875 per annum;***
4. ***a Committee Meeting Fee of \$120 per Committee Meeting for independent members;***
5. ***all travel, communication and childcare costs upon presentation of evidence of the actual costs; and***

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

**CARRIED BY SIMPLE MAJORITY VOTE 5/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***  
***Against: Nil***

**15.06.24.03 BROOKTON COMMUNITY INC LEASES**

<b>File No:</b>	COM004 COR011
<b>Date of Meeting:</b>	20 June 2024
<b>Location/Address:</b>	1. former Tennis Courts, Tennis Building and Brookton Men's Shed situated at Lot 510, White Street, Brookton 2. The former Bowling Club Building situated at Lot 510, White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer The author does not have an interest in this item
<b>Declaration of Interest:</b>	The authorising officer has an Impartiality Interest in that the authorising officer is a member of the Brookton Country Club.
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

Council is to consider providing notice of termination of the leases for Council properties currently held by Brookton Community Inc (BCI).

**Description of Proposal:**

In for some time relationships between the BCI member groups has deteriorated and recent months BCI has become unworkable. The BCI members are now seeking to split/leave the BCI group.

To allow the community activities to continue while the administration of BCI resolves members leaving, staff have proposed to terminate the leases over Shire property to allow any future, ongoing access to the Shire properties to be negotiated.

Clause 15 of both leases is:

**15. Termination**

Either party may terminate this lease by giving at least ONE (1) calendar month notice to the other party.

The Officer's Recommendation is for Council to exercise this clause and give the one (1) calendar month's notice to BCI.

Given that Council provides that notice, Council can initially establish a casual hirers fee access to the properties currently leased to allow the community activities to continue. Once the groups are established legally as incorporated associations, Council can commence a process to negotiate new lease agreements with the community groups.

The Brookton Patchwork Quilting Group have provided a letter in support of the Officer's Recommendation included at Attachment 15.06.24.03A.

**Background:**

In 2018/19 the Brookton Community Inc. formed as an umbrella group to combine small local community organisations to assist meeting their common administrative challenges. The Brookton Men's Shed Group, the Brookton Patchwork Quilting Group, Brookton Art and Craft

and the Brookton Community Garden commenced as members. The Brookton Nyoongah Youth Group started as a BCI member and later withdrew. Recently Brookton Onward Town Teams joined BCI.

Council entered into leases with BCI in July 2020 to provide access to:

1. The old Bowling Club premises on Whittington Street; and
2. The old tennis court premises on White Street. In 2022 the new Men's Shed Building was built on the site of this lease.

#### **Consultation:**

Shire President Cr Crute and staff have held a number of discussions with members of BCI over an extended period.

#### **Statutory Environment:**

Council has lease agreements that control the use of the Shire premises by BCI members.

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

With the termination of the lease agreements, public access and use of the old Bowling Club premises on Whittington Street and the old tennis court premises on White Street will be controlled by Council policies for use of premises including WB Eva Pavilion and Memorial Hall.

#### **Financial Implications:**

Council will incur staff cost in negotiating a new leases. These leases are likely to review the annual hire charges and ongoing operating costs of each premise.

#### **Risk Assessment:**

Given the heightened tension in BCI, there is a possible likelihood that of moderate consequences relating to reputation and service delivery in the immediate future. Entering into a negotiation phase with each community group will reduce these tensions.

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

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

**Community & Strategic Objectives:**

The activities completed on the properties leased by BCI have relevance under the Shire of Brookton's Strategic Community Plan 2022-2032 at sections:

10.2 Aging-in-place program.

14.1 Natural spaces enhancement project.

15.3 Built form cultural activation project.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

That Council give Brookton Community Inc formal notice that Council will, as per the Termination Clauses included in each lease, terminate the leases for:

1. The former Tennis Courts, Tennis Building and Brookton Men's Shed situated at Lot 510, White Street, Brookton;
2. The former Bowling Club Building situated at Lot 510, White Street, Brookton;

on Monday 22 July 2024 if not before by agreement with Brookton Community Inc

*(Simple majority vote required)*

**OCM 06.24-16**

**COUNCIL RESOLUTION**

**MOVED Cr Wallis                      SECONDED Cr de Lange**

***That Council give Brookton Community Inc formal notice that Council will, as per the Termination Clauses included in each lease, terminate the leases for:***

- 1. The former Tennis Courts, Tennis Building and Brookton Men's Shed situated at Lot 510, White Street, Brookton;***
- 2. The former Bowling Club Building situated at Lot 510, White Street, Brookton;***

***on Monday 22 July 2024 if not before by agreement with Brookton Community Inc***

**CARRIED BY SIMPLE MAJORITY VOTE 5/0**

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis***

***Against: Nil***

**Attachments**

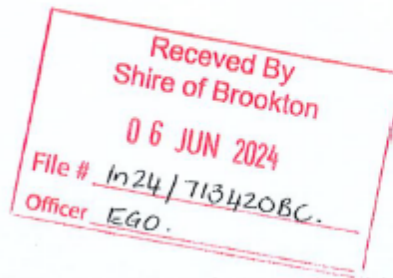
**Attachment 15.06.24.03A - Letter of Support - Brookton Patchwork Quilting Group.**



Shire of Brookton  
PO Box 42  
Brookton WA 6306

6<sup>th</sup> June 2024

Dear Gary and Councillors,



The Brookton Patchwork & Craft Group wish to inform the shire of our support for the recommendation to terminate the two leases held by Brookton Community Inc. (BCI)

About us.

- We meet at the Old Bowling Club building every Tuesday and Thursday 51 weeks of the year.
- Our 25 members are drawn from a wide variety of communities including Brookton, Pingelly, Beverley, Armadale, Mandurah and Narrogin to name a few.
- Three times a year we have weekend workshops as well as hold special events for the community.
- We are the women's version of a "Men's Shed" offering social interaction as well as a learning environment.
- We are pleased to have been able to make significant improvements to the old bowling club building.

**15.06.24.04 SHIRE OF BROOKTON DELEGATION REGISTER – ANNUAL REVIEW 2024/25**

<b>File No:</b>	GOV028C
<b>Date of Meeting:</b>	20 June 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>	Gary Sherry – Chief Executive Officer
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author and authorising officer do not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	N/A

**Summary of Report:**

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

**Description of Proposal:**

A revised draft list of Council's delegations is included at attachment 15.06.24.04A, with new additions included in red and deletions struck out.

There are no significant changes other proposed, with amendments relating to punctuation or spelling corrections, more efficient use of on-delegation.

**Background:**

Section 5.46 of the Local Government Act 1995 requires that the Chief Executive Officer is to keep a register of the delegations made under the Act to the Chief Executive Officer and to review those delegations at least once every financial year.

Council last reviewed this entire register on Wednesday 16<sup>th</sup> June 2023.

Council should note that under section 5.44 of the Local Government Act, Council can only delegate to the Chief Executive Officer and the Chief Executive Officer is able to delegate to Council employees. Therefore, although Council policy requires approval by two staff for some activities, the Council delegation is to the Chief Executive Officer and the Chief Executive Officer then on delegate, in writing, to additional staff. Some specialist delegations, particularly building and health matters, are on delegated to appropriately trained or qualified staff.

Currently the Chief Executive Officer's delegation of authority to Council employees possible under section 5.44 of the Local Government Act is recorded in the same document as Council's delegations to the Chief Executive Officer. In addition all staff who are provided with delegated authority by the Chief Executive Officer are formally advised in writing of that delegation.

**Consultation:**

As the proposed amendments to the current Delegation Register are considered minor, there has been no prior discussion on this matter.

## **Statutory Environment:**

### **Local Government Act 1995**

#### **5.17 Limits on delegation of powers and duties to certain committees**

- 1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
    - i. any power or duty that requires a decision of an absolute majority of the council; and
    - ii. any other power or duty that is prescribed;and
  - (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
    - i. the local government's property; or
    - ii. an event in which the local government is involved.
- 2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

#### **5.42. Delegation of some powers and duties to CEO**

- 1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under —
  - (a) this Act other than those referred to in section 5.43; or
  - (b) the Planning and Development Act 2005 section 214(2), (3) or (5).

\* Absolute majority required.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### **5.43. Limits on delegations to CEO**

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

#### **5.44. CEO may delegate powers and duties to other employees**

- 1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.

- 2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- 1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- 2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.
- 3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.

#### Relevant Plans and Policy:

There are no plans or policies directly applicable to this report, however compliance with Council Policy is required with the exercise of delegated authority by staff.

#### Financial Implications:

There are no direct financial implications arising from this report.

#### Risk Assessment:

Risk exists for Council that:

- In not ensuring appropriate level of delegation and sub-delegation, and/or not maintaining an up to date delegation register, the Shire of Brookton will find it difficult to operate in an effective and efficient manner; and
- Officers who are delegated authority exceeding that authority.

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

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

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

#### Community & Strategic Objectives:

This proposal relates to delivery of Council business and services. This indirectly supports achieving community and strategic objectives.

**Comment:** Nil

## OFFICER'S RECOMMENDATION

That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended Shire of Brookton Delegation Register, as included at Attachment 15.06.24.04A.

*(Simple majority vote required)*

**OCM 06.24-17**

### **COUNCIL RESOLUTION**

**MOVED Cr Copping      SECONDED Cr Bell**

***That Council, in accordance with Section 5.46(2) of the Local Government Act 1995, adopt the amended Shire of Brookton Delegation Register, as included at Attachment 15.06.24.04A.***

***CARRIED BY SIMPLE MAJORITY VOTE 5/0***

***For: Cr Crute, Cr De Lange, Cr Bell, Cr Copping, Cr Wallis  
Against: Nil***

## **Attachments**

**Attachment 15.06.24.04A - Delegation Register – Amended.**



## Delegation Register

*Version 14*



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## 1.0 COUNCIL DELEGATIONS

### 1.1 Power to Make Payments

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to make payment of accounts from Council's Municipal, Bond, and Trust Funds in accordance with Local Government (Financial Management) Regulations, 1996; r.12(1)(a)		
<b>Conditions of Delegation:</b>	a) Payments to be made by cheque and Electronic Funds Transfer (EFT). b) Monthly cheque listing as presented to Council.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Manager Infrastructure and Works ✓ Executive Governance Officer ✓ Senior Finance Officer		
<b>Additional conditions of Sub-delegation:</b>	a) Sub-delegates must comply with the Council finance policies and procedures approved in accordance Financial Management Regulation 5.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act 1995; s6.10</i> ✓ <i>Local Government (Financial Management) Regulations, 1996; r.12 and r.13.</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		



## 1.2 Tenders for Goods and Services – Calling For

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to invite and evaluate tenders for goods and services that are adequately funded in the annual budget.		
<b>Conditions of Delegation:</b>	a) This delegation extends to conformity with Section 3.57 of the <i>Local Government Act, 1995</i> and the prescribe functions under r.11; r.13; r.14; r.18 and r.20 of the <i>Local Government (Functions and General) Regulation, 1996</i> . b) Tenders may only be called where this is a sufficient allocation in the adopted annual budget for the proposed goods or services or where the Council has seriously entertained the draft annual budget with incorporation of the funding for the required goods or services that are deemed essential to the continuity of service delivery as part of the Shire core business.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b> OCM	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.57</i> ✓ <i>Local Government (Functions and General) Regulations 1996; r.11; r.13; r.14; r.18; r.20</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the <i>Local Government (Admin) Regulations 1996</i> .		
<b>Version No.</b>	12		

## 1.4 Financial Investments

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to invest money held in the municipal fund or trust fund that is not required at the time for any purpose.		
<b>Conditions of Delegation:</b>	a) This delegation extends compliance with the prescribe provisions under s.614(1) of the <i>Local Government Act 1995</i> . and r.19 of the <i>Local Government (Financial Management) Regulations, 1996</i> and any applicable Council Policy at the time of investment. b) All investment of funds must be with a reputable Australian Banking institution governed by the <i>Banking Act, 1959</i> . c) Investments must be spread across more than one financial institution to minimise financial risk. d) A monthly report on investments is to be presented to Council.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; S6.14 ✓ <i>Trustees Act, 1962</i> ; Part III ✓ <i>Local Government (Financial Management) Regulations</i> ; r. 19 ✓ Policy 2.19 - Financial Reserves		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the <i>Local Government (Admin) Regulations 1996</i> .		
<b>Version No.</b>	12		

## 1.5 Disposal of Assets

<b>Delegator:</b>	Council
<b>Express Power to Delegate:</b>	<p><i>Local Government Act, 1995</i></p> <ul style="list-style-type: none"> <li>✓ S.5.42 Delegation of some powers or duties to the CEO</li> <li>✓ S.5.43 Limitations on delegations to the CEO</li> </ul>
<b>Delegated to:</b>	Chief Executive Officer
<b>Delegated Function:</b>	<p>Power to dispose of:</p> <ol style="list-style-type: none"> <li>1) Shire owned property to: <ol style="list-style-type: none"> <li>a) The highest bidder at public auction [s. 358(2)(a)].</li> <li>b) The person who at public tender called by the local government makes what is considered (by the delegate) to be the most acceptable tender, whether or not it's the highest tender [s.358(2)(b)].</li> </ol> </li> <li>2) Property by private treaty only in accordance with section 3.58(3) and prior to disposal, to conder any submissions received following the giving of public notice [s. 3.58(3)]. Including the execution of all transfer and sale documents.</li> <li>3) Heavy plant and vehicles included in the budget for disposition/trade.</li> <li>4) Shire owned property by way of periodic, or fixed-term residential tenancy and leave agreements, and associated documents.</li> </ol>
<b>Conditions of Delegation:</b>	<ol style="list-style-type: none"> <li>a) This delegation extends to compliance with the prescribe provisions under s3.58, s5.42, s6.10 of the Local Government Act 1995. and r.30 of the Local Government (Functions and General) Regulations, 1996 and any applicable Council Policy at the time of disposal.</li> <li>b) Action performed under this delegation shall as a minimum be advertised through local media platforms (print and digital) to ensure maximum circulation.</li> <li>c) Where public auction is determined as the method of disposal. Disposal of land or buildings is limited to items specified in the Annual Budget, and Policy 2.11 Koornong Residential Estate, and in any other case, a Council resolution is required.</li> <li>d) In accordance with s.5.43(d), disposal of property, for any single project where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000.00, or less, and equal to, or above, the reserve price in regard to land identified in Policy 2.11.</li> <li>e) Where public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>• The reserve price has been set by independent valuation. If the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>f) Where a public tender is determined as the method of disposal, and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method, and if so, must determine not to accept any tender, and use an alternative disposal method.</li> <li>g) Where a private treaty is determined [s.358(3)], as the method of disposal, authority to: <ul style="list-style-type: none"> <li>• Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>• Consider any public submissions received, and determined if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> </li> <li>h) Where the market value of the property is determined as being less than \$20,000 [(F&amp;G r30(3) excluded] disposal may be undertaken: <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved, however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</li> </ul> </li> </ol>

	i) This delegation allows for a surplus asset of less than \$300.00 to be gifted to a local community group of incorporated status, without the need to advertise the item.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> Dec 2021	<b>Minute:</b> OCM 12.21-15
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act 1995 s3.58, s5.42, s6.10</i> ✓ Local Government (Functions and General) Regulations 1996, r.30 ✓ Policy 2.11 – Koornong Residential Estate ✓ Policy 2.33 – Employee and Community Housing ✓ Policy 2.37 – Lease Licence and Tenancy Agreements ✓ Policy 2.41 – Community Engagement ✓ Delegation 1.38 - Common Seal		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.6 Relocation Expenses

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine level of payment for relocation expenses for new employee appointed to a Managerial position with the Shire of Brookton.		
<b>Conditions of Delegation:</b>	a) Sufficient funds being available in the Salaries and Wages allocation of the municipal Budget at the time of paying expenses. b) The expenses may include a motor vehicle, kilometre rate allowance in lieu of airfares for the employee and immediate family, plus out-of-pocket expenses, meals and sundries to a value set by Council Policy.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.32 – Employee Remuneration		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.7 Employee Housing

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to allocate accommodation and make all arrangements necessary in relation to occupancy and maintenance of Employee housing as provided by Council.		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions under applicable Council Policy 2.33 – Employee and Community Housing at the time of allocation. b) The employee is to enter into a formal Tenancy Agreement with responsibility placed on the employee for payment of rent and utilities, maintenance of lawn and garden areas and repair of damage not deemed general wear and tear.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Residential Tenancies Act, 1987</i> ✓ Policy 2.32 – Employee Remuneration ✓ Policy 2.33 – Employee and Community Housing ✓ Policy 2.37 – Lease Licence and Tenancy Agreements		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.8 Engagement of Professional Services

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to engage appropriate professional services and obtain legal advice and representation were considered necessary in the interest of providing good governance.		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions and statements under Council Policy 1.19 – Legal Representation for Council Members and Employees, and Council Policy 1.20 – Legal Advice, Proceedings and Prosecutions. b) The engagement of all professional services must be sufficiently funded within the municipal budget.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Council Policy 1.19 – Legal Representation for Council Members and Employees ✓ Policy 1.20 – Legal Advice, Proceedings and Prosecutions		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.9 Local Laws Administration

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to administer provisions, determine applications received, and exercise powers, duties and functions detailed in all Shire of Brookton Local Laws as prepared and adopted under Division 2 of Part 3 of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Manager Infrastructure and Works ✓ Contract Ranger		
<b>Additional conditions of Sub-delegation:</b>	a) Authority to perform administration and enforcement functions inclusive infringement notices and fines only.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; Part 9; Divisions 1 and 2 ✓ Local Government Amendment Property Local Law 2013 ✓ Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2012 ✓ Dogs Amendment Local Law 2012 ✓ Cemeteries Amendment Local Law 2012 ✓ Pest Plants Local Laws 2012 ✓ Health Local Laws 2000 ✓ By-law relating to the establishment, maintenance, and equipment of Bush Fire Brigades 1993
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12



## 1.10 Liquor Licensing and Permits

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to issue: a) Certificates of the Local Government pursuant to s.39 of the <i>Liquor Control Act 1988</i> . b) Certificates of the Local Planning Authority pursuant to s.40 of the <i>Liquor Control Act 1988</i> . c) Consent requirements to applicants seeking approval for the consumption of alcohol for special occasions and events on Council owned or vested property in accordance with s.59 of the <i>Liquor Control Act 1988</i> .		
<b>Conditions of Delegation:</b>	a) This delegation extends to compliance with the prescribe provisions under 39, 40 and 59 of the <i>Liquor Control Act, 1988</i> and any applicable guidelines.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees.		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Liquor Control Act, 1988; s.39; s.40 and s.59.</i> ✓ Policy 2.25 - Hall Hire		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.11 Rate Book

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995:</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to: a) Determine the time allowed for payment of rates before it becomes in arrears. b) Exercise discretion to grant an extension of time to process objections to the Rate Book. c) Recover rates pursuant to the provisions of s.6.56(1) of the <i>Local Government Act, 1995</i> . d) Enter into agreement with a rate payer for the payment of rates and service charges in accordance with the provisions s.6.49 of the <i>Local Government Act, 1995</i> . e) Require a lessee to pay rent to the Council in satisfaction of rates and service charges due and payable in accordance with s.6.60(2) of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; Part 6; Division 6; s.6.26 LGA Rateable land
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.12 Closure of thoroughfares to vehicles

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.42 Delegation of some powers or duties to the CEO ✓ s.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to: a) Close a thoroughfare (wholly or partially/ constructed or unconstructed) to a particular class(s) of vehicle for a period not exceeding four (4) weeks in accordance with s.3.50(1) of the <i>Local Government Act, 1995</i> . However, before doing so: i. Giving public notice of the pending closure. ii. Giving written to the Commissioner of Main Roads and landowners directly affected by the closure. iii. Consider submissions to the proposed road closure in accordance with s.3.50(1a), (2) and (4) of the <i>Local Government Act, 1995</i> . b) Revoke an order to close a thoroughfare in accordance with s.3.50(6) of the <i>Local Government Act, 1995</i> . c) Close a thoroughfare (wholly or partially) without public notice for repairs or maintenance where it is unlikely to have significant adverse effect on users in accordance with s.3.50(A) of the <i>Local Government Act, 1995</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12
<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ s.5.44 CEO may delegate some powers and duties to other employees.		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.50 s.3.50A s.3.51 ✓ <i>Local Government (Functions and General) Regulations 1996</i> r4, r5 and r6		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.13 Native Title

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Power to register an interest in any native title claim affecting the Shire thus ensuring the Council to have sufficient interest to become a party to the native title application.		
<b>Conditions of Delegation:</b>	✓ Where possible discussion with Councillors should first be entertained to understand the required level of involvement in a native title application.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Native Title Act, 1999</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.14 Impounding Goods – Authorised Employee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding, and keeping has been paid to the Local Government [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].		
<b>Conditions of Delegation:</b>	Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value for the Local Government. Disposal process must be transparent and accountable.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Works Coordinator ✓ Contract Rangers		
<b>Additional conditions of Sub-delegation:</b>	Nil		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> s.3.46 s.3.47 s.3.48
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.15 Offences – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. To consider allegations of offences alleged to have been committed under the <i>Bush Fires Act, 1954</i> in the district of the Shire of Brookton and, if the Chief Executive Officer sees fit, to institute and carry-on proceedings in the name of the Shire of Brookton against any person alleged to have committed any of those offences. 2. This delegation extends to the issue and/or withdrawal of infringement notices in accordance with the provisions of s. 59A.		
<b>Conditions of Delegation:</b>			
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by s.48(3)</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.59 s.59A(2)</i> ✓ <i>Bush Fires (Infringement) Regulations 1978 r.4a</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.17 Dog Act 1976

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Dog Act, 1976</i> ✓ S.10AA – Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	1. All powers, duties, and functions of the local government under the <i>Dog Act, 1976</i> . 2. Authorise the CEO to further delegate powers and duties under the <i>Dog Act, 1976</i> and associated Regulations.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Dog Act, 1976</i> ✓ s.10AA(3) Delegation of local government powers and duties (NOTE sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)		
<b>Subdelegated to:</b>	✓ Manager <b>Corporate and Community Infrastructure and Works</b> (Administration; fines and infringements only) ✓ Section 10AA(5) of the <i>Dog Act, 1976</i> does not limit the ability of the CEO to perform a function through an officer or agent.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Dog Act, 1976; s.29, s.33E and s.44</i> ✓ <i>Dog Regulations 2013</i> ✓ <i>Local Government (Miscellaneous Provisions) Act 1960</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.18 Gates on Road Reserves

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To approve the erection of gates on road reserves.		
<b>Conditions of Delegation:</b>	✓ In any circumstances considered controversial, the application is to be referred to Council. ✓ A Register of Gates with fences / gates across road reserves is required pursuant to legislation – <i>Local Government Act, 1995; Schedule 9.1, cl 5.</i>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; Schedule 9.1 cl.5</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		



## 1.19 Notices and Orders - Health Act 1911 and Public Health Act 2016

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Public Health Act, 2016</i> ✓ S.21 Enforcement agency may delegate		
<b>Delegated to:</b>	✓ Chief Executive Officer		
<b>Delegated Function:</b>	To designate a person or class of persons to exercise and discharge all the following powers and functions under the <i>Health Act, 1911</i> and <i>Public Health Act, 2016</i> as an authorised officer: ✓ The forming of opinions and making of declarations. ✓ The grant and issue of licenses, permits, certificates and approvals. ✓ The issue of notices, orders and requisitions and the carrying out and putting into effect of notices, orders and requisitions. ✓ The ordering and authorisation of legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made there under.		
<b>Conditions of Delegation:</b>	✓ Compliance with adopted Health Local Laws ✓ Applicant must be advised of objections and/or appeal rights ✓ Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No. 22 on 24 January 2017 – <i>Public Health Act, 2016</i> – Guidelines on the Designation of Authorised Officer. ✓ A register of authorised officers is to be maintained in accordance with s.27.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	✓ The sub-delegation does not include authorisation to instigate legal proceedings for breaches of the Act and all Regulations, Local Laws and Orders made there under.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Health Act, 1911</i> ✓ <i>Public Health Act, 2016</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.20 Advertising - Development Applications

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To advertise development applications for public comment where required by legislation or where the Chief Executive Officer considers such applications should have public comment prior to consideration by Council, and to make available from Council's files information regarding the development application so that the public are in a position to make a proper assessment.		
<b>Conditions of Delegation:</b>	Subject to the provisions of Council Policy 2.41 - Community Engagement.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	<del>Planning Officer</del> Nil		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Local Planning Scheme No. 4 ✓ Council Policy 2.41 - Community Engagement.		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.21 Traffic Regulatory Signs

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To install appropriate <del>traffic</del> regulatory <b>traffic</b> signs at such places as the Chief Executive Officer considers necessary.		
<b>Conditions of Delegation:</b>	<b>Installation of regulatory traffic signs is always</b> subject to Main Roads WA approval <del>where appropriate.</del>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ <del>Works Coordinator</del>		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Main Roads WA Guideline "Traffic Signals" D09#88641		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

## 1.22 Events on Roads

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine applications for the temporary closure of roads for the purpose of conducting events.		
<b>Conditions of Delegation:</b>	The road closure request must be accompanied by a Road Traffic Management Plan prepared by a person certified to prepare such plans.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Road Traffic (Events on Roads) Regulations, 1991</i> ✓ <i>Local Government Act, 1995; S3.50</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

## 1.23 Restricted Access Vehicles (RAV)

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue Letters of Approval to RAV operators specifying which roads they may use and the conditions that apply to that use.		
<b>Conditions of Delegation:</b>	✓ Subject to the provisions of Council Policy 4.8 - Restricted Access Vehicles.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Road Traffic Act, 1974</i> ✓ <i>Road Traffic (Vehicles) Regulations, 2014</i> ✓ Council Policy 4.8 - Restricted Access Vehicles		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

## 1.24 Additional Powers Exercised When Notices Given Requiring Certain Things to be Done by Owners or Occupiers of Land

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>A Local Government may give <b>To give a notice in writing to</b> a person who is the owner or, unless Schedule 3.1 indicates otherwise, the occupier of the land <del>a notice in writing relating to the land</del> requiring the person to do anything specified in the notice that –</p> <ol style="list-style-type: none"> <li>1. Is prescribed in Schedule 3.1, Division 1; or</li> <li>2. Is for the purpose of remedying or mitigating the effects of any offence against a provision prescribed in Schedule 3.1, Division 2 of the Act.</li> <li>3. To take what action is deemed necessary to cover the costs incurred in achieving the purpose for which a notice was given pursuant to Section 3.25 of the <i>Local Government Act, 1995</i> from persons who failed to comply with the said notice</li> </ol>		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil		
<b>Additional conditions of Sub-delegation:</b>	Nil		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.25(1) s.3.26(2), (3) s.3.27(1)</i> ✓ <i>Local Government (Uniform Local Provisions) Regulations 1996</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.25 Lodgement of Caveats

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To lodge a caveat to preclude dealings in respect of land where payment of rates or service charges imposed in respect to the land is unpaid for at least (3) three years.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Act, 1995; s6.64</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.26 Reserves Under Control of The Local Government

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i> [s.3.54(1)].		
<b>Conditions of Delegation:</b>	✓ Excludes the execution of lease or licence agreements for Crown Reserve Land with a third party. All lease and licence matters are to be referred to Council for determination. ✓ Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.54(1)</i> ✓ <i>Parks and Reserves Act 1895; s.5</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12



## 1.27 Thoroughfares: Notification to Affected Owners

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To ensure the requirements of Section 3.51(3) of the <i>Local Government Act, 1995</i> are observed relating to affected landowners being notified of proposals and allowed a reasonable time to make submissions in order that such may be considered.		
<b>Conditions of Delegation:</b>	Notification where possible should be presented to landowners in writing.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Works Coordinator		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.3.51(3)</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.29 Powers of Entry onto Land

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To undertake the functions and duties required under the <i>Local Government Act, 1995</i> in respect of: Section 3.39 Appointment of Authorised Persons for the purpose of removing and impounding goods that are involved in a contravention which can lead to impounding. Section 3.40 Removal of vehicle and impounding of goods by an authorised person. Section 3.42 Action required in respect to impounding of non-perishable goods. Section 3.44 Issuance of Notices regarding collection of goods if not confiscated. Section 3.46 Withholding of goods pending payment of costs. Section 3.47 Disposal of confiscated or uncollected goods. Section 3.48 Recovery of Costs incurred in the impounding exercise.		
<b>Conditions of Delegation:</b>	Compliance with the requirements of r.29 of the Local Government (Functions and General) Regulations, 1996 and Council Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Infrastructure and Works ✓ Contract Rangers		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ; s.3.39, s3.40, s3.42, s.3.44, s.3.46, s.3.47, s.3.48; s3.51 (3); Part 3; Division 3 and 4 ✓ Local Government (Functions and General) Regulations, 1996
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.30 Execution of Leases, Licence Agreements and Contracts

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To execute and apply the Common Seal to new leases for properties that Council has previously resolved to lease.		
<b>Conditions of Delegation:</b>	✓ Compliance with Delegation 1.38 Common Seal. ✓ Chief Executive Officer and Shire President jointly to sign the lease licence or contract document. ✓ Wording for Council motions is to read as follow: <i>"That Council authorises the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Brookton on this documentation."</i>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	Not Applicable		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.33 Registration of Dogs

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Dog Act, 1976</i> ✓ S.10AA Delegation of local government powers and duties		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<del>The Chief Executive Officer is delegated authority to</del> To keep an accurate and up-to-date record of all registered dogs and correct any errors that may be found in the register [s.14]. The administration of the register can be exercised as an acting through arrangement. The following functions are performed under delegation ✓ s.16(3) Refuse to register dog A dog may be registered by a person appointed as a 'registration officer'. The following functions are performed under authorisation ✓ s.16(2a) Register a dog ✓ s.16(3A) Cancel a registration of a person banned from owning or keeping a dog under s.46 ✓ s.16(3c) Cancel a registration if a dog has died ✓ s.16(6) Provide the registration certificate		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Dog Act, 1976</i> ✓ S.10AA(3) Delegation of local government powers and duties		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community ✓ Finance Creditors and Records Officer ✓ Senior Finance Officer ✓ Trainee Business Administration ✓ Corporate Administration Officer ✓ Community Development Officer ✓ Governance Officer ✓ Executive Governance Officer		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Dog Act, 1976; s.11, s.14, s.16(3)</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.34 Planning Compliance

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO Planning and Development (Local Planning Schemes) Regulations, 2015 ✓ Schedule 2 cl.82 Delegations by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To enter properties and buildings at all reasonable times for the purpose of ascertaining whether the provisions of the Town Planning Scheme and conditions of Development Approvals are being complied with.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Planning and Development Act, 2005</i> ✓ Town Planning Scheme No. 4 ✓ Planning and Development (Local Planning Schemes) Regulations, 2015		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.35 Authorised Officers

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p><b>To</b> appoint persons or classes of persons to be authorised for the purpose of fulfilling functions of an authorised person prescribed in the following legislation inclusive of subsidiary legislation made under each Act i.e. Regulations:</p> <ul style="list-style-type: none"> <li>a) <i>Local Government Act, 1995</i> and its subsidiary legislation, including <i>Local Government Act Regulations</i>, the <i>Local Government (Miscellaneous Provisions) Act, 1960</i> and Local Laws made under the <i>Local Government Act</i>.</li> <li>b) <i>Caravan Parks and Camping Grounds Act, 1995</i></li> <li>c) <i>Bush Fires Act, 1954</i></li> <li>d) <i>Cat Act, 2011</i></li> <li>e) <i>Litter Act, 1979</i></li> <li>f) <i>Public Health Act, 2016</i></li> <li>g) <i>Food Act, 2008</i></li> <li>h) <i>Emergency Management Act, 2005</i></li> <li>i) <i>Building Act, 2011</i></li> <li>j) <i>Planning and Development Act, 2005</i></li> <li>k) <i>Cemeteries Act, 1986</i></li> <li>l) <i>Control of Vehicles (Off-road Areas) Act, 1978</i></li> <li>m) <i>Dog Act, 1976</i></li> <li>n) <i>Graffiti Vandalism Act, 2016</i> – refer s.15</li> <li>o) Any other legislation prescribed for the purposes of s.9.10 of the <i>Local Government Act, 1995</i>.</li> </ul> <p><b>To</b> appoint persons or classes of persons to be authorised for the purpose of fulfilling prescribed functions with the Shire's local laws made under the <i>Local government Act, 1995</i>.</p>		
<b>Conditions of Delegation:</b>	✓ A register of Authorised Persons is to be maintained as a Local Government Record. ✓ Only person who are appropriately qualified and trained may be appointed as Authorised persons.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b>
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ Local Government Act, 1995; s.3.24</li> <li>✓ Various Acts and Regulations</li> </ul>
<b>Record Keeping:</b>	<p>The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register. Instruments or Certificates of Authorisation are to be provided to Authorised Persons and copies of these documents are to be retained in records management system.</p>
<b>Version No.</b>	12

### 1.36 Purchasing Authority

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	Complete purchasing authority across all Budget lines (in accordance with Council's Policies and the tender threshold of \$249,999 (GST Exclusive).		
<b>Conditions of Delegation:</b>	Provision made for purchase in the Council's Budget. Compliance with Council Policy including but not limited to; ✓ 2.20 Purchasing.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12
<b>Delegation reviewed by:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-10
<b>Delegation reviewed by:</b>	<b>Meeting:</b>	<b>Date:</b> 17 Nov 2022	<b>Minute:</b> OCM 11.22-08

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Complete purchasing authority across all Budget lines up to the following limits: ✓ Manager Corporate and Community \$49,999 ✓ Manager Infrastructure and Works \$49,999 ✓ Manager Projects \$49,999 ✓ Works Coordinator \$ 5,000 ✓ Building Maintenance Officer \$ 5,000 ✓ Executive Governance Officer \$ 3,000 ✓ <b>Governance Officer</b> <b>\$ 3,000</b> ✓ CRC Coordinator \$ 3,000 ✓ Community Emergency Service Manager \$ 1,500		
<b>Additional conditions of Sub-delegation:</b>	For expediency and practicality, the above officers also have general purchasing authority, across all Budget lines, subject to provision being contained in the Budget, regardless of the relevant 'Responsible Officer'.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995</i> ✓ <i>Council Procurement Policy 2.36</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	14		



### 1.37 Specific Provisions Under Local Planning Scheme No. 4

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.82 Delegations by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority to: ✓ Issue Council response to Western Australian Planning Commission for subdivision/amalgamation applications and clear conditions relating to subdivision and amalgamations. ✓ Sign outward correspondence relating to local planning matters. ✓ Sign strata titles in accordance with the <i>Strata Titles Act WA, 2020</i> . ✓ Determine and approve all Development Applications classified as a “P” and “D” use under the Shire of Brookton’s Local Planning Scheme No. 4 - Zoning Table. ✓ Determine and approve Grouped Dwelling Development Applications that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4. ✓ Determine and approve Single Dwelling Development Applications that comply with Local Planning Scheme No. 4, on Commercial, Residential, Rural Residential, Rural Small Holdings, Rural Enterprise and Rural zoned land. ✓ Determine and approve Development Applications in Avon River South Flood Plain areas that comply with the Residential Design Codes (2021) and Local Planning Scheme No. 4. ✓ Determine and approve Outbuilding Development Applications that comply with the Residential Design Codes (2021), the Shire of Brookton’s Outbuilding Policy and Local Planning Scheme No. 4. ✓ Determine and approve Development Applications that contain minor variations to Local Planning Scheme No. 4 or the Residential Design Codes (2021). ✓ Issue certificates of compliance for the Residential Design Codes (2021); ✓ Respond to development applications relating to public housing from the Department of Housing and be the principal Shire contact point for the Department of Housing. ✓ Determine and respond to subdivision referrals from the Western Australian Planning Commission, which relate to the alignment of roads or do not exceed creation of five (5) new additional lots. ✓ Approve signage applications in accordance with Local Planning Scheme, No. 4. ✓ Determine and approve Home Based Occupation Permits.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Planning and Development (Local Planning Schemes) Regulations, 2015</i> ✓ Schedule 2 cl.83 Delegations by Local Government		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<ul style="list-style-type: none"> <li>✓ <i>Local Government Act 1995 s5.44</i></li> <li>✓ <i>Planning and Development Act 2005</i></li> <li>✓ <i>Town Planning Scheme No. 4</i></li> <li>✓ <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></li> <li>✓ <i>Residential Design Codes 2015</i></li> </ul>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

### 1.38 Common Seal

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	✓ To affix the common seal to documents and execute formal documents that accord with a Council resolution. <del>✓ The following wording must be used for Council motions in relation to affixing the Common Seal:</del> <del><i>"That Council authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Brookton on this documentation."</i></del>		
<b>Conditions of Delegation:</b>	✓ Use of the seal to be recorded in the Council's Seal Register. ✓ The following wording must be used for Council motions in relation to affixing the Common Seal: <i>"That Council authorise the Shire President and the Chief Executive Officer to execute the relevant documentation and affix the common seal of the Shire of Brookton on this documentation."</i>		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Amendment Act, 2009; S9.49A, S9.49B</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.39 Authorised Officer – Food Act 2008

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Food Act, 2008</i> ✓ S.122 Appointment of authorised officers ✓ S.126(13) Appointment of designated officers		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<p>To exercise and discharge all or any of the powers or functions of the local government pursuant to the <i>Public Health Act, 2016</i> and in regard to the following sections of the <i>Food Act, 2008</i>:</p> <ul style="list-style-type: none"> <li>• Appoint authorised officers in accordance with section 122.</li> <li>• Appoint designated officers to issue infringement notices in accordance with section 126(2).</li> <li>• Appoint designated officers to extend the payment period for infringement notices or withdraw infringement notices in accordance with sections 126(6) and 126(7).</li> </ul> <p>To exercise and discharge all or any of the powers and functions of the local government pursuant to the <i>Public Health Act, 2016</i> and in regard to the following sections of the <i>Food Act, 2008</i>:</p> <ul style="list-style-type: none"> <li>• Issue prohibition orders in accordance with section 65.</li> <li>• Clear and remove a prohibition order in accordance with section 66.</li> <li>• Provide written notification not to issue a certificate of clearance in accordance with section 67.</li> <li>• Grant, apply conditions, refuse, vary, or cancel registration of a food business in accordance with section 110 and 112.</li> </ul>		
<b>Conditions of Delegation:</b>			
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	Nil – <i>Food Regulations, 2009</i> do not provide for sub-delegation.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Food Act, 2008; S.122, S.123, S.126</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.40 Variations to Firebreak Order

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Bush Fires Act 1954:</i> ✓ S.48 Delegation by Local Government		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To determine applications for the provision of firebreaks in alternative positions and to determine applications for the provision of alternative fire protection measures on the land, in accordance with the provisions of Clause 7.1 of Council's Firebreak Order and in consultation with the Chief Bush Fire Control Officer		
<b>Conditions of Delegation:</b>	The Chief Executive Officer has the right to grant, refuse, alter or add any conditions to any application		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1951; s.48</i> ✓ <i>Bush Fires Regulations, 1954</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.41 Building Matters – Permits, Certificates & Orders

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To perform the duties and functions of the Building Act 2011 pertaining to buildings and associated incidental structures: ✓ Section 20 – Granting of Building Permits ✓ Section 21 – Granting of Demolition Permits ✓ Section 22 – Refusal of Permits ✓ Section 58 – Granting and Refusing Occupancy Permits and Building Approval Certificates ✓ Section 65 – Consider Extending the Period of Duration of an Occupancy Permit or Building Approval Certificate ✓ Section 110 – Issue Building Orders ✓ Section 117 – Revoke Building Orders		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012 and the Building Code of Australia, and other relevant Local Laws and Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011; s.18, s.20, s.21, s.22, s.27(1) ✓ Building Regulations, 2012; r.23, r.24, r.26 ✓ Building Services (Registration Act), 2011 ✓ Building Code of Australia ✓ Local Planning Scheme No. 4		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.42 Building Matters – Building Authorisations

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To execute action in respect of compliance matters pertaining to buildings and associated incidental structures: ✓ Section 100 – Entry Powers ✓ Section 101 – Powers After Entry for Compliance Purposes ✓ Section 102 – Obtaining Information & Documents ✓ Section 103 – Use of Force and Assistance ✓ Section 106 – Application for Warrant to Enter a Place		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012, the Building Code of Australia, and other relevant Local Laws and Council Policy.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011 Part 8 ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ Building Regulations, 2012		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations, 1996.		
<b>Version No.</b>	12		

### 1.43 Building Matters – Fines, Penalties & Enforcement

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Building Act, 2011</i> ✓ Section 96 – Authorised Persons ✓ S.127(1) and (3) Delegation: special permit authorities and Local Governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	<del>In respect of enforcement matters pertaining to buildings and associated incidental structures, and authorises them</del> <b>To appoint an authorised person for the purposes of this Act Building Act, 2011</b> to prepare, sign and serve notices in relation to fines, penalties, and enforcement. <del>Section 96 – Authorised Persons.</del>		
<b>Conditions of Delegation:</b>	Compliance with Building Regulations 2012, the Building Code of Australia, and other relevant Local Laws and Policies.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees <i>Building Act, 2011</i> ✓ S.127(6A) Delegation: special permit authorities and Local Governments (powers of sub-delegation limited to CEO)		
<b>Subdelegated to:</b>	✓ Environmental Health Officer/Building Surveyor		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Building Act, 2011 Part 8 ✓ Town Planning Scheme No. 4 ✓ Building Code of Australia ✓ Building Regulations, 2012		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		



## 1.44 Employment Committee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.16 Delegation of some powers or duties to certain committees ✓ S.5.17 Limits on delegation of powers and duties to certain committees ✓ S.5.38 Annual review of certain employees' performances		
<b>Delegated to:</b>	Employment Committee		
<b>Delegated Function:</b>	To conduct the performance review and salary package review and amend the Chief Executive Officer's salary package.		
<b>Conditions of Delegation:</b>	Compliance with the terms of the contract, the Salaries and Allowances Tribunal CEO Determinations and to be conducted annually prior to anniversary and April / May for the Budget Meeting. Subject to the provisions of Council Policy including but limited to: ✓ 1.12 CEO Performance and Salary Review ✓ 1.13 Council Committees – Terms of Reference		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	<i>Local Government Act 1995 s.5.16, s.5.17 and s.5.38</i>
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.
<b>Version No.</b>	12

## 1.45 Issue of Corporate Credit Cards

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue corporate credit cards to senior employees and CESM to a maximum collective credit limit of \$21,500.		
<b>Conditions of Delegation:</b>	Subject to the provisions of Council Policy including: ✓ Policy 2.18 - Use of Corporate Credit Cards ✓ Policy 2.36 - Procurement		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-05
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.18 - Use of Corporate Credit Cards		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	13		

## 1.47 Appointed/Designated Officers

<b>Delegator:</b>	Council
<b>Express Power to Delegate:</b>	<p><i>Local Government Act, 1995</i></p> <ul style="list-style-type: none"> <li>✓ S.5.42 Delegation of some powers or duties to the CEO</li> <li>✓ S.5.43 Limitations on delegations to the CEO</li> </ul>
<b>Delegated to:</b>	Chief Executive Officer
<b>Delegated Function:</b>	<p>The persons in the following positions are appointed as Authorised or Designated Officers, either until their employment ceases or their appointment is withdrawn by the Chief Executive Officer (CEO), whichever comes first:</p> <p><b>Rules of Conduct Complaints Officer</b> The Chief Executive Officer is designated as Council's Complaints Officer for receiving, investigating and, if deemed valid, registering, and reporting Elected Member breaches or alleged breaches of the Council's Code of Conduct or Rules of Conduct. <i>Local Government Act, 1995</i> (Section 5.120 (1) (2)).</p> <p><b>Public Interests Disclosure Officer</b> The Chief Executive Officer has designated the Manager Corporate and Community as the Local Government's Public Interest Disclosure Officer for receiving and registering disclosures of public information relating to matters falling within the sphere of responsibility of the Shire of Brookton. <i>Public Interest Disclosure Act, 2003</i> (Section 23 (1) (a)).</p> <p><b>Freedom of Information (FOI) Coordinator</b> The Chief Executive Officer, as the Shire of Brookton's Principal Officer for the purposes of the Act, designates the Manager Corporate and Community as the Council's Freedom of Information Coordinator, for receiving, investigating, registering and reporting Freedom of Information requests. <i>Freedom of Information Act, 1992</i> (Section 100 (1)).</p> <p><b>Freedom of Information Internal Review Officer</b> The Chief Executive Officer is designated as the Local Government's Internal Review Officer. <i>Freedom of Information Act, 1992</i> (Section 41).</p> <p><b>Equal Employment Opportunity (EEO) Officer</b> The Chief Executive Officer designates the Manager Corporate and Community as the Local Government's Equal Employment Opportunity Officer for implementing Council's Equal Employment Opportunity Management Plan and promoting Council's Equal Employment Opportunity Policy. <i>Equal Opportunity Act, 1984</i> (Section 145).</p> <p><b>Litter Officers</b> All members of the Council and all employees of the local government are authorised officers. <i>Litter Act, 1979</i> (Sections 26, 27, 27A and 30).</p> <p><b>Citizenship Officers</b> The Minister for Immigration and Citizenship, acting under subsection 27(5) of the <i>Australian Citizenship Act, 2007</i> authorises the classes or person from time to time holding, occupying, or performing the duties of a person, mentioned in the Second Schedule to this Instrument, to receive a pledge of commitment. The persons in the following positions of the Shire of Brookton are authorised to receive a pledge of commitment:</p> <ul style="list-style-type: none"> <li>✓ President of the Shire</li> <li>✓ Deputy President of the Shire</li> <li>✓ Chief Executive Officer of the Shire</li> </ul>
<b>Conditions of Delegation:</b>	Nil.

<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	<b>Chief Executive Officer</b>		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	✓ Manager Corporate and Community — <del>Local Government's Public Interest Disclosure Officer</del> — <del>Freedom of Information Coordinator</del> - <del>Equal Employment Opportunity Officer</del>		
<b>Additional conditions of Sub-delegation:</b>			
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act, 1995; s.5.120(1)(2)</i> ✓ <i>Public Interest Disclosure Act, 2003; s.23(1)(a)</i> ✓ <i>Freedom of Information Act, 1992; s.41</i> ✓ <i>Equal Opportunity Act, 1984; s.145</i> ✓ <i>Litter Act, 1979; s.26, s.27, s.27A, s.30</i> ✓ <i>Australian Citizenship Act, 2007</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.48 Graffiti Vandalism Act 2013

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To discharges all of the Shire of Brookton and Council's duties under section 16 of <i>Graffiti Vandalism Act, 2013</i> . The right to utilise, and modify as necessary, Forms 4 and 6 in Schedule 1 to the <i>Local Government (Functions and General) Regulations 1996</i> .		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Graffiti Vandalism Act 2013</i> ✓ <i>Local Government (Functions and General) Regulations 1996</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.49 Behaviour Complaints Committee

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.16 Delegation of some powers or duties to certain committees		
<b>Delegated to:</b>	Behaviour Complaints Committee		
<b>Delegated Function:</b>	<ol style="list-style-type: none"> <li>Authority to make a finding as to whether an alleged breach the subject of a complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur – Members Code of Conduct (MCC_ - [MCC.cl.12(1) and (3)]). In making any finding the Committee must also determine reasons for the finding [MCC.cl.12(7)].</li> <li>Where a finding is made that a breach has occurred, authority to:               <ol style="list-style-type: none"> <li>take no further action [MCC.cl.12(4)(a)]; or</li> <li>prepare and implement a plan to address the behaviour of the person to whom the complaint relates [MCC.cl.12(4)(b), (5) and (6)].</li> </ol> </li> <li>Authority to dismiss a complaint and if dismissed, the Committee must also determine reasons for the dismissal [MCC.cl.13(1) and (2)].</li> </ol>		
<b>Conditions of Delegation:</b>	✓ The Committee will make decisions in accordance with the principles and specified requirements established in Council Policy 1.26 Code of Conduct Behaviour Complaints Management. ✓ That part of a committee meeting which deals with a Complaint will be held behind closed doors in accordance with s.5.23(2)(b) of the <i>Local Government Act, 1995</i> . ✓ The Committee is prohibited from exercising this Delegation where a Committee Member in attendance at a committee meeting is either the Complainant or Respondent to the Complaint subject of a committee agenda item. ✓ In the event of (c) above, the Committee may resolve to defer consideration to a future meeting at which the conflicted Committee Member is absent, and a Deputy Committee Member is in attendance.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 Oct 2021	<b>Minute:</b> OCM 10.21-08
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Local Government Act 1995</i> ; S. 5.10(1), ✓ Local Government (Model Code of Conduct) Regulations 2021; cl.15(2) ✓ Shire of Brookton Code of Conduct for Council Members, Committee Members and Candidates ✓ Shire of Brookton Council Policy 1.26 - Code of Conduct Behaviour Complaints Management		
<b>Record Keeping:</b>	Committee Minutes shall record the details of each decision made under this delegation in accordance with the requirements of Administration Regulation 19.		
<b>Version No.</b>	12		

## 1.50 Amendment to Prohibited and Restricted Burning Periods – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To vary the: 1. Prohibited burning times; or 2. Restricted burning times; in Shire of Brookton by shortening, extending, suspending, or reimposing a period of prohibited burning times; or imposing a further period of prohibited burning times.		
<b>Conditions of Delegation:</b>	The Chief Executive Officer will only exercise this delegation after consultation with Council's Chief Bushfire Control Officer.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b> Ordinary Meeting of Council	<b>Date:</b> 17 February 2022	<b>Minute:</b> OCM 02.22-07
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 June 2022	<b>Minute:</b> OCM 06.22-12

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by s.48(3)</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Act, 1954 s.17</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

## 1.51 Write Off of Rates and Sundry Debts

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	The authority to write off debts in the following manner: 1. Where a Sundry Debtor invoice has: a. a value of less than \$500; b. has been outstanding for at least 90 days; and c. in the Chief Executive Officer's opinion, will not be economically practical to pursue debt recovery of that invoice. 2. Where a Sundry Debtor invoice, less than \$500 in value, has been raised in error, the Chief Executive Officer may authorise that that invoice be written off. 3. Where a Rates Debtor account has a balance of less than \$10 the Chief Executive Officer may authorise that that amount be written off. 4. Where a Rates Debtor charge of an amount of less than \$500 was raised in error, the Chief Executive Officer may approve that that charge be written off.		
<b>Conditions of Delegation:</b>	Nil.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 16 <sup>th</sup> June 2022	<b>Minute:</b> OCM 06.22-13
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.44 CEO may delegate some powers and duties to other employees		
<b>Subdelegated to:</b>	Manager Corporate and Community		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Policy 2.21 – Financial Hardship ✓ Policy 2.37 – Lease Licence and Tenancy Agreements; r.20 ✓ Policy 2.46 - Recovery of Rates and Service Charges Policy		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the authority.		
<b>Version No.</b>	12		



## 1.52 Appointment of Acting CEO

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To appoint either the Manager Corporate and Community or the Manager Infrastructure and Works to be Acting Chief Executive Officer during the absence of the Chief Executive Officer		
<b>Conditions of Delegation:</b>	✓ In the event that the Chief Executive Officer cannot delegate the appointment of the Acting Chief Executive Officer position, Council will authorise the appointment. ✓ Any appointment by the Chief Executive Officer of an Acting Chief Executive Officer cannot be for a period greater than four weeks. ✓ Council is to be provided with prior notice whenever possible or notice as soon as practicable after any appointment is made.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 21 July 2022	<b>Minute:</b> OCM 07.22-18
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Nil.		
<b>Express Power to Sub-delegate:</b>	Nil.		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ Council Policy 1.18 Appointing Acting or TEMPORARY CEO		
<b>Record Keeping:</b>	The delegate must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	12		

### 1.53 Issuing of Permits to Burn – Bush Fires Act

<b>Delegator:</b>	Council		
<b>Express Power to Delegate:</b>	<i>Local Government Act, 1995</i> ✓ S.5.42 Delegation of some powers or duties to the CEO ✓ S.5.43 Limitations on delegations to the CEO <i>Bush Fires Act, 1954</i> ✓ S.48 Delegation by local governments		
<b>Delegated to:</b>	Chief Executive Officer		
<b>Delegated Function:</b>	To issue Permits to Burn under Regulation 15 of the Bush Fire Regulations 1954 and Section 18 of the Bush Fires Act 1954.		
<b>Conditions of Delegation:</b>	Permits to Burn to be exercised on properties within the townsite of Brookton.		
<b>Delegation adopted by Council:</b>	<b>Meeting:</b>	<b>Date:</b> 15 Sept 2022	<b>Minute:</b> OCM 09.22-13
<b>Delegation reviewed by Council:</b>	<b>Meeting:</b>	<b>Date:</b>	<b>Minute:</b>

<b>Sub-delegator:</b>	Chief Executive Officer		
<b>Express Power to Sub-delegate:</b>	<i>Sub-delegation is prohibited by S.48 Delegation by local governments</i>		
<b>Subdelegated to:</b>	Nil.		
<b>Additional conditions of Sub-delegation:</b>	Nil.		
<b>Sub-delegation approved by:</b>	<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>

<b>Compliance References:</b>	✓ <i>Bush Fires Regulations, 1954 R.15</i> ✓ <i>Bush Fires Act, 1954 s.18</i>		
<b>Record Keeping:</b>	The delegate (or sub-delegate) must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations 1996.		
<b>Version No.</b>	13		

<b>16.06.24</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil.

<b>17.06.24</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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Nil.

<b>18.06.24</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil.

<b>19.06.24</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on Thursday 18<sup>th</sup> July 2024 commencing at 6.00 pm.

There being no further business, President Cr Crute, declared the meeting closed at 6:26pm.