



# AGENDA

## Ordinary Meeting of Council

To be held on:

**Thursday 21 August 2025 at 6:00pm**

Shire of Brookton Council Chamber

14 White Street, Brookton

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





## NOTICE OF MEETING

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 21<sup>st</sup> August 2025 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

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

**Gary Sherry**  
**CHIEF EXECUTIVE OFFICER**  
18<sup>th</sup> August 2025

## DISCLAIMER

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

# *Living Values*

## **Collaborate**

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

I will

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

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

I will

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

## **Learn**

## **Integrity**

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

I will

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

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

I will

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

## **Resilient**

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

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

### **Recording of proceedings**

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

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

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

### Elected Members (Voting)

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

### Staff (Non-Voting)

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

### Apologies

### Leave of Absence

Nil

### Members of the Public

Nil at this time.

### Attending Electronically

As the Deputy President of the Shire of Brookton, acting under Section 5.34(b) of the Local Government Act (1995), Cr de Lange has formally approved Cr Katrina Crute's request to attend the August 2025 Ordinary Council Meeting by electronic means, conditional upon Cr Crute:

1. being located in her caravan at 25 Hidden Valley Road, Berrimah, Northern Territory. Cr Crute has confirmed that this location from which she will be attending the meeting is secure and private and should the Council meeting need to consider a confidential matter, this location is secure and no one else will be present for the duration of the meeting; and
2. attending the Council meeting via Microsoft Teams, using a Shire of Brookton email address on a Council approved device.

**3.08.25 USE OF COMMON SEAL**

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

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

**4.08.25 DELEGATED AUTHORITY – ACTIONS PERFORMED**

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

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

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

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A2638	P2025-009	522 Corberding Road	New Dwelling	17/07/2025
A760	P2025-006	Lot 1 Great Southern Highway	Dog Kennels	24/07/2025
A2775	P2025-007	8 Avonbank Close	New Dwelling & Shed	24/07/2025
A2746	P2025-008	43 Gaynor Street	Shed	24/07/2025

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

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

Nil.

**6.08.25 PUBLIC QUESTION TIME**

Nil at this time.

**7.08.25 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil at this time.

**8.08.25 PETITIONS/DEPUTATIONS/PRESENTATIONS**

Nil at this time.

<b>9.08.25</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS</b>
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<b>9.08.25.01</b>	<b>ORDINARY MEETING OF COUNCIL – 24 JULY 2025</b>
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*That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 24<sup>th</sup> July 2025, be confirmed as a true and correct record of the proceedings.*

<b>10.08.25</b>	<b>ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION</b>
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Nil at this time.

<b>11.08.25</b>	<b>DISCLOSURE OF INTERESTS</b>
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*Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.*

**Disclosure of Financial & Proximity Interests**

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

**Disclosure of Interest Affecting Impartiality**

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

Nil at this time.

## 12.08.25.01 AMENDING VARIOUS LOCAL PLANNING POLICIES

<b>File No:</b>	PLA006
<b>Date of Meeting:</b>	21 August 2025
<b>Location/Address:</b>	Generally applies throughout the district
<b>Name of Applicant:</b>	N/A
<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>	Nil
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	Nil

**Summary of Item:**

Council is to consider support for the public advertising of various amended Local Planning Policies.

**Description of Proposal:**

To ensure local planning policies remain contemporary and fit-for-purpose, there is a need to amend as required.

**Background:**

Council currently has 10 Local Planning Policies (LPP) which deal with a variety of planning considerations. The LPPs are relevant and are used routinely by the Shire administration.

There has been no comprehensive review of various LPPs for a number of years. The below table summarises the current LPPs including whether the LPP should be retained as is, amended or revoked, and the timing of the review.

No.	Title	Recommendation	Comments
LPP 3.1	Relocated Second-hand Buildings	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.2	Development Requirements for Rural Subdivision	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.3	Sewerage Connection for Subdivision of Land	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.4	Town Planning Fees Refund	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.5	Residential development on Farming zoned lots/locations without frontage to dedicated and constructed public roads	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.6	Outbuildings	Amend	It is proposed to consider an amended LPP in the coming months.
LPP 3.7	Tree Cropping	Amend	It is proposed to consider an amended LPP in the coming months.



No.	Title	Recommendation	Comments
LPP 3.8	Signage	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.9	Developer contributions for road and footpath upgrading relating to subdivision of land	Amend	It is proposed to amend and shortly seek public advertising.
LPP 3.10	Stocking rates – Rural Enterprise, Rural Residential and Rural Smallholding zone land	Amend	It is proposed to amend and shortly seek public advertising.

It is proposed to undertake the review in various stages. The first stage will be to review those LPPs where only modest changes are required. LPPs requiring more significant changes will be considered in later 2025 or early 2026. It is also proposed to progressively prepare additional LPPs covering matters including:

- Heritage conservation;
- Short stay rental accommodation;
- Stormwater management;
- Exemption from the need to obtain development approval; and
- Sea containers.

Attachment 12.08.25.01A outlines recommended modifications to 8 current adopted LPPs.

#### **Consultation:**

Subject to Council's decision, the amended LPPs will be advertised for community and stakeholder comment.

#### **Statutory Environment:**

- *Planning and Development Act 2005*
- Schedule 2, Part 2, Division 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* provides the ability to prepare, amend or revoke a Local Planning Policy. Attachment 12.08.25.01A provides an extract from these Regulations.
- Various State Planning Policies
- *Shire of Brookton Local Planning Scheme No. 4*

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

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application. Should the Council agree to their public release, the modified draft LPPs will be subject to community and stakeholder consultation.

#### **Financial Implications:**

There are budgeted costs required revoking the LPPs and advertising the modified draft LPPs.

#### **Risk Assessment:**

There is no risk that the applicant may request a review of the Council's decision to the State Administrative Tribunal.

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 amended LPPs align with Council's *Strategic Community Plan 2022-2032* including 'There are new or current people living in BROOKTON who work elsewhere.'

The modified LPPs, if granted final adoption, will assist the decision-making of the local government, inform applicants/landowners of Council requirements and raise community and stakeholder awareness.

### Comment:

It is recommended that Council agree to public advertising of various amended LPPs. The changes are outlined in Attachment 12.08.25.01A with proposed new sections in green highlight and deleted sections in strikeout.

The amendments are overall not substantive but generally update references to LPS4 and other documents associated with the State Planning Framework, changes to legislation and minor administrative changes.

The amended draft policies are considered appropriate to be publicly advertised for community and stakeholder comment. If Council agrees, submissions will be invited using various methods. It is proposed to consult widely for 21 days through the Shire administration writing to and inviting comments from a wide range of stakeholders and government agencies, placing public notices and details in local papers on multiple occasions, placing details on the Shire website, placing details on the Shire's Facebook page and information being available at the Shire office. Following the close of the consultation period, the Council and the Shire administration will consider the submissions and determine whether the amended policies are suitable for final adoption.

## **OFFICER'S RECOMMENDATION**

***That Council:***

- 1. Support the public release of the following draft amended Local Planning Policies, outlined in Attachment 12.08.25.01A, and require the amended draft policies to be publicly advertised in accordance with the requirements set out in Schedule 2, Clauses 6 & 87 of the Planning and Development (Local Planning Schemes) Regulations 2015 for 21 days:***
  - a. LPP 1 Relocated Second-hand Buildings;***
  - b. LPP 2 Development Requirements for Rural Subdivision;***
  - c. LPP 3 Sewerage Connection for Subdivision of Land;***
  - d. LPP 4 Town Planning Fees Refund;***
  - e. LPP 5 Residential development on Farming zoned lots/locations without frontage to dedicated and constructed public roads;***
  - f. LPP 8 Signage;***
  - g. LPP 9 Developer Contributions for road and footpath upgrading relating to subdivision of land; and***
  - h. LPP 10 Stocking Rates – Rural Enterprise, Rural Residential and Rural Smallholding Zone land; and***
- 2. Reconsider the draft amended Local Planning Policies following the close of the public submission period and determine whether or not to adopt the policies with or without modification.***

*(Simple majority Vote required)*

### **Attachments**

Attachment 12.08.25.01A – Proposed modified policies

Attachment 12.08.25.01B – Extract of *Planning and Development (Local Planning Schemes) Regulations 2015*.

## 1. REPURPOSED AND SECOND HAND DWELLING

### Objective

The primary objectives of this policy are to:

To ensure compliance with the relevant provisions of Council's Local Planning Scheme in a manner which is realistic, and which ensures that the **design of repurposed dwellings and relocation of second-hand dwellings buildings is** undertaken to an approved acceptable standard which pays regard to local amenity and aesthetics.

To provide clear standards as to what constitutes an acceptable type of **repurposed dwellings and relocated second-hand dwellings building** to be used for residential purposes.

To ensure the style, construction and design of **repurposed dwellings and second-hand dwellings are** ~~relocated buildings is~~ in keeping with the character of the surrounding buildings and the locality in general.

### Policy

#### 1. Preliminary

Should any part of this Policy be inconsistent with the Local Planning Scheme, the Scheme provisions shall prevail.

Further, this policy does not bind the ~~Council~~ **local government** in any respect of any application for ~~Planning~~ **Development** Approval, however **the local government** ~~Council~~ should have due regard to the objectives and provisions of this Policy in determining an application for **development** ~~planning~~ approval.

#### 2. Application

This policy applies to all proposals for **repurposed dwellings and for** the relocation of second-hand **dwellings buildings** ~~(including repurposed buildings)~~ on land situated within the Shire of Brookton.

**This policy applies to ancillary dwellings, caretaker's dwellings and other forms of buildings proposing overnight accommodation that are in the form of a repurposed dwelling or in the form of a second-hand dwelling.**

~~This policy does not apply to new prefabricated buildings or other new transportable buildings built and re-fitted within an industrial area that have not been previously installed on any other location.~~

**This policy does not apply to new purpose built transportable dwellings, if not constructed of sea containers, dongas or similar (or repurposed dwellings).**

**This policy does not apply to new barn style dwellings which are defined as a 'single house'.**

**Related requirements are outlined in Council's Sea Container Policy.**

### 3. Requirement for ~~Planning~~ **Development** Approval

#### 3.1 Determination

Applications for ~~the relocation of~~ **repurposed dwellings or** second-hand **dwellings** ~~buildings~~ ~~on property~~ within the Shire of Brookton require ~~Council Planning~~ **Development** Approval prior to a Building Permit being issued and relocation taking place.

All applications for ~~the relocation of~~ **repurposed dwellings or** second-hand **dwellings** ~~buildings~~ will be assessed against this policy prior to a decision being made under the provisions of the Scheme.

Repurposed dwellings **or second-hand dwellings** will not be supported ~~on Residential zoned land within the Brookton townsite~~ unless the **local government** ~~Council~~ is completely satisfied the final design and presentation accords as a minimum to the existing housing standard and will not be detrimental to the visual amenity ~~and or residential property values~~ in the area.

In determining the application, **the local government** ~~Council (or CEO under delegated authority)~~ may approve the application with or without conditions. The **local government** ~~Council~~ may also refuse the application should the proposed development not accord with the objectives of this policy.

**Development** ~~Planning~~ approval is valid for a period of two (2) years from the date of approval, during which time a Building Permit must be issued, and development substantially progressed or the approval will lapse.

#### 3.2 Information

All applications for **development** ~~planning~~ approval to relocate a second-hand **dwelling** ~~building~~ must be accompanied by the following prior to consideration:

- Signed and completed Application for **Development** ~~Planning~~ Approval Form;
- Photographs clearly showing the four elevations of the **proposed dwelling** ~~building~~;
- Site plan showing the proposed location of the **dwelling** ~~building~~ and distances from property boundaries, other buildings and any natural features on the property;
- Floor plans, elevations, cross sections, and specifications;
- Certification from a practicing structural engineer that the design and condition of the building is suitable for transportation and re-erection ~~(where the building is a purpose-built transportable building, sufficient documentation proving this will suffice)~~;
- Certification from a registered pest control company that the building is free from termites if of a timber frame construction;
- A statutory declaration that the building is free of hazardous material (including asbestos) **and**
- A Bushfire Attack Level (BAL) assessment if the building is to be located within a designed Bushfire Prone Area as illustrated at **<https://maps.slip.wa.gov.au/landgate/bushfireprone/>** ~~on the Department of Fire and Emergency Services mapping website:~~  
**<https://www.dfes.wa.gov.au/regulationandcompliance/bushfireproneareas/Pages/default.aspx>**

Applications for development approval for a repurposed dwelling are to be accompanied by a signed form, site plan, floor plan, elevations (including showing external enhancements) and as required a BAL assessment.

### 3.3 Need for a Building Permit

Notwithstanding that the local government Council may grant Development Planning Approval, a Building Permit is generally required to be sought and issued prior to relocation of the building commencing.

### 3.4 Advertising

The Local Planning Scheme requires advertising for repurposed dwellings in various zones.

An application for a relocated second-hand dwelling building within the Brookton townsite, or in other areas as determined by the local government, may need to be advertised in accordance with Clause 64 of the *Planning and Development (Local Planning Scheme) Regulations 2015* where surrounding properties and/or residences may be affected by the relocation of the building taking place.

### 3.5 Building Inspection

A suitably qualified person (i.e. Structural Engineer or Building Surveyor) is required to inspect the second-hand dwelling building prior to its relocation in order to ascertain its suitability for relocation.

## 4. General Provisions

### 4.1 Amenity

Clause 49 of the Local Planning Scheme states:

*'In zones where the local government has the discretion to approve the erection of a repurposed dwelling and/or second-hand dwelling on a lot, it will be subject to the dwelling being compatible with its setting in terms of height, bulk, scale, orientation and appearance, and will not adversely detract from the character and amenity of the area.'*

The local government's key planning issue with repurposed dwellings and second-hand dwellings is their external appearance. Depending on the property zoning and the site context (especially where it can be viewed from roads and public place), repurposed dwellings in particular may require external recladding, along with painting, adding verandahs or other measures to enhance amenity.

When giving consideration to an application for development planning approval, the local government Council may give consideration to:

- The building in its relocated position being rendered visually acceptable by the use of recladding, verandas, screening and/or landscaping;
- The design, scale and bulk of the proposed building being compatible with the type of buildings that exist in the locality in which it is to be located; and
- With respect to the relocation of second hand buildings within the Brookton townsite, Council may determine to not approve the development application relocation should the building not be in-keeping to the residential amenity premised on scale, appearance, design, materials or general condition.

#### **4.2 Repurposed Dwelling**

A Development Application is required for a single house, extension to a single house or extension to other dwelling where the building, dwelling or structure consists of a skid mounted transportable unit (sea container), a donga or similar. Such a use is best described as a 'repurposed dwelling'.

The local government considers that a repurposed dwelling can be detrimental to the amenity of an area unless the external appearance is suitably upgraded.

Repurposed dwellings will not generally be supported within the gazetted Brookton townsite and on land zoned Rural Residential, Rural Smallholdings and Rural Enterprise unless the local government considers the external appearance will not adversely detract from the area's character and amenity.

The local government generally does not support a repurposed dwelling unless, amongst other matters:

- The exterior of the repurposed dwelling is in a state of good repair; and
- Unless screened from nearby roads, other public places and adjoining properties the local government will require the repurposed dwelling to be re-clad or treated in such a way to make it visually more compatible with the amenity of the area, and the dwelling/habitable building to incorporate measures such as verandahs or other architectural/design features to improve the visible appearance of the structure.

#### **4.3 Second-hand Dwelling**

A Development Application is required for a second-hand dwelling.

The local government will consider second-hand dwellings provided they are comprised of high-quality design features as determined by the local government.

The local government will not approve the use of a second-hand dwelling or other building containing asbestos.

#### **4.4 Conversion of Outbuildings to Dwellings**

The local government considers that the conversion of an outbuilding to a dwelling can result in substandard housing being produced and this form of housing is potentially detrimental to the amenity of an area.

A Development Application is required for the conversion from an outbuilding to a dwelling.

The local government will, amongst matters, consider:

- Whether the proposed dwelling is visibly intrusive from public roads and public places including whether adequate screening (vegetation etc.) exists;
- The impact of the proposed development in relation to adjoining or nearby properties; and
- Whether the external appearance of the proposed dwelling is adequate or what mitigating design improvements are proposed.

#### 4.5 Conditions

The local government Council may place a condition(s) on the grant of development planning approval if deemed appropriate to ensure the repurposed dwelling or relocated second-hand dwelling building meets the objectives of this policy and preserves the amenity of the locality. These conditions may include the following if deemed appropriate by the local government Council:

- The exterior of the building being painted in a manner that is consistent with the colours and styles of the surrounding buildings.
- The construction of verandas and/or alterations to the roof pitch and/or materials to ensure the relocated building is consistent with the design of surrounding buildings.
- Other conditions to ensure an individual building meets all relevant local government Council requirements and policies.

Should development approval for a repurposed dwelling be granted, the following conditions may apply:

- A specific time period to which development approval applies and the requirements for removal of structures which are intended to be temporary;
- External repainting and/or re-cladding of the building;
- The construction and/or replacement of verandahs;
- Modification of roof design if considered necessary to ensure the structure is consistent with surrounding dwellings; and
- Require landscaping to be established within a specified time and thereafter maintained.

Should development approval for a second-hand dwelling be granted, it may include the following conditions:

- Certification from a practicing structural engineer that the design and condition of the building is suitable for relocation and re-use;
- All asbestos is removed prior to relocation;
- Require landscaping and to be established within a specified time and thereafter maintained;
- Require the applicant or owner to provide a bond or unconditional bank guarantee to the local government as surety for the completion of the second-hand dwelling to a standard or presentation acceptable to the local government within a specified time frame, usually within 6 months. A bond will only be returned upon the completion of the necessary works to the local government's satisfaction.

#### 4.6 Minimum Dwelling Standard

If the relocated second-hand building is to be used for residential purposes, the following minimum dwelling standard is required to be provided:



- At least one (1) bedroom separate from the other rooms in the dwelling;
- A lounge/dining area;
- A kitchen; and
- A separate toilet, bathroom and laundry facility.

To be used as a dwelling, the building will be assessed against and must comply with the requirements for Class 1 buildings under the *Building Code of Australia*.

Buildings that are not designed for predominant use as a dwelling and do not meet the above criteria will not be approved for use as a primary residence.

Mobile park homes will only be considered if the above criteria for minimum dwelling standard is met and the mobile home is consistent with all other relevant requirements of this policy, particularly Section 4.4 ~~5.2~~ relating to amenity.

~~Second hand repurposed dwellings (ie dongas) will not be supported within the gazetted Brookton townsite.~~

#### **4.7 Non-Residential Building Standard**

Relocated buildings to be used for non-residential purposes will be assessed based upon their suitability for the proposed use, the zone in which they are to be located and against all other relevant provisions of this policy relating to asbestos, amenity and design. If considered necessary, the local government Council will prohibit the use of the building for residential purposes through a condition of approval.

If the relocated building is to be used as an outbuilding, the application will be assessed against the relevant provisions of Council's prevailing Outbuildings Policy.

#### **4.8 Hazardous Materials**

Second-hand dwellings and buildings must have all hazardous materials (ie asbestos) materials removed prior to relocation taking place. The local government Council will require documentation demonstrating cement sheeting (walls and roof) is hazardous free where the age of the building indicates asbestos hazardous materials may have been utilised in construction.

#### **Statutory Environment:**

*Planning and Development Act 1995*

*Planning and Development (Local Planning Schemes) Regulations 2015*

~~Town~~ Local Planning Scheme No. 4

*Building Act 2011*

#### **Resolution No:**

#### **Resolution Date:**

## 2. DEVELOPMENT REQUIREMENTS FOR RURAL AND RURAL LIVING SUBDIVISION

### Objective:

The purpose of this Policy is to outline Council's requirements for subdivision for rural/farming, ~~and~~ Rural- Residential ~~and Rural Smallholding~~ zoned land. ~~The local government Council~~ will from time to time require conditions be placed on a subdivision approval for certain works to be undertaken, particularly relating to road construction and the preparation of ~~bush~~ fire management plans. Other related matters include drainage, electricity supply and water supply.

### Policy:

#### Road Construction

The following outlines the construction requirements for roads to either serve a subdivision of Rural/~~farming, or~~ Rural-Residential ~~or Rural Smallholding~~ zoned land, or to construct an unmade road reserve in the Shire of Brookton.

#### Road Types

There are five types of rural, ~~and~~ rural residential ~~and rural smallholding~~ road types that are identified in the Shire. These are:

- Rural Residential Road/~~Rural Smallholding Road~~
- Major Rural Road
- Standard Rural Road
- Minor Rural Road Type A
- Minor Rural Road Type B

**Rural Residential/~~Rural Smallholding~~ Road** applies to new roads (either on an existing road reserve or a road reserve created as part of a subdivision) that are to be constructed to serve a Rural Residential development (Lot sizes normally ~~12ha – 45ha~~) ~~or Rural Smallholding development (lots sizes between 4-40 ha)~~. Council will require the sealing of Rural Residential/~~Rural Smallholding~~ Roads serving lots of 5ha or less in area as a reflection of the relatively high traffic volumes that are created by this form of subdivision.

**A Major Rural Road** is a road that carries large volumes of traffic or connects significant areas of the Shire to other rural areas or the town centre. Sealing of these roads may occur should traffic volumes or use by heavy vehicles warrant this. Existing examples of major rural roads in the Shire are Corberding Road, Brookton-Kweda Road and Copping Road between the Great Southern Highway and the BALCO plant.

**A Standard Rural Road** generally carries moderate volumes of traffic from major roads to farming areas. The majority of existing shire roads would be classified under this category.

**A Minor Rural Road Type A** is a road that has the potential to serve a maximum of 10 farming locations or lots (with lot sizes normally greater than 30-40ha) and is typically a no-through road.

**A Minor Rural Road Type B** is a road that has the potential to serve a maximum of 5 farming locations or lots (with lot sizes greater than 30-40ha) and is typically a no-through road.

### **Road Reserve Requirements**

Where a new road reserve is proposed to serve a **rural** subdivision, a reserve width of 25 metres will normally be required, unless topography requires a greater width. In rural areas, lot truncations of 8m will be required for lots on road corners. **The local government will require a reserve width of at least 20 metres for rural residential or rural smallholding subdivisions.**

### **Road Construction Requirements**

The following outlines the normal construction requirements for each road type. **The local government Council** reserves the right to determine the standard of road required for each subdivision application or application for construction of an existing road reserve.

#### **Rural Residential/Rural Smallholding Roads:**

- Road pavement to have a minimum 6.0m wide bitumen seal with 2.0m wide gravel shoulders.
- Seal to be two coat bitumen and aggregate.
- Road construction to be a minimum of 150mm compacted base-course and a minimum 150mm compacted sub-base.

#### **Major Rural Roads**

- Pavement width to be a minimum of 10.0m (7.0 roadway, 2 x 1.5m shoulders).
- Can be a gravel road unless otherwise required by **the local government Council** due to envisaged traffic volumes or the use of the road by heavy vehicles.
- Pavement to be a minimum of 150mm compacted gravel.

#### **Standard Rural Roads**

1. Pavement width to be a minimum of 8.0m (5.6m roadway, 2 x 1.2m shoulders).
2. Pavement to be a minimum of 150mm compacted gravel.

#### **Minor Rural Roads Type A**

3. Pavement width to be a minimum of 6.0m (4.0m roadway, 2 x 1.0m shoulders).
4. Pavement to be a minimum of 150mm compacted gravel.

#### **Minor Rural Roads Type B**

5. Pavement width to be a minimum of 6.0m (4.0m roadway, 2 x 1.0m shoulders).
6. Pavement material to be natural (in situ) where suitable.
7. Where gravel is required, pavement to be a minimum of 75mm compacted gravel.

#### **All Roads**

8. A cross fall of 4% either side of the centreline crown.
9. Through horizontal curves, one-way cross fall or super elevation shall be applied in accordance with Austroads publication '~~Rural~~ Guide to Road Design 1989'.
10. Crossovers to be constructed to each property entrance to a design that avoids property access roads draining onto the Shire road.
11. Crossovers to be located a minimum of 50m away from intersections and junctions and provide 300m clear sight distance in either direction.

12. Piped crossovers to be a minimum width of 9.6m for rural properties and 7.6m for urban properties and to include headwalls.
13. Roadside drains to be a minimum of 300mm – 500mm deep with batters having a minimum slope of 1 in 3.

### **Costs Associated with Road Construction**

The construction of roads associated with a subdivision, either on new road reserves or those already existing but not constructed, will be at the cost of the subdivider. This requirement also relates to roads to be constructed for public road access to each new lot in a boundary realignment application (i.e. where no additional lots are created over that existing prior to the boundary realignment taking place).

The proponent may be required by **the local government Council** to engage a Consulting Engineer to plan, design and supervise the road construction at their cost. The design may include a comprehensive water drainage plan.

A 3% maintenance retention amount is to be lodged with **the local government Council** for a period of 12 months on roads subject to a subdivision application.

A 1.5% supervision loading is payable throughout the project on roads subject to a subdivision application.

### **Clearance of Subdivision Condition**

Where the subdivider requests **the local government Council** clear a condition of subdivision relating to road construction prior to the construction having taken place, **the local government Council** may accept a cash bond that is equivalent to the full estimated construction cost of the road(s). The subdivider will be required to enter into a written agreement with **the local government Council** for the operation of the bond.

The bond is to be paid to **the local government Council**, held in trust and may be used by **the local government Council** to either:

- Design and construct the road(s) itself as a private work; or
- Pay a contractor engaged by the subdivider or the Shire to undertake the works to **the local government's Council's** specifications.

Should there be a residual amount remaining in trust at the completion of the construction, this is to be refunded to the subdivider. Should the trust amount not be sufficient to cover all costs associated with the design and construction of the road(s), the outstanding amount is to be provided by the subdivider.

### **Drainage**

Open drains are permitted for new subdivisions. Stormwater is to be retained on site and not allowed to drain onto a Shire controlled road.

### **Water**

**Unless connected to the reticulated water system, any dwelling is to be provided with a rainwater tank that has a capacity of at least 120,000 with an additional capacity of 15,000 litres dedicated to firefighting purposes.**

~~For new Rural Residential subdivision with lot size of 4ha or less in area, a reticulated potable water supply is required to be provided in accordance with Clause 5.3.2 of Statement of State Planning Policy No. 11 'Agricultural and Rural Land Use Planning'.~~

~~On lots greater than 4ha, an on-site potable water supply will suffice, in accordance with Clause 5.1.4 of the Shire of Brookton Town Planning Scheme No. 4.~~

### **Electrical Power**

The Western Australian Planning Commission (WAPC), in consultation with Western Power or other service providers, sets the provision of power as a condition of subdivision. The WAPC ~~This authority~~ will decide whether the supply is to be underground, ~~or~~ above ground or off-grid.

### **Bushfire Fire Management Plans**

The local government ~~Council~~ may require a ~~Bushfire Fire~~ Management Plan be prepared and implemented for all subdivision of rural land depending on the circumstances in each case. As a requirement the local government will ~~Shire~~ generally adhere to the provisions of ~~State Planning Policy 3.7 Planning in Bushfire Prone Areas and associated guidelines WAPC Policy DC 3.7 'Fire Planning'~~. A notification is to be placed on the titles of each lot created informing each subsequent landowner of the existence of the ~~Bushfire Fire~~ Management Plan where applicable.

### **Statutory Environment:**

*Planning and Development Act 2005*

**Resolution No:**

**Resolution Date:**

### 3. SEWERAGE CONNECTION FOR SUBDIVISION OF LAND

#### Objective:

The purpose of this policy is to provide direction when apply conditions to subdivision approval in the Brookton townsite in line with the ~~State Government Country~~ Sewerage Policy.

#### Policy:

The following sewerage connection conditions apply to all approved applications for subdivision on any lots within the Brookton townsite boundary where the newly created lots cannot accommodate an approved onsite ~~sewage effluent~~ disposal system.

Prior to ~~the local government Council~~ clearing the conditions imposed by the Western Australian Planning Commission the proponent of the subdivision must, at their cost –

- Provide an easement approved by ~~the local government Council~~ on the Certificate of Title of each lot, as part of the subdivision process, for the future extension of the sewer main. The area required for the easement to be specified by ~~the local government Council~~ in accordance with the requirements of the legislative provisions relating to sewerage scheme extensions.
- Lodge a memorial on the Certificate of Title of each of the newly created lots, notifying subsequent owners that connection to the sewer will only be available when ~~the local government Council~~ deems it necessary or economically feasible to extend the existing sewerage scheme main to the lot.
- Provide written acceptance that future extension of the existing sewerage scheme to the newly created lots is not guaranteed..

#### Statutory Environment:

~~Local~~ Town Planning Scheme No. 4

#### Resolution No:

#### Resolution Date:

#### 4. TOWN PLANNING FEES REFUND

##### Objective:

To provide clear guidelines for the refund of ~~Town Planning~~ Development Application Fees.

##### Policy:

##### Refund Of Development Application Fees

Where ~~the local government Council~~ has resolved to refuse to grant ~~Development Planning~~ Approval, any fees that have been paid to ~~the local government Council~~ are not refundable. The applicant is to be made aware that the fee is for the determination of an application, not its approval.

Where a Development Application has been lodged and is subsequently withdrawn by an applicant or not been processed by the Shire within the statutory time frame, and a request for refund of the planning fees is made, the following refund guidelines will apply:

- a) Where the application has been assessed and determined: no refund.
- b) Where an application has been assessed but not determined: 50% refund.
- c) Where an application has not been assessed and determined: 100% refund.

Discretion is afforded to the CEO in interpreting a) to c) above.

##### Other Matters

~~The local government Council~~ will have regard to the ~~Town Planning (Local Government Planning Fees) Regulations 2000~~ ~~Planning and Development Regulations 2009~~ and subsequent amendments for matters not covered by this Policy.

##### Statutory Environment:

~~Planning and Development Regulations 2009~~

*Local Government Act 1995*

*(Council adopted Schedule of Fees and Charges)*

##### Resolution No:

##### Resolution Date:

## 5. RESIDENTIAL DEVELOPMENT ON RURAL ZONED LOTS/LOCATIONS WITHOUT FRONTAGE TO DEDICATED AND CONSTRUCTED PUBLIC ROADS

### Objective:

This policy is to provide clarity around residential development on Rural farming zoned land or other lots/locations without frontage to dedicated and constructed public roads.

### Policy:

To comply with Clause 40(2) of the Shire of Brookton's ~~Local Town~~ Planning Scheme No 4, which states the local government Council shall "require such other arrangements are made for permanent access as shall be to the satisfaction of the Council" the following are minimum acceptable access requirements:

#### 1. Absence of a dedicated public road

Where there is no frontage to a dedicated public road reserve, the local government Council will support at the applicant's cost, a carriageway access easement being created, and registered and constructed on the neighbouring title(s) with the respective landowner's consent for the purpose of providing permanent access to the subject property, to the satisfaction of the Shire of Brookton. Where no such formal access arrangement exists, the local government Council will condition on a formal development planning approval this requirement to be met on a 'land locked' parcel of land.

#### 2. Use of an unconstructed dedicated public road

Where there is a dedicated yet unconstructed road frontage the local government Council will support at the applicant's cost minimal construction for vehicle access to a 2 wheel drive all weather standard. Such access will need to be compliant with legislative requirements and standards, and be applied for, assessed, and approved by the local government Shire Administration prior to any construction.

### Advice Notes:

Compliance with this policy is not required where direct road frontage is achieved through the creation of a battle-axe lot via subdivision and amalgamation.

### Statutory Environment:

~~Local Town~~ Planning Scheme No. 4 ~~Cl. 40(2)~~

### Resolution No:

### Resolution Date:



## 6. SIGNAGE

### Objectives:

The objectives of this Policy are to:

- ensure that existing and future signage is maintained at a level which produces a positive image of the Shire of Brookton;
- encourage advertising which complements the natural and urban environment whilst minimising any negative impacts;
- control the erection of signs so as to minimise the proliferation of signs and prevent visual pollution;
- ensure signs do not detract from the streetscape/landscape and the amenity of the area through controlling the sign's size, height, materials, colours and location;
- provide further interpretation of LPS4 in the assessment of applications for signs;
- set out guidelines that will assist in the regulation and control of signage;
- provide increased certainty for advertisers, landowners, the community and others and to assist in providing greater consistency in decision making by the local government; and
- facilitate the effective and timely processing of sign applications where in accordance with this Policy.

To enhance the amenity and character of all areas within the Shire of Brookton through the provision of acceptable standards of development for advertisements.

### Policy:

Signage is considered to have a major impact on the amenity of the Shire, particularly in relation to roadside advertising. Except where specifically exempt under the *Shire of Brookton's Local Planning Scheme No. 4* (LPS4), all advertisements within the Shire require the prior approval of the local government Council. This policy is to provide guidance for the location and desired standards when applications for development planning approval are being considered.

1. This policy is for all signage that is visible from outside the property, complex or facility concerned, either from private land or from public places or streets.
2. Should the application be on or adjacent to a Main Road reserve, approval from Main Roads WA is also required.
3. Signs denoting property and/or owner name and/or property address do not require approval.
4. Exempted advertisements, as detailed in Schedule 3 of LPS 4 do not require Development Planning Approval.
5. Where an advertisement proposal requires approval a Development Application form shall be used.
6. All advertisements shall comply with the criteria contained in Table 1 of this policy.
7. Approval for the continuation of approved signage requires that a request shall be made to the Shire in writing, prior to development planning approval expiring.

8. Temporary candidate signage associated with a local, state or federal election is exempt from this policy and the provisions of the *Shire of Brookton Local Planning Scheme No. 4 (LPS4)*.

Location	Sign Purpose	Maximum Allowable Signage
All Locations	All Advertising	<ul style="list-style-type: none"> <li>Signage must be complementary to its surroundings.</li> <li>Any signage which in the opinion of the local government Council is distracting to motorists will not be approved.</li> </ul>
Within Main Roads Road Reserve	Local Government or Community Organisation	<ul style="list-style-type: none"> <li>Maximum surface of 4.5m<sup>2</sup>.</li> <li>Additional approval is required from MRWA.</li> <li>Should the organisation cease to operate, all relevant signage must be removed</li> </ul>
	Commercial Advertising	<ul style="list-style-type: none"> <li>Not supported</li> </ul>
Adjacent to Main Roads Road Reserve	All Advertising	<ul style="list-style-type: none"> <li>Maximum surface of 4.5m<sup>2</sup>.</li> <li>All signage must comply with the setback requirements contained in Table 2 of LPS 4.</li> <li>Consideration must be given to the grouping of signage. Should the business cease to operate, all relevant signage must be removed by the applicant or landowner</li> </ul>
Road Reserve(Non Main Road)	Private and commercial advertising	<ul style="list-style-type: none"> <li>Signage must be specific to an event and time period.</li> <li>Ongoing approval shall not be granted</li> </ul>
	Local Government or Community Organisation	<ul style="list-style-type: none"> <li>Signage must be specific to an event and/or time period.</li> </ul>
Residential Zone	Home Business – Signage does not require approval if compliant with policy	<ul style="list-style-type: none"> <li>Flashing or illuminated signs shall not be approved. Maximum surface of 1m<sup>2</sup>.</li> <li>Signage must relate to the business being conducted from the same property.</li> <li>Should the business cease to operate, all relevant signage must be removed by the applicant or landowner.</li> </ul>
	Domestic Advertising (Garage Sale, etc.)	<ul style="list-style-type: none"> <li>Maximum surface of 1m</li> <li>Advertising must relate to the property upon which the signage is placed.</li> <li>All signage approval shall be limited to a maximum of two months after which a new approval must be sought and granted.</li> </ul>
Rural Residential Zone	All Advertising	<ul style="list-style-type: none"> <li>Flashing or illuminated signs shall not be approved.</li> <li>Maximum surface of 4.5m<sup>2</sup>.</li> <li>Advertising must relate to the property upon which the signage is placed.</li> </ul>

Location	Sign Purpose	Maximum Allowable Signage
Rural Residential Zone	All Advertising	<ul style="list-style-type: none"> <li>Flashing or illuminated signs shall not be approved.</li> <li>Maximum surface of 4.5m<sup>2</sup>.</li> <li>Advertising must relate to the property upon which the signage is placed.</li> </ul>
Rural Enterprise Zone and Rural Smallholding Zones		<ul style="list-style-type: none"> <li>Flashing or illuminated signs shall not be approved.</li> <li>Maximum surface of 1m<sup>2</sup>.</li> <li>Advertising must relate to the property upon which the signage is placed.</li> <li>Should the business cease to operate, all relevant signage must be removed by the applicant or landowner.</li> </ul>
Rural Zone	All Advertising	<ul style="list-style-type: none"> <li>Maximum surface of 4.5m<sup>2</sup>.</li> <li>Consideration must be given to the grouping of signage</li> </ul>
Commercial Zone	All Advertising	<ul style="list-style-type: none"> <li>Maximum surface of free-standing signs to be 5m<sup>2</sup>.</li> <li>Advertising must relate to the property upon which the signage is placed.</li> <li>Consideration must be given to the grouping of signage.</li> <li>All signage approval shall be limited to the business for which approval has been granted. For any change of business, a new approval must be sought and granted.</li> </ul>
Light Industry and General Industrial Zones	All Advertising	<ul style="list-style-type: none"> <li>Maximum individual surface of 6m<sup>2</sup>.</li> <li>Maximum total area of signage 15m<sup>2</sup>.</li> <li>Advertising must relate to the property upon which the signage is placed.</li> <li>Consideration must be given to the grouping of signage.</li> <li>All signage approval shall be limited to the business for which approval has been granted. For any change of business, a new approval must be sought and granted.</li> </ul>

#### Location of signs and “third party” land

Generally, signs should be located on land or buildings on which is conducting a business or profession which the sign relates. The local government may, following appropriate justification from a proponent, consider signs on “third party” freehold properties. Generally, this will be:

- for a temporary period (typically 6 – 12 months) following which the signs are to be removed; and
- for a recently established local business or a local business (based in the Shire of Brookton) which will shortly commence operating; and
- limited to one sign for the business which is no greater than 4m<sup>2</sup> in area.

Should the business cease operating during the approval period, the local government may remove the sign.

The local government will not support applications for advertisements that, in the opinion of local government, detract from the aesthetic qualities of an area by virtue of inappropriate size, colour, illumination and location. Additional to this, the local government will consider the existing number of signs placed in an area and/or on the building to ensure visual cluttering does not occur.

Generally, the local government does not support signs located on a light pole or power pole unless associated with a community event. Additionally, for roads managed by Main Roads Western Australia, the agency does not allow a sign or advertising device to be attached to existing signs, structures and roadside items including a light/power pole.

The use of vehicles, trailers, and trucks for display or exhibiting of signage will not be permitted except for special events as approved by the local government.

The “onus of proof” rests with the advertiser to justify their Development Application and variations to this Policy.

#### Temporary Signs for Events and Traffic Management

There is no requirement to submit a Development Application for signs associated with traffic management for events. This is subject to signage and the event being undertaken in accordance with the *Traffic Management for Events Code of Practice* (or any updates).

There is no requirement to submit a Development Application for signs to publicise a forthcoming event subject to the following:

- temporary signs are not to be placed on the road reserve, unless it is a directional sign;
- the temporary sign must be removed after the forthcoming event has passed and must not be displayed for no longer than 8 weeks;
- if the local government considers the temporary signs are inappropriate or unsuitable they will be removed.

While noting the above, Main Roads Western Australia requires approval for any signage in, or in the vicinity of the road reserve of a declared highway or main road, unless they are exempt signs. A written application is required.

There is no requirement to submit a Development Application for signs associated with traffic management for works on roads. This is subject to signage and works being undertaken in accordance with the *Traffic Management for Works on Roads Code of Practice* (or any updates).

#### Assessing a Development Application

In assessing a Development Application for a sign, the local government will have regard to matters including the following:

- size, shape, materials, colours, finish, wording, general appearance and location of the sign;
- whether it is illuminated and the presence or rate of flashing lights;
- existing number of signs on the site;
- pedestrian, cyclist and motorist safety;
- the objectives of LPS4;
- provisions and requirements of LPS4;
- the character and amenity of the locality within which it is to be displayed, including its historic or landscape significance;
- zoning of the lot;
- the amenity of adjacent areas which may be affected and the effect on the streetscape;
- whether the sign is proposed to be temporary or permanent;
- written comments from affected landowners and other stakeholders;
- adopted Town Centre Design Guidelines; and
- any other circumstance and factor affecting the application in the opinion of the local government.

**Statutory Environment:**

*Local Planning Scheme No. 4 – Schedule 3 – Exempted Classes of Signage Advertisement*

**Resolution No:**

**Resolution Date:**

## 7. DEVELOPER CONTRIBUTION FOR ROAD AND FOOTPATH UPGRADING RELATING TO SUBDIVISION OF LAND

### Objective:

- To provide a basis for seeking financial contributions to the upgrading of the road and footpath network as a result of the subdivision process.
- To ensure consistency in the recommendations made to the Western Australian Planning Commission (WAPC) on subdivision applications.
- To provide clear and consistent advice to the community on the Shire's expectations for road and footpath upgrading.

### Purpose:

This policy sets the basis for seeking contributions for the upgrading of the Shire road and footpath network as a result of the subdivision. The policy will allow a consistent approach to be applied to all subdivisions and associated land development

### Definitions:

**'Road'** shall have the definition applied to it under the *Road Traffic Act 1974*, which includes any highway, road or street open to, or used by, the public and includes every carriageway, footpath, reservation, median strip and traffic island thereon.

**"Footpath"** shall mean any land or thoroughfare used by pedestrians and/or cyclists and shall include pathways, dual use paths and any other walkway designed for this use.

### Statutory powers:

This Policy relates to determinations made by the WAPC ~~Western Australian Planning Commission~~ under the *Planning and Development Act 2005*. This Act gives the Commission the power to require developer contributions as part of the subdivision of land.

The objectives of the policy are:

- To promote the efficient and effective provision of public infrastructure and facilities to meet the demands arising from new growth and development.
- To ensure that development contributions are necessary and relevant to the development to be permitted and are charged equitably among those benefiting from the infrastructure and facilities to be provided through the subdivision of land.
- To ensure consistency and transparency in the system for apportioning, collecting, and spending development contributions in line with conditions of subdivision approval.
- To ensure standard of social infrastructure and well-being of communities arising from or affected by new sub divisional development.

This Policy adopts and implements these principles for seeking developer contributions as part of the subdivision process.

### Policy:

- All applications for subdivision made within the Shire of Brookton, where there is an identified nexus between the requirements for a road and/or footpath upgrade, will be subject to the provisions of this policy. This policy does not supersede or influence any other requirement for developer contributions as part of the subdivision approval

process toward other facilities or infrastructure, such as public open space, community facilities, etc.

- In making recommendations to the ~~WAPC Western Australian Planning Commission~~ on applications for residential, commercial or industrial subdivision where at least two additional lots will be created from the parent lot/s, the ~~local government Council~~ will consider seeking a financial contribution to be made towards the upgrading of the footpath network.
- In making recommendations to the ~~WAPC Western Australian Planning Commission~~ on applications for residential, commercial or industrial subdivision where there is more than five additional lots to be created from the parent lot/s, the ~~local government Council~~ will consider seeking a financial contribution to be made towards the upgrading of the road and footpath network.
- Contributions towards the upgrading of the road and footpath network will be based on the standards contained in Table No 1 of this policy. The standards will be reviewed as part of Council's periodic review of the Shire of Brookton's Policy Manual ~~and Fees and Charges~~. Thereby allowances can be made for changing community expectations.
- The road and footpath upgrading contribution will be a pro-rata calculation of 50% of the road/footpath as contained in Table No 1, based on the per kilometre / per metre frontage of the parent lot/s to the road. Where a secondary street exists, the ~~local government Council~~ reserves the right to seek a contribution for the secondary street in addition to the primary street frontage, however the ~~local government Council~~ will take into account traffic movements and existing rights of entry.
- If a subdivision required that the created lots be provided with constructed road access that does not currently exist, this policy shall not supersede any requirements for the developer to pay the full construction costs to provide this road access.
- Nothing in this policy shall prohibit ~~the local government Council~~ from seeking the construction of a footpath network within a subdivision at the developer's expense.
- In terms of the expenditure of the financial contributions made as part of the subdivision of land, the following principles shall apply:
  - The upgrading of the road network shall comply with the Shire's Works Program; and
  - The upgrading of any footpath network shall occur within three (3) years following the completion of all subdivisions affecting a particular area, or prior to this date as determined by ~~the local government Council~~.
- The ~~local government Council~~ may vary the requirements of this policy, where it is considered that full compliance with the policy is not practical, or such variation is warranted in the circumstances of the subdivision.
- This Policy does not apply to roads under the care and control of Main Roads WA.

**Table no. 1**

Zone	Standard			
	Minimum Road Width Pavement (metres)	Road Surface	Kerbing/ Drainage	Comment
Residential R5 and above	6	Prime and seal	Yes. No kerbing – open spoon drains	The sealing coat will be laid one year after the laying of the prime coat
Residential R2.5 and below	6	Prime and seal	No. Kerbing –	The sealing coat will be laid one year after the laying of the prime coat
Rural Enterprise	6	Prime and seal	Open spoon drains	The sealing coat will be laid one year after the laying of the prime coat
Commercial	As appropriate	Asphalt	Yes	
Industrial	7	Asphalt	Yes	Kerbing to be provided if appropriate
Light Industry and General Industry		Asphalt		Kerbing to be provided if appropriate
Rural Residential and Rural Smallholding	7	Prime and seal	Yes	Kerbing to be provided if appropriate
Rural	9.6	Gravel – Standard Roads 150mm thick Heavy Routes 300mm thick	No kerbing – open spoon drains	A sealed road standard may be required in specific circumstances.
Footpaths where identified in strategy or structure plan	1.6	Concrete - 75mm Road Base. Hot Mix 100mm road base		

All construction shall be to Austroads standards or in compliance with drawings submitted by an appropriately qualified engineer and approved by the **local government** ~~Shire~~.

**Statutory Environment:**

*Planning and Development Act 2005*

**Resolution No:**

**Resolution Date:**



## 8. STOCKING RATES – RURAL ENTERPRISE, RURAL RESIDENTIAL AND RURAL SMALLHOLDING ZONE LAND

### Purpose:

The purpose of this policy is to provide a guide for the assessment and determination of applications for ~~Development Planning~~ Approval involving the keeping of livestock on properties zoned *Rural Enterprise, Rural Residential and Rural Smallholding*, within the Shire of Brookton.

It is not intended that this policy be applied rigidly, but that each application be examined on its merits, with the objectives and intent of the policy the key for assessment.

### Objectives:

The objectives of the policy are to ensure that the keeping of livestock:

- is undertaken in a sustainable manner.
- does not have a significant negative impact on the natural environment.
- does not impact detrimentally on the health and/or amenity of adjoining landowners.

### Background:

As a result of their size, certain types of properties necessarily invite rural lifestyle and associated land uses inclusive of low-key stabling and training of horses, rearing and agistment of animals, etc. An assessment of these types of land uses in the subject area meet the definition of a 'rural pursuit/hobby farm' as per the *Shire of Brookton Local Planning Scheme No. 4*.

The Shire recognises that the majority of landowners manage their properties in a sustainable manner, however, the keeping of livestock on smaller properties requires a higher level of management than broad acre farming due to the higher density of animals and closer proximity of neighbouring landowners which results in a higher potential for both environmental and amenity impacts. The Shire recognises that unsustainable land management practices often lead to land degradation problems such as soil erosion, dust nuisance, odour, water pollution and damage to vegetation.

This *Stocking Rates Policy* endeavours to guide ~~the local government Council~~ when considering applications for ~~development planning~~ approval when livestock is going to be kept, as part of a *rural pursuit/hobby farm* land use on properties in the specific zones. It also enables ~~the local government Council~~ to appropriately condition ~~development planning~~ approvals for 'rural pursuit/hobby farm' land uses so as to protect the amenity of the locality.

### Application of Policy:

The policy is only applicable to land zoned *Rural Enterprise, Rural Residential and Rural Smallholding* within the Shire of Brookton.

In terms of the *Shire of Brookton Local Planning Scheme No. 4*, a 'rural pursuit/hobby farm' land use is not permitted on any *Residential* zoned property.

### Basis for Policy:

The Stocking Rates Guidelines of the Department of Agriculture and Food of Western Australia (*Stocking Rate Guidelines for Rural Small Holdings, 2000*) has been used as the basis for this policy. These guidelines provide a scientifically sound and practical means by which

the appropriate stocking rate for land within the subject area can be determined and provide guidelines for the assessment of applications for the stocking of land.

### Stocking Rates

#### Definition of Stocking Rate:

For the purposes of this Policy, stocking rates are defined and shown as *Dry Sheep Equivalents* (DSE) which is the number of adult sheep (wether) that can be sustained on each hectare all year round.

Stocking rates are the number of stock, e.g. sheep, cattle, horses, emus or other type of animal that can consistently be kept on a piece of pastured land all year round with minor additional feed and without causing environmental degradation. Environmental degradation can include wind and water erosion, tree decline, increasing levels of nutrients in groundwater and waterways, the spread of weeds into adjoining bushland and soil structure decline.

Stocking rates are largely based on the amount of pasture that each particular type of animal will consume, but are also influenced by feeding patterns, animal weight, foot structure and activity.

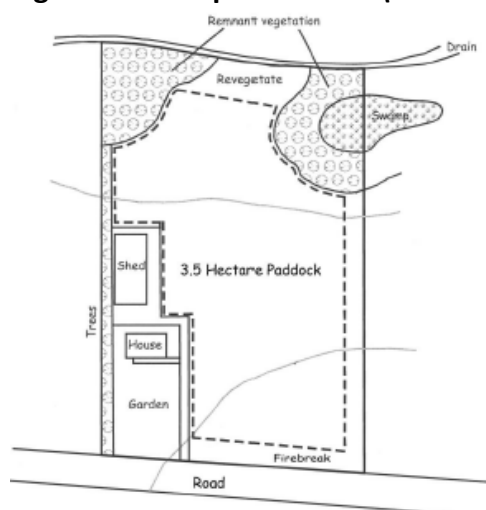
### Base stocking rate & Animal Equivalents

The base stocking rate is the number of DSE that would apply to a property with the lowest level of pasture management in an average year. The recommended base stocking rate should:

1. Provide enough feed to maintain animals in good condition.
2. Avoid soil erosion by providing enough pasture cover to protect the soil throughout the year (at least 30% ground cover – hay, sawdust, etc.).
3. Be sustainable through average years.

In consultation with the Department of Agriculture and Food of Western Australia, a Base Stocking Rate for the Shire of Beverley (and by extension the Shire of Brookton), has been determined to be **5 DSE per hectare**. This Base Stocking Rate has been determined taking due cognisance of amongst others the annual average rainfall and length of the growing season.

**Figure 1. Example Site Plan (not to scale)**



### Key Elements of example site plan – calculating the DSE for the above property:

- Parent Lot = 4.5 ha;
- Fencing the remnant vegetation, including a small swamp;
- Revegetating a 30 metre buffer to a seasonally flowing stream;
- Exclusion of house, shed, tracks and garden area (inclusive of fire break for shed and house);
- Leaves 3.5 ha of useable paddocks.

### Calculated DSE:

5 DSE (Base Stocking Rate) x 3.5 ha (available paddock area) = **17.5 DSE**

### Fencing

Appropriate fencing shall be made a Condition of **Development Planning** Approval for the keeping of livestock, with the following standards given as a guideline:

1. SHEEP AND SMALL STOCK: 5 - 7 strand/line ring-lock, or similar
  2. CATTLE: 7 strand/line with electric fence\*
  3. HORSE: 7 strand/line ring-lock or similar with “sighter” strands or electric\*
- *Non-lethal electric fencing systems shall be installed and operated as per the relevant Australian Standard (ASNZ 3014) and shall be installed so as to be on the inside of the subject property, and offset from the fence, with appropriately spaced warning signs, as shown in the samples in Figure 2.*

**Figure 2**

### **SAMPLE OFFSET ELECTRIC FENCE CONFIGURATION & WARNING SIGN**



OFFSET EXAMPLE 1



OFFSET EXAMPLE 2



WARNING SIGN

### Managing Wind Erosion Risk

Responsible grazing management is required, especially over summer, to maintain sufficient ground cover to reduce the risk of wind erosion. The ideal level of ground cover to minimize wind erosion is for about 50% of the soil surface to be covered by grass and pasture plant residues. At least 30% of the ground cover needs to be anchored to prevent soil being moved downwind during strong wind events. Grazing has to be managed so that it does not detach all of the pasture residues and the critical level of ground cover percentage is 30%. Once the amount of ground cover falls below 30% then wind erosion is likely to occur. Livestock should be removed from all paddocks once ground cover falls to 30%. In the case of horses, they should then be kept in a stable or small yard and hand fed to substitute for paddock feed. These paddocks should not be grazed again until new green pasture starts growing and ground cover is more than 30%.

### Requirement for a Property Management Plan

~~The local government Council~~ will only consider applications for ~~Development Planning~~ Approval for a *rural pursuit/hobby farm* land use in excess of the Base Stocking Rate, where applicants submit a Property Management Plan which demonstrates that pasture improvement, nutrient and waste management methods are addressed.

Where it is proposed to keep livestock in excess of the base stocking rate, the following measures should be incorporated into the property management plan (where applicable):

- Drainage management practices that prevent direct runoff to watercourses or dams;
- Yards or pens should be sheeted with compacted soil, sand or sawdust if located on clay soils and should be regularly cleaned;
- Adequately fenced vegetation belts capable of effectively separating environmental features such as watercourses, from areas of intensive stocking; - Manure should be regularly collected;
- Supplementary feeding as a means of reducing grazing pressure;
- Areas of remnant vegetation, wetlands and watercourses should be fenced to exclude livestock;
- Where stables or other structures are proposed to be constructed for the housing of livestock, they must be located and managed so as not to detrimentally impact on the amenity of neighbouring residences;

Further to the above, the following information is required in the Property Management Plan:

**A)** Site plan of the property drawn to scale, indicating:

- Location of pasture areas, stables and yard areas/arenas;
- Fencing (including fencing of environmentally sensitive areas);
- Watercourses, wetlands, dams and areas prone to waterlogging;
- Existing vegetation;
- Manure Storage/composting area.

**B)** A written statement shall be provided that addresses the following (where applicable):

- The number and type of stock;
- Stabling practices;
- Collection, storage and disposal of manure, including fly management and odour control;
- Nutrient management plan;
- Pasture management techniques, including type and condition of pasture, rotation of pasture;
- Fertiliser application rates;
- Irrigation;
- Dust control;
- Weed control;
- Water availability and use;
- Soil type.

### Conclusion

Where the keeping of animals results in challenges due to land degradation, nutrient enrichment/leaching, animal welfare or public nuisance, ~~the local government Council~~ may require further reduction in the number of stock kept on a particular property. When

~~Development Planning~~ Approval is granted, the period of ~~development planning~~ approval might be limited, at the Shire's discretion.

#### ANIMAL EQUIVALENTS FOR THE CALCULATION OF STOCKING RATES

Type of livestock	Weight (kg) and animal type	Dry Sheep Equivalent (DSE)
Sheep	50 kg Wether, ewe	1.0
	40-45 kg Lambing ewe (ewe and lamb)	1.5
	75 kg Rams	1.5
Cattle	425 kg Milking cow	10.0
	425 kg Dry cows, yearling, steer or heifer	8.0
	300 kg Yearling, heifer	6.0
	200 kg Smaller cattle (Dexter, Lowline)	4.0
	750 kg Bull, cow with calf	15.0
	Cow with young calf	10.0
Horses	450 kg Light	10.0
	1000 kg Draught	20.0
	250 kg Pony	5.0
Goats	30-35 kg Dry Angora	0.7
	35-40 kg Cashmere goat	1.0
	50-60 kg Dry milk goat	1.5
	Milking goat	2.0
Deer	120 kg Red deer	2.2
	50 kg Fallow deer	1.0
Other	55-120 kg Ostrich average (assumes half introduced feed)	1.4
	55 kg Emu average (assumes half introduced feed)	0.7
	150-210 kg Llama	3.0
	60-70 kg Alpaca	0.8

~~Note:~~ Where a particular livestock is not mentioned in the table, ~~the local government Council~~ will determine the DSE.

#### ~~CALCULATION OF DSE FOR A PROPERTY~~

~~The following section describes how the DSE for a specific property can be calculated for the purposes of applying for Planning Approval for a 'Rural Pursuit' land use.~~

#### Statutory Environment:

*Local Planning Scheme No. 4*

*Planning and Development (Local Planning Schemes) Regulations 2015*

**Resolution No:**

**Resolution Date:**

***Planning and Development (Local Planning Schemes) Regulations 2015***  
**Schedule 2 Deemed provisions for local planning schemes**  
**Part 2 Local planning framework**

**Division 2 — Local planning policies**

**3. Local planning policies**

- (1) The local government may prepare a local planning policy in respect of any matter related to the planning and development of the Scheme area.
- (2) A local planning policy —
  - (a) may apply generally or in respect of a particular class or classes of matters specified in the policy; and
  - (b) may apply to the whole of the Scheme area or to part or parts of the Scheme area specified in the policy.
- (3) A local planning policy must be based on sound town planning principles and may address either strategic or operational considerations in relation to the matters to which the policy applies.
- (4) The local government may amend or repeal a local planning policy.
- (5) In making a determination under this Scheme the local government must have regard to each relevant local planning policy to the extent that the policy is consistent with this Scheme.

**4. Procedure for making local planning policy**

- (1) If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —
  - (a) publish in accordance with clause 87 the proposed policy and a notice giving details of —
    - (i) the subject and nature of the proposed policy; and
    - (ii) the objectives of the proposed policy; and
    - (iii) how the proposed policy is made available to the public in accordance with clause 87; and
    - (iv) the manner and form in which submissions may be made; and
    - (v) the period for making submissions and the last day of that period;
  - (b) if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;
  - (c) give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.
- (2) The period for making submissions specified in a notice under subclause (1)(a)(v) must not be less than the period of 21 days after the day on which the notice is first published under subclause (1)(a).
- (3) After the expiry of the period within which submissions may be made, the local government must —
  - (a) review the proposed policy in the light of any submissions made; and
  - (b) resolve to —
    - (i) proceed with the policy without modification; or
    - (ii) proceed with the policy with modification; or
    - (iii) not to proceed with the policy.
- (3A) The local government must not resolve under subclause (3) to proceed with the policy if —
  - (a) the proposed policy amends or replaces a deemed to comply provision of the R Codes; and
  - (b) under the R Codes, the Commission's approval is required for the policy; and
  - (c) the Commission has not approved the policy.
- (4) If the local government resolves to proceed with the policy, the local government must publish notice of the policy in accordance with clause 87.

- (5) A policy has effect on publication of a notice under subclause (4).
  - (6) The local government must ensure that an up to date copy of each local planning policy made under this Scheme that is in effect is published in accordance with clause 87.
  - (7) Subclause (6) is an ongoing publication requirement for the purposes of clause 87(5)(a).
- [Clause 4 amended: SL 2020/252 r. 46.]

**5. Procedure for amending local planning policy**

- (1) Clause 4, with any necessary changes, applies to the amendment to a local planning policy.
- (2) Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.

**6. Revocation of local planning policy**

A local planning policy may be revoked —

- (a) by a subsequent local planning policy that —
  - (i) is prepared in accordance with this Part; and
  - (ii) expressly revokes the local planning policy;or
- (b) by a notice of revocation —
  - (i) prepared by the local government; and
  - (ii) published by the local government in accordance with clause 87.

[Clause 6 amended: SL 2020/252 r. 47.]

**12.08.25.02 TENDER - RFT 01-2025 - BROOKTON RAILWAY STATION REFURBISHMENT**

<b>File No:</b>	FIN012
<b>Date of Meeting:</b>	21 August 2025
<b>Location/Address:</b>	Brookton Railway Station Robinson Road Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Kevin D'Alton – Manager Projects
<b>Authorising Officer:</b>	Gary Sherry – Chief Executive Officer
<b>Declaration of Interest:</b>	The author does not have an interest in this item
<b>Voting Requirements:</b>	Simple Majority
<b>Previous Report:</b>	16 April 2025, 20 February 2025, 21 December 2024, 9 December 2024

**Summary of Report:**

Council is to consider the tenders received from building contractors to complete the Stage 1 and 2 of the refurbishment of the Brookton Railway Station.

**Description of Proposal:**

RFT-01-2025 Brookton Memorial was advertised on 2<sup>nd</sup> July 2025 with a closing date of 7<sup>th</sup> August 2025 at 12:00pm.

The Shire of Brookton received 3 submissions for RFT-01-2025. The submissions included:

<b>Tenderer</b>	<b>Tendered Price GST Exclusive</b>	<b>Tendered Price GST Inclusive</b>
Devlyn Construction	\$3,113,888.00	\$3,425,276.80
Barna Construction	\$2,153,231.12	\$2,368,554.23
Budo Group	\$2,022,988.74	\$2,225,287.61
Pretender Quantity Surveyor Estimate – For comparison (From July 2024)	\$1,827,000.00	\$2,009,700.00
Budget	\$1,940,000.00	\$2,134,000.00

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

The evaluation of RFT 01-2025 was established in the RFT document as the non-weighted cost method. This method evaluates each tender's capability complete the requirements separate to other factors. Once the tenders have been ranked for capability, a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Shire of Brookton.

While staff completed a review of tenders with the review information included at Confidential Attachment 12.08.25.02A. The staff review assessed the tender of Budo as the preferred tender.

The Shire also engaged Stephen Carrick Architects to complete a review of tenders that is included at Confidential Attachment 12.08.25.02B. At the time of issue of this agenda, the report had not been received.

Key elements of the information received from Tenderers is included at Confidential Attachment Under Separate Cover 12.08.25.02C.



**Background:**

A Special Meeting of Electors of the Shire of Brookton was held on Monday 9<sup>th</sup> December 2024 at request of not less than 5% of the number of electors. At that Meeting, the following resolution was passed:

That the Shire of Brookton form an independently chaired Working Group with Terms of Reference to include:

- a. Comprised of locals, experts, indigenous advisors & railway Heritage groups,
- b. To explore alternative outcomes other than demolition for the place including supplementary funding sources & building contract procurement options,
- c. Independent costing by a Quantity Surveyor of the cost to demolish and redevelop and compare to cost and community value of restoration,
- d. Develop a vision for community activation of the existing place beyond the most recent uses.

At the December 2024 Ordinary Meeting Council formally resolved:

1. to adopt the Terms of Reference for a Brookton Railway Station Committee. The Terms of Reference substantially meet the requirements of the decision of the Special Electors Meeting held on 9<sup>th</sup> December 2024
2. acknowledgement that the decision of the Special Electors Meeting held on 9<sup>th</sup> December 2024 broadly indicated that a majority of the Brookton community wishes to retain the Brookton Railway Station.
3. To commit to work with the Brookton Railway Station Committee to retain the Brookton Railway Station; and
4. To request staff to advertise for prospective committee members.

Following this decision, the Shire of Brookton has widely advertised the opportunity to nominate for the Brookton Railway Station Committee through direct mail, social media and public newsletters.

By the close of nominations on Monday 10<sup>th</sup> February 2024 Council had received only three nominations for the ten available independent community/specialist positions on the Brookton Railway Station Committee.

Subsequently, because of the lack of community support to provide more than three nominations for the ten independent positions available on the Brookton Railway Station Committee by the extensively advertised nomination period, Council was concerned that this committee may be unrepresentative of the wider Brookton community's view and Council:

1. reaffirmed that the decision of the Special Electors Meeting held on 9<sup>th</sup> December 2024 indicates that a majority of the Brookton community wishes to retain the Brookton Railway Station;
2. reaffirmed Council's commitment to retain the Brookton Railway Station;
3. not proceed with the Brookton Railway Station Committee at this time;

4. conduct further community consultation on the support for the Shire's plans for restoring the Brookton Railway Station. This consultation could include, but not be limited to:
  - a) publication of the Shire's plans around the Shire of Brookton;
  - b) presentations to interested community groups on the Shire's plans
  - c) a community survey of options around the Brookton Railway Station restoration; and
  - d) a public meeting to consider results of a survey results and the Shire's plans; and
5. Investigate the implications of completing the refurbishment of the Brookton Railway by constructing all stages concurrently to minimize disruption to rail traffic and rail safety compliance costs utilising the scope of works from Tender RFT 07-2023;
6. Consider the results of the public consultation and the review of the implications of completing concurrently all stages of the refurbishment of the Brookton Railway Station at their April Ordinary meeting.

The presentations and discussions undertaken by staff with community groups including the Brookton Museum, Brookton Men's Shed, Brookton Onward Town Teams and some of the community members who have sought to members of the Brookton Railway Station Committee. These information discussions have focused on:

- The scope of the design. There was always considerable initial interest ensuring that the Station retains most of its current features. There hasn't been significant interest in the detail of the design;
- The cost identified in the initial quantity survey. There was a general reluctant acceptance of the cost.
- A common desire to have action on the project and return the Station as soon as possible.
- There remains a general mistrust in the Shire of Brookton's handling of the Railway Station.
- The longest discussion was generally around how the Station would or could be used. While there is general expectation that the station will have a positive impact on Robinson Road and be popular with tourists/visitors, there was no real indication of specific activities that could occur in the station other than the previous use by the stalls operated by the local arts and crafts and op-shop community groups.

At the April 2025 Ordinary Meeting Council resolved:

Cr de Lange declared a Financial Interest in 15.04.25.04 in that her employer has a Proximity Interest in this matter and left the meeting at 6:45pm.

Cr Wallis declared a Proximity Interest in 15.04.25.04 in that he operates a Business from a site adjoining the Brookton Railway Reserve and left the Meeting at 6:45pm.

COUNCIL RESOLUTION OCM 04.25-15

MOVED Cr Crute SECONDED Cr Copping

That Council:

1. reaffirms that the decision of the Special Electors Meeting held on 9th December 2024 that indicates that a majority of the Brookton community wishes to retain the Brookton Railway Station;
2. reaffirms Council's commitment to retain the Brookton Railway Station;
3. not proceed with the Brookton Railway Station Committee at this time;
4. direct staff to complete the refurbishment of the Brookton Railway Station by constructing all stages concurrently utilising the scope of works from Tender RFT 07-2023; and
5. continues to engage and communicate with the Community of Brookton on the progress of this project, including further, if any, stages of the railway precinct activation and integration.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Bell, Cr Copping, Cr McCabe,

Against: Nil

Council did not resolve the Officer's Recommendation because Council was of the opinion that the majority of Brookton residents have had enough of the delays on this project and want to see Council proceed to tender as quickly as is possible.

Cr de Lange & Cr Wallis returned to the Meeting at 6:49pm.

#### **Consultation:**

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

#### **Statutory Environment:**

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

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

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

#### **Financial Implications:**

The tendered prices are near to the 2025/26 Budget allocation of \$1,940,000 for this construction project.

#### **Risk Assessment:**

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

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

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

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

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

**Comment:** Nil

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

***That Council:***

- 1. selects the tender of Budo Group provided for the RFT 01/2025 Brookton Railway Station Refurbishment for a cost of \$2,022,988.74 (GST Exclusive) as the preferred tender; and***
- 2. delegates to the Chief Executive Officer the authority to make minor amendments to the Scope of Works as required and any consequential changes to the Major Works Contract.***

*(Simple majority vote required)*

#### **Attachments**

Confidential Attachment 12.08.24.02A – Brookton Railway Station – Tender Evaluation Report.

Confidential Attachment 12.08.24.02B – Tender Analysis - Stephen Carrick Architects.

Confidential Attachment Under Separate Cover 12.08.24.02C – Tender Applications.

**12.08.25.03 BROOKTON AQUATIC CENTRE - SWIMMING POOL MANAGEMENT SERVICES**

<b>File No:</b>	PRO001
<b>Date of Meeting:</b>	21 August 2025
<b>Location/Address:</b>	N/A
<b>Name of Applicant:</b>	N/A
<b>Name of Owner:</b>	N/A
<b>Author/s:</b>	Charlotte Cooke – Acting Manager Corporate & Community
<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>	Nil

**Summary of Report:**

Council is to consider the provision of Contract Management Services to operate the Brookton Aquatic Centre for a one year period 1 September 2025 to 31 August 2026.

**Description of Proposal:**

Following the recent resignation of the Aquatic Centre Supervisor, the position is currently vacant, leaving a critical gap in the operation and oversight of the facility.

To ensure continuity of service and uphold community expectations, it is proposed that Council engage a qualified pool management contractor with experience in managing similar aquatic facilities. This arrangement offers immediate stability and operational confidence ahead of the upcoming pool season.

The Shire approached three experienced pool management contractors, but only 1 compliant submission was received by the closing date at 4pm Friday 15 August 2025.

A summary of the submission received from Contract Aquatic Services (CAS) is included below. CAS have contract arrangements for the provision of Swimming Pool management with a number of regional local governments. CAS have demonstrated the experience and capability to complete the works.

<b>Description</b>	<b>Total Cost (inc. GST)</b>
<p>Operation of Brookton Swimming Pool from the 1 September 2025 to the 31 August 2026 including service provisions of:</p> <p>A single total price is to be quoted for the entire scope of work outlined below</p> <ul style="list-style-type: none"><li>• Six (6) days per week (including Wednesday, Thursday, Friday, Saturday, Sunday and Monday) for the pool season 01 November to 31 March.</li><li>• Minimum of Seven (7) hours per day.</li><li>• Swimming lesson facilitation (School and Vacs Swim).</li><li>• Maintenance of Swimming Pool buildings.</li><li>• Maintenance of Swimming Pool plant.</li><li>• Maintenance of Swimming Pool grounds.</li><li>• Season start up.</li></ul>	

<ul style="list-style-type: none"> <li>Season shut down - including 13 onsite visits programmed in off season for water turnover and water quality)</li> <li>Provide 4 x Community Event Days including, Sausage Sizzle, Water, Inflatable Bouncy Castle, Large Inflatable Pool Attraction Item and Inflatable Pool Toys. Dates and times to be advised by the Shire of Brookton.</li> <li>Provide 1 x Australia Day Community Event each year including, Sausage Sizzle, Water, Inflatable Bouncy Castle, Large Inflatable Pool Attraction Item and Inflatable Pool Toys. Date 26 January each year.</li> </ul>	
<b>TOTAL</b>	<b>\$153,345.50</b>

<b>Description</b>	<b>Hourly Rate (inc. GST)</b>
<ul style="list-style-type: none"> <li>Hourly Rate to Operate &amp; Open Pool outside nominated or agreed days and hours</li> <li>Provide Aqua Aerobic Classes 1 day per week starting the 1 November and ending 31 March. Dates and times to be agreed to by the Shire of Brookton.</li> </ul>	\$109.78

A special condition of the quotation is a requirement to provide accommodation in Brookton for Contract Aquatic Services staff during the provision of services. Staff believe that the unfurnished unit at Unit 6, 30 Williams Street meets the requirement.

CAS also provided a non-conforming quotation that adapted the required deliverables to better suit CAS and allowed a significant annual cost reduction cost from \$153,345.50 to \$119,625 (GST Inclusive). The non-compliant offer includes the following adjusted activities:

1. Provide Aqua Aerobics Classes one day per week at 5:00 pm on Fridays, running from 3 November to 12 December (inclusive) and resuming from 9 January to 13 March. Each class will run for 45 minutes, delivering a total of 14 sessions for the season. CAS will supply all required equipment, including instructor, aqua dumbbells, flotation belts, noodles, speakers, and the music license.
2. Provide two Community Event Days (CAS Signature Mega Splash Pool Parties), each featuring free sausage sizzle, fairy floss, ice cream, popcorn, a large, tethered inflatable pool attraction, and a variety of inflatable pool toys. Each event will run for three hours and will include a minimum of two additional lifeguards, two cooks, and one event manager. Events will be scheduled as follows: one in November/December and one in February/March, on either a Friday evening, Saturday midday/evening, or Sunday midday.
3. Provide one Mega Movie Night, featuring an 8m projector screen, licensed movie screening rights, free popcorn, and bean bags for attendees.
4. Provide one Australia Day large, tethered inflatable pool attraction, held on 26 January from 12:00 pm to 3:00 pm. Due to the number of pools requesting Australia Day events, CAS will only be able to provide the waterborne inflatable and one additional lifeguard to supervise use. Any other activities must be supplied and coordinated by the Shire; however, where possible, CAS will assist the Shire in planning and marketing the event.

**Background:**

Following the recent resignation of the Aquatic Centre Supervisor, staff formally requested quotations from aquatic service providers as per 2.15 Procurement Policy.

The RFQ requested pricing that included:

1. Pool opening hours of:
  - a. Wednesday 12.00pm to 7.00pm
  - b. Thursday 6.30am to 8.30am 2.00pm to 7.00pm
  - c. Friday 12.00pm to 7.00pm
  - d. Saturday 6.30am to 8.30am 2.00pm to 7.00pm
  - e. Sunday 12.00pm to 7.00pm
  - f. Monday 6.30am to 8.30am 2.00pm to 7.00pm
  - g. Closed: Christmas Day, Boxing Day, New Year's Day, and Good Friday (if applicable)
2. Providing Aqua Aerobic Classes 1 day per week starting the 1 November and ending 31 March. Dates and times to be agreed to by the Shire of Brookton
3. Providing 4 x Community Event Days including, Sausage Sizzle, Water, Inflatable Bouncy Castle, Large Inflatable Pool Attraction Item and Inflatable Pool Toys. Dates and times to be advised by the Shire of Brookton; and
4. Providing 1 x Australia Day Community Event each year including, Sausage Sizzle, Water, Inflatable Bouncy Castle, Large Inflatable Pool Attraction Item and Inflatable Pool Toys. Date 26 January each year

**Consultation:**

Internal consultation has occurred with the Chief Executive Officer.

**Statutory Environment:**

Nil.

**Relevant Plans and Policy:**

Council's Policy 2.15 – Procurement.

**Financial Implications:**

The value of the proposed management contract \$153,345.50 (\$139,405 GST Exclusive) is significantly greater than the 2025/26 budget of \$107,853. Should Council endorse this contract arrangement, a formal adjustment will be required through the 2025/26 budget review process to reflect the revised management approach.

The value of the proposed non-compliant submission is \$119,625 (\$108,750 GST Exclusive) is only marginally greater than the 2025/26 budget of \$107,853.

**Risk Assessment:**

The risk in relation to this matter is assessed as "Medium". The key risk is with the management of health and safety of patrons to ensure adequately trained staff at the facility. Should Council not authorise this contract, then the risk that the Shire will not be able to attract an alternative Pool Manager and therefore not being able to meet the community's aspirations and expectations of service delivery.

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 contractor's alternative option provides similar services to the Shire's requested quotation but is only very marginally greater than the budgeted employee costs.

### OFFICER'S RECOMMENDATION

*That Council:*

- 1. Accepts the non-compliant quotation received from Contract Aquatic Services for the provision of Swimming Pool Management Services from 1 September 2025 to 31 August 2026 for \$119,625 (\$108,750 GST Exclusive) acknowledging that this offer is different to Council's planned activities; and***
- 2. Authorise the provision of unfurnished housing to the employee of Contract Aquatic Services for the term of the contract.***

*(Simple majority vote required)*



## 13.08.25 COMMUNITY SERVICES REPORTS

Nil.

## 14.08.25 CORPORATE SERVICES REPORTS

### 14.08.25.01 LIST OF PAYMENTS – JUNE 2025

<b>File No:</b>	N/A
<b>Date of Meeting:</b>	21 August 2025
<b>Location/Address:</b>	14 White Street, Brookton
<b>Name of Applicant:</b>	Shire of Brookton
<b>Name of Owner:</b>	Shire of Brookton
<b>Author/s:</b>	Jessika Ashworth – Finance Creditors & Records 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>	30 June 2025

#### Summary of Report:

The purpose of this report is to present the list of payments for the month of July 2025, as required under the *Local Government (Financial Management) Regulations 1996*.

#### Description of Proposal:

The accounts paid under Delegation 1.1, Power to Make Payments, are included within Attachment 14.08.25.01A.

A detailed transaction listing of credit card expenditure paid for the period ended 31 July 2025 is contained within Attachment 14.08.25.01B.

A detailed transaction listing of purchasing expenditure paid for the period ended 31 July 2025 is contained within Attachment 14.08.25.01C.

#### Background

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

#### Consultation

There has been no consultation on this matter.

#### Statutory Environment

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

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

- (c) the date of the payment; and
- (d) sufficient information to identify the transaction.
- (2) A list of accounts for approval to be paid is to be prepared each month showing —
  - (a) for each account which requires council authorisation in that month —
    - (i) the payee's name; and
    - (ii) the amount of the payment; and
    - (iii) sufficient information to identify the transaction; and
  - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under sub-regulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**13A. Payments by employees via purchasing cards**

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

**Local Government (Administration) Regulations 1996**

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

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

**Relevant Plans and Policy**

Policy 2.15 Procurement.

**Financial Implications**

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

**Risk Assessment**

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

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

### Community & Strategic Objectives

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

### Comment

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

### OFFICER'S RECOMMENDATION

*That Council receive:*

- 1. the list of accounts, totalling \$670,196.30 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of July 2025, as contained within Attachment 14.08.25.01A;*
- 2. the list of credit card transactions, totalling \$715.33 paid in July 2025, as contained within Attachment 14.08.25.01B; and*
- 3. the list of purchasing card transactions, totalling \$389.92 paid in July 2025, as contained within Attachment 14.08.25.01C.*

*(Simple majority vote required)*

### Attachments

Attachment 14.08.25.01A – List of accounts paid.

Attachment 14.08.25.01B – Credit card transactions.

Attachment 14.08.25.01C – Fuel card transactions.

## List of Payments Paid in July 2025

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17159	10/07/2025	BROOKTON COMMUNITY INC	COMMUNITY CHEST FUND COUNCIL RESOLUTION OCM 06.25-22 TO FUND EXPENDITURE	\$1,000.00
EFT17162	10/07/2025	DANIEL JAMES WATKINS	SEWERAGE INCENTIVE REIMBURSEMENT 24/25 FOR A272	\$400.00
EFT17176	15/07/2025	BURKE ELECTRICAL SERVICES	SUPPLY & INSTALL 16 X 1250WATT LIGHT FITTINGS, CONNECT 16 X REMOTE DRIVER UNITS TO LIGHT POLES, TOWN OVAL JUNE 25 LIGHCAP	\$97,900.00
EFT17182	15/07/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	WORKS MONTHLY PURCHASES JUNE 25 ADMIOF, DEPOOF, OTHMRRM, RRTLOP, RWPKOP, PPT14, CARAOP, BCRROP, MHALLOP, PU34	\$3,681.99
EFT17183	15/07/2025	FELTON INDUSTRIES	SUPPLY & FREIGHT FOR PARK SEATING 2-SIDED JUNE 25	\$3,913.80
EFT17188	15/07/2025	NOURISH BROOKTON	CARAVAN PARK GAS BOTTLE REPLACEMENT JUNE 25 CARAOP CRC MONTHLY JUNE 25 REFRESHMENTS & CLEANING INCLUDES TISSUES, MILK, WATER, BISCUITS, HANDWASH, DISINFECTANT WIPES, PAPER CUPS. ADMIN MONTHLY REFRESHMENTS JUNE 25 INCLUDES COFFEE, HANDWASH, MILK, COFFEE 400GM, DETTOL HAND WASH X 2	\$871.57
EFT17189	15/07/2025	OFFICE BUSINESS	FURNITURE FIT OUT FOR EAST BROOKTON FIRE SHED JUNE 25	\$12,577.64
EFT17191	15/07/2025	SEABROOK ABORIGINAL CORPORATION	WORKS GRAVEL AGREEMENT - GLENROY PIT - 1715M3	\$8,194.24
EFT17193	15/07/2025	SHIRE OF PINGELLY	LONG SERVICE LEAVE RECOUP FOR D HEPPLER PERIOD 01/12/2012 TO 05/03/2022	\$14,190.22
EFT17195	15/07/2025	TOLL TRANSPORT PTY LTD	WORKS JUNE 25 MONTHLY FREIGHT COSTS INCLUDES FREIGHT FOR SIGNS - OTHMRRM	\$121.54
EFT17199	18/07/2025	ADAM COLLIS	CARAVAN PARK BOOKING REFUND, WANDOO - 01/08/25 TO 02/08/25, SHEOAK - 04/07/25 TO 05/07/25	\$411.00
EFT17200	18/07/2025	AFGRI EQUIPMENT AUSTRALIA PTY LTD	RADIATOR HOSE FOR GRADER PG8 JULY 25	\$767.39
EFT17201	18/07/2025	ARM SECURITY	SHIRE ADMIN ALARM MONITORING FOR 01/07/25 TO 30/09/25	\$345.60
EFT17202	18/07/2025	ATKINS MECHANICAL SERVICE	VEHICLE SERVICE 100,00KM PT15, REPAIRS FOR COOLANT LEAK PG8, REIMBURSEMENT OF DEVELOPMENT APPLICATION FOR NEW BUSINESS POLICY 2.12 JULY 25	\$3,400.30
EFT17203	18/07/2025	BROOKTON PLUMBING	UNBLOCK MAIN DRAIN AT SHIRE OFFICE JULY 25 ADMIOF	\$225.50
EFT17204	18/07/2025	BUILDING & ENERGY	BSL PAYMENT FOR JUNE 25 3 X BUILDING PERMIT LEVIES, 1 X DEMOLITION LEVY COLLECTED	\$226.60
EFT17205	18/07/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT17206	18/07/2025	DKM WORKPLACE SOLUTIONS PTY LTD	PREPARATION OF FRAUD CONTROL PLAN & POLICY JULY 25	\$1,754.50

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17207	18/07/2025	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES JUNE 25 18 HOURS INCLUDES ASSESSING DEVELOPMENT APPLICATIONS, SUBDIVISIONS & BOUNDARY REALIGNMENT, DRAFTING AGENDA ITEM, PROVIDING ADVICE TO SHIRE, PROPONENTS & COMMUNITY MEMBERS	\$2,871.00
EFT17208	18/07/2025	GREENFIELD TECHNICAL SERVICES	SITE INSPECTOR ACCOMMODATION COSTS FOR FLOOD DAMAGED ROADS JULY 25 STRROP	\$2,617.43
EFT17209	18/07/2025	GS HOBBS CONTRACTING	PLANT & LABOUR HIRE FOR STORM DAMAGED ROADS JULY 25 STRROP	\$10,285.00
EFT17210	18/07/2025	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	25/26 BRONZE LOCAL GOVERNMENT ANNUAL SUBSCRIPTION	\$1,220.00
EFT17211	18/07/2025	ONEMUSIC AUSTRALIA	ANNUAL LICENCE FEE FOR COUNCIL RURAL MUSIC 01/07/25 TO 30/06/25 POOLOP, WBOP, MHALLOP	\$387.64
EFT17212	18/07/2025	RAC BUSINESS WISE	ANNUAL 01/07/25 TO 01/06/26 BUSINESSWISE ABSOLUTE ROADSIDE ASSISTANCE FOR TOYOTA COASTER BUS PCB1	\$222.00
EFT17213	18/07/2025	SAFEROADS	ANNUAL SUBSCRIPTION JULY 25 TO JUNE 26 ZONE CARE PACKAGE, TELSTRA MOBILE CONNECTION, SIM & ENVIRONMENTAL LEVIES PT6	\$714.56
EFT17214	18/07/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17215	18/07/2025	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	PROPOSED ADAPTION & CONCEPT DESIGN STAGE 1 FOR CRC RELOCATE TO MEMORIAL HALL JULY 25	\$9,680.00
EFT17216	18/07/2025	WALLIS COMPUTER SOLUTIONS	SHIRE ADMIN MONTHLY FEE XENEX BUSINESS INTERNET WIRELESS CONNECTION JULY 25	\$148.50
EFT17217	18/07/2025	WATER CORPORATION OF WA	WATER SUPPLY & CONSUMPTION CHARGES FOR RAILWAY STATION 13/05/25 TO 08/07/25 RWSTOP	\$665.67
EFT17218	24/07/2025	KRISTOFER LUPP	GYM KEY BOND REFUND	\$70.00
EFT17219	24/07/2025	OLIVER PAERNASTE	GYM KEY BOND REFUND	\$70.00
EFT17220	24/07/2025	SAMAYA RENAE NANNUP	FACILITY BOND - NO-ALCOHOL, REFUND	\$250.00
EFT17221	24/07/2025	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	REMOTE ACCESS OPERATIONAL COSTS FOR STANDPIPES & IRRIGATION 01/07/25 TO 31/12/25 WAHPOP2	\$2,260.50
EFT17222	24/07/2025	THINK PROJECT AUSTRALIA PTY LTD	ANNUAL LICENSE SUPPORT & MAINTENANCE FEE, THINKPROJECT DIGITAL ASSET RECORD & ASSET MOBILE	\$10,624.48
EFT17223	24/07/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 01/07/25 ANIMAL CONTROL, 08/07/25 ANIMAL CONTROL	\$1,206.43
EFT17224	25/07/2025	B & N EYRE BROOKTON NEWSAGENCY	CRC MONTHLY STATIONARY ORDER JUNE 25 INCLUDES STAMP & COLOURED COVER PAPER, RAINBOW COVERPAPER X 2	\$7.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17225	25/07/2025	DAKOTA DRILLING CONTRACTORS PTY LTD	SUPPLY AND INSTALL 1 X NEW 20M FIXED TAPERED LIGHT POLE AT THE BROOKTON OVAL MOBILISE TO SITE AND REMOVE THE OLD POLE ASSEMBLE AND ERECT NEW POLE INTO POSITION DISPOSE OF OLD POLE AT LOCAL TIP	\$6,534.00
EFT17226	25/07/2025	PREPLAN PTY LTD	BUSHFIRE MITIGATION WORKS MULCHING WHITTINGTON ST AROUND CARAVAN PARK & OVAL FIREM25	\$26,788.50
EFT17227	25/07/2025	3E ADVANTAGE PTY LTD	ADMIN MONTHLY PRINTING SERVICE FEES JUNE 25 B&W 4000, COLOUR X 6000 PRINTS	\$1,175.90
EFT17228	25/07/2025	AC ELECTRICS WA	REPLACEMENT CARAVAN PARK DUMP POINT LEVEL ALARM JUNE 25 CARAOP	\$1,259.23
EFT17229	25/07/2025	AMPAC DEBT RECOVERY	RE-ENTRY FOR DEBT RECOVERY FOR A2682 LANDGATE LODGE FEE, PALISADE FEE, A388 PALISADE FEE, A2682 PALISADE FEE - FEBRUARY 2025	\$115.50
EFT17230	25/07/2025	ATO	FBT RETURN 23/24 TAX 551	\$3,445.94
EFT17231	25/07/2025	B & N EYRE BROOKTON NEWSAGENCY	CRC A4 PAPER CARTONS X 6 JUNE 25. ADMIN MONTHLY STATIONARY PURCHASES JUNE 25 INCLUDES BINDING COMBS, A4 PAPER, A4 5 TABS, BINDING COMBS X 2. CRC MONTHLY STATIONARY ORDER JUNE 25 INCLUDES STAMP & COLOURED COVER PAPER, RAINBOW COVERPAPER X 2	\$906.37
EFT17232	25/07/2025	BEST OFFICE SYSTEMS	CRC PRINTER WASTE TONER BOTTLE & FREIGHT JUNE 25	\$19.00
EFT17233	25/07/2025	BOC GASES	WORKS MONTHLY RENTAL CHARGES FOR OXYGEN, ACETYLENE, ARGOSHIELD, OXYGEN MEDICAL 29/05/25 TO 27/06/25 DEPOOP	\$56.16
EFT17234	25/07/2025	BOOEASY AUSTRALIA PTY LTD	CARAVAN PARK, ONLINE ROOM MANAGER MONTHLY FEE JUNE 25 CARAOP	\$242.00
EFT17235	25/07/2025	BROOKTON ONWARD TOWN TEAM	CRC EVENT TRIBUTE TO LEGACY - BREAKFAST CATERING 28/06/25 EV0005	\$1,200.00
EFT17236	25/07/2025	BROOKTON PINGELLY FINANCIAL SERVICES	SEWERAGE INCENTIVE REIMBURSEMENT JUNE 25 A755	\$400.00
EFT17237	25/07/2025	BROOKTON ROADHOUSE	SEWERAGE INCENTIVE REIMBURSEMENT 24/25 A434	\$400.00
EFT17238	25/07/2025	BROOKTON TYRE SERVICE	REPAIR PUNCTURED TYRE JUNE 25 PU37	\$126.50
EFT17239	25/07/2025	CHARITY GISBORNE T/A CK KREATIONS	CRC COMMUNITY HEALTH INITIATIVE WALKING GROUP - T-SHIRTS ASSORTED SIZES X 30 & 850ML WATER BOTTLES X 25 JUNE 25 GYMOP	\$3,110.00
EFT17240	25/07/2025	CIVIL PRODUCTS WA	WORKS SIGNAGE FOR LIONS PARK, STANDPIPE, DEPOT & WATER FOUNTAIN AT WB EVA PAVILION JUNE 25 MARKOP	\$2,025.93
EFT17241	25/07/2025	CLEANFLOW ENVIRONMENTAL SOLUTIONS	RELINING UV PIPES MH17-MH16 MCGRATH STREET JUNE 25 SEWPIPE	\$23,069.20

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17242	25/07/2025	CORSIGN WA PTY LTD	WORKS STREET SIGN BILYA RISE JUNE 25 OTHMRRM	\$68.20
EFT17243	25/07/2025	DAKOTA DRILLING CONTRACTORS PTY LTD	SUPPLY & INSTALL 20M FIXED TAPERED LIGHT POLE AT TOWN OVAL & DISPOSE OF OLD POLE JUNE 25 LIGHCAP	\$15,246.00
EFT17244	25/07/2025	DEREK EAGLES	SEWERAGE INCENTIVE REIMBURSEMENT 24/25 FOR A746	\$400.00
EFT17245	25/07/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES JUNE 25 1BO MCC - 38.75L @ \$1.88, 44.29L @ \$1.88, 29.65L @ \$1.88, 35.09L @ \$1.88 & CARD FEES	\$389.92
EFT17246	25/07/2025	LANDGATE (DOLA)	RURAL UV'S CHARGEABLE SCHEDULE:R2025/04 24/05/25 TO 23/06/25	\$289.34
EFT17247	25/07/2025	MCLEODS BARRISTERS & SOLICITORS	LEGAL ADVICE FOR SEWERAGE CHARGES & RATES JUNE 25	\$1,054.68
EFT17248	25/07/2025	MICHAEL CLARKE	INSPECT & REPAIR 3X WATER TRANSFER PUMPS JUNE 25 PFT1	\$251.25
EFT17249	25/07/2025	PREPLAN PTY LTD	BUSHFIRE MITIGATION WORKS, INSTALL FIREBREAK SOUTH END MCGUIRE RD JUNE 25 FIREM25	\$22,587.50
EFT17250	25/07/2025	ROWAN MCGUIRE	CARAVAN PARK REFUND BOOKING #14678372 - POWDER BARK CHALET X 2 NIGHTS	\$292.00
EFT17251	25/07/2025	SHIRE OF GINGIN	DAMSTRA E LEARNING ANNUAL SUBSCRIPTION PERIOD 1 01/11/23 TO 31/10/24 & PERIOD 2 01/11/24 TO 31/10/25	\$2,183.18
EFT17252	25/07/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	CLINELL SANITISE WIPES FOR GYM 2 BOXES JUNE 25 GYMOP	\$215.40
EFT17253	25/07/2025	SUSANA NASCIMENTO	REFUND FOR POWERED CARAVAN BAY 03/07/25 TO 10/07/25 #14729561	\$231.00
EFT17254	25/07/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 25/06/25 3.75 HOURS - ANIMAL CONTROL	\$433.13
EFT17255	25/07/2025	WA LOCAL GOVERNMENT ASSN	LOCAL GOVERNMENT AWARDS TICKETS - CEO +1, MCC +1, CR WALLIS +1, CR DE LANGE +1	\$1,440.00
EFT17256	25/07/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE ARCHIVE, MONTHLY STORAGE FEE 214 BOXES JUNE 25	\$55.18
EFT17257	31/07/2025	LGIS INSURANCE	INSURANCE PREMIUM JULY 24 TO JUNE 25. LGIS PROPERTY. MEMORIAL HALL, KWEDA HALL, ADMIN, CRC, DEPOT, POOL, TENNIS COURTS, CARAVAN PARK, COUNCIL, BOWLING CLUB, WB EVA PAVILION, RAILWAY STATION, MUSEUM, RR PUBLIC TOILET, RESIDENTIAL BUILDINGS, REFUSE, OVAL, NETBALL COURTS, CEMETERY, PUBLIC PARKS, YOUTH SHED, WATER & SEWERAGE AND BRIDGES X 15, PUBLIC LIABILITY INSURANCE. WORKERS COMPENSATION INSURANCE. BUSHFIRE INSURANCE. CRIME & CYBER LIABILITY INSURANCE. PERSONAL ACCIDENT VOLUNTEERS INSURANCE. MARINE CARGO INSURANCE	\$171,111.79
DD8604.1	01/07/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES FOR CARAVAN PARK, TOWN OVAL & WB EVA PAVILION 14/05/25 TO 10/06/25	\$1,920.22

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8610.1	05/07/2025	TELSTRA CORPORATION	3063520872 - WIRELESS M2M DATA PLAN 5MB (SEWERAGE PUMP STATION ALARM) & WIRELESS M2M DATA PLAN 150MB (RETIC CONTROLLER - OVAL)	\$33.98
DD8615.1	15/07/2025	3E ADVANTAGE PTY LTD	CRC JUNE 25 PRINTING & PHOTOCOPIER SERVICE COSTS B&W X 10300 & COLOUR X 10056 PRINTS	\$1,870.42
DD8619.1	08/07/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,749.65
DD8619.2	08/07/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8619.3	08/07/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$623.80
DD8619.4	08/07/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$397.54
DD8619.5	08/07/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,066.16
DD8619.6	08/07/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8619.7	08/07/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,092.22
DD8619.8	08/07/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8619.9	08/07/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$655.98
DD8629.1	11/07/2025	WATER CORPORATION OF WA	WATER CONSUMPTION CHARGES FOR CARVAN PARK & WB EVA PAVILION 17/04/25 TO 13/06/25 CARAOP, WBOP	\$387.95
DD8632.1	14/07/2025	SHIRE OF BROOKTON - MASTERCARD - CESM	CESM CREDIT CARD FEES JUNE 25	\$4.00
DD8632.2	14/07/2025	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD JUNE 25 PURCHASES REFRESHMENTS FOR BUDGET WORKSHOP 12/06/25 & CARD FEES	\$26.65
DD8632.3	14/07/2025	SHIRE OF BROOKTON - MASTERCARD - CEO	CEO CREDIT CARD JUNE 25 PURCHASES INCLUDES STARLINK 05/06/25 TO 05/07/25 WB EVA PAVILION & WEST BROOKTON FIRE SHED, STARLINK 06/06/25 TO 06/07/25 CESM VEHICLE, MESSAGE MEDIA ACCESS FEE, KARRAGULLEN FUEL 55.18L @ \$1.819, KELLERBERRIN FUEL 36.43L @ \$1.665, PARKING FEE MIDLAND 23/06/25, PLATE CHANGE FEE FOR 33BO, REFRESHMENTS TRAVELLING FOR WSNF MEETING 23/06/25	\$684.68
DD8636.1	15/07/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 09/04/25 TO 12/06/25 FOR U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS	\$1,476.16
DD8643.1	21/07/2025	TELSTRA CORPORATION	MONTHLY PHONE USAGE CHARGES 02/07/25 TO 01/08/25 FOR BMO, PARKS LEADING HAND, CEO, MCC, WC, MP, CARAVAN PARK CARETAKER, CESM & MOBILE PHONE REPAYMENT, SWIMMING POOL, WORKS LEADING HAND, CESM NEW MOBILE PHONE REPAYMENT	\$675.79
DD8648.1	22/07/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$7,229.10



CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8648.2	22/07/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$387.77
DD8648.3	22/07/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$587.53
DD8648.4	22/07/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$397.54
DD8648.5	22/07/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$1,113.38
DD8648.6	22/07/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$386.37
DD8648.7	22/07/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,090.64
DD8648.8	22/07/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$566.47
DD8648.9	22/07/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$582.60
DD8653.1	23/07/2025	WA TREASURY CORPORATION	LOAN PAYMENT INTEREST FOR 80, 81, 82, 83 PERIOD ENDING 30 JUNE 25	\$3,873.55
DD8656.1	24/07/2025	SYNERGY	ELECTRICITY CHARGES STREETLIGHTS -185 - 25 MAY 2025 TO 24 JUNE 2025	\$2,820.72
DD8664.1	25/07/2025	WATER CORPORATION OF WA	WATER SERVICE CHARGES 01/07/25 TO 31/08/25 U3MSOP	\$1,944.09
DD8668.1	24/07/2025	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	U7/40 WHITE ST -, BOND PAYMENT TRANSFER TO DEPT OF MINES, INDUSTRY REGULATION & SAFETY	\$480.00
DD8674.1	30/07/2025	WATER CORPORATION OF WA	WATER CONSUMPTION & SERVICE CHARGES 13/05/25 TO 08/07/25 FOR STANDPIPE, OVALOP, U133WS, U233WS, U333WS, U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS, POOLGO, ADMIOP, MENSSHED, DEPOOP, MEMPOP	\$3,072.64
DD8674.2	30/07/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 11/06/25 TO 08/07/25 CARAOP, OVALOP, WBOP	\$2,341.60
1457.1	01/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1457.1	03/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.28
1457.1	01/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2.00
1457.1	01/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.45
1457.1	02/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.11
1458.1	04/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$85.83

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1458.1	07/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.99
1458.1	08/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.95
1458.1	09/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.10
1458.1	09/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.41
1458.1	04/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$85.83
1458.1	07/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.99
1458.1	08/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.95
1458.1	09/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.41
1458.1	09/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.10
1458.1	10/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$24.40
1459.1	11/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.94
1460.1	14/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.39
1460.1	14/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$30.00
1460.1	15/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.78
1460.1	15/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.30
1460.1	16/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.94
1461.1	17/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$22.08
1462.1	18/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$27.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1463.1	21/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.30
1464.1	22/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$32.59
1465.1	23/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.96
1465.1	23/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.20
1466.1	24/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.82
1467.1	25/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.91
1469.1	30/07/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$231.31
1469.1	30/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.78
1469.1	31/07/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.10
DD8619.10	08/07/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$521.66
DD8619.11	08/07/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$323.80
DD8648.10	22/07/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$558.53
DD8648.11	22/07/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$359.80
PAYJRUN*1278	08/07/2025	SALARIES & WAGES	WEEK 02 - PPE 08/07/2025	\$66,659.71
PAYJRUN*1280	22/07/2025	SALARIES & WAGES	WEEK 04 - PPE 22/07/2025	\$69,108.83
			TOTAL	\$670,196.30

## List of Credit Card Transactions Paid in July 2025

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8632.3	14/07/2025	STARLINK FOR WB EVA PAVILION 05/06/25 TO 05/07/25	\$108.00
		STARLINK FOR WEST BROOKTON FIRE SHED 05/06/25 TO 05/07/25	\$108.00
		STARLINK FOR CESM VEHICLE 06/06/25 TO 06/07/25	\$80.00
		SINCH MESSAGE MEDIA MONTHLY ACCESS FEE & CARD FEE	\$121.10
		CALTEX KARRAGULLEN - DIESEL FUEL 55.18L @ \$1.819 15/06/25	\$100.37
		UNITED PETROLEUM KELLERBERRIN - DIESEL FUEL 36.43L @ \$1.665 15/06/25	\$60.66
		PARKING FEE KEANE STREET MIDLAND - WSFN MEETING 23/06/25 CR CRUTE, CEO, MIW	\$5.10
		PLATE CHANGE FEE 33BO	\$31.10
		REFRESHMENTS DOME MIDLAND TRAVELLING FROM WSFN MEETING 23/06/25 CR CRUTE, CEO, MIW	\$66.35
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$684.68

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8632.2	14/07/2025	REFRESHMENTS FOR BUDGET WORKSHOP 12/06/25	\$22.65
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$26.65

## SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8632.1	14/07/2025	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

**SHIRE OF BROOKTON - FUEL CARD - MCC**

EFT	DATE	DESCRIPTION	AMOUNT
EFT17245	25/07/2025	06/06/25 - 38.75L @ \$1.88	\$72.85
		13/06/25 - 44.29L @ \$1.88	\$83.27
		19/06/25 - 29.65L @ \$1.88	\$55.74
		27/06/25 - 35.09L @ \$1.88	\$65.97
		CARD FEE X 4	\$1.52
		TOTAL	\$279.35

**SHIRE OF BROOKTON - FUEL CARD - CEO**

EFT	DATE	DESCRIPTION	AMOUNT
EFT17245	26/06/2025	26/06/25 58.61L @ \$1.88	\$110.19
		CARD FEE X 1	\$0.38
		TOTAL	\$110.57

**14.08.25.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2025**

<b>File No:</b>	FIN007
<b>Date of Meeting:</b>	21 August 2025
<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>	30/06/2025

**Summary of Item:**

Council is to consider the Statement of Financial Activity for the period ending 31 July 2025 together with associated commentaries.

**Description of Proposal:**

The Statement of Financial Activity for the Period Ended ended 31 July 2025, is included at Attachment 14.08.25.02A.

**Background:**

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

**Consultation:**

Reporting officers receive monthly updates to track expenditure and income.

**Statutory Environment:**

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

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

**Relevant Plans and Policy:**

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 14.08.25.02A.

**Risk Assessment:**

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

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

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

**Community & Strategic Objectives:**

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

**Comment:**

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

**OFFICER'S RECOMMENDATION**

***That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 31 July 2025, as presented in Attachment 14.08.25.02A.***

*(Simple majority vote required)*

**Attachment**

Attachment 14.08.25.02A – Statement of Financial Activity for 31<sup>st</sup> July 2025.

**SHIRE OF BROOKTON**

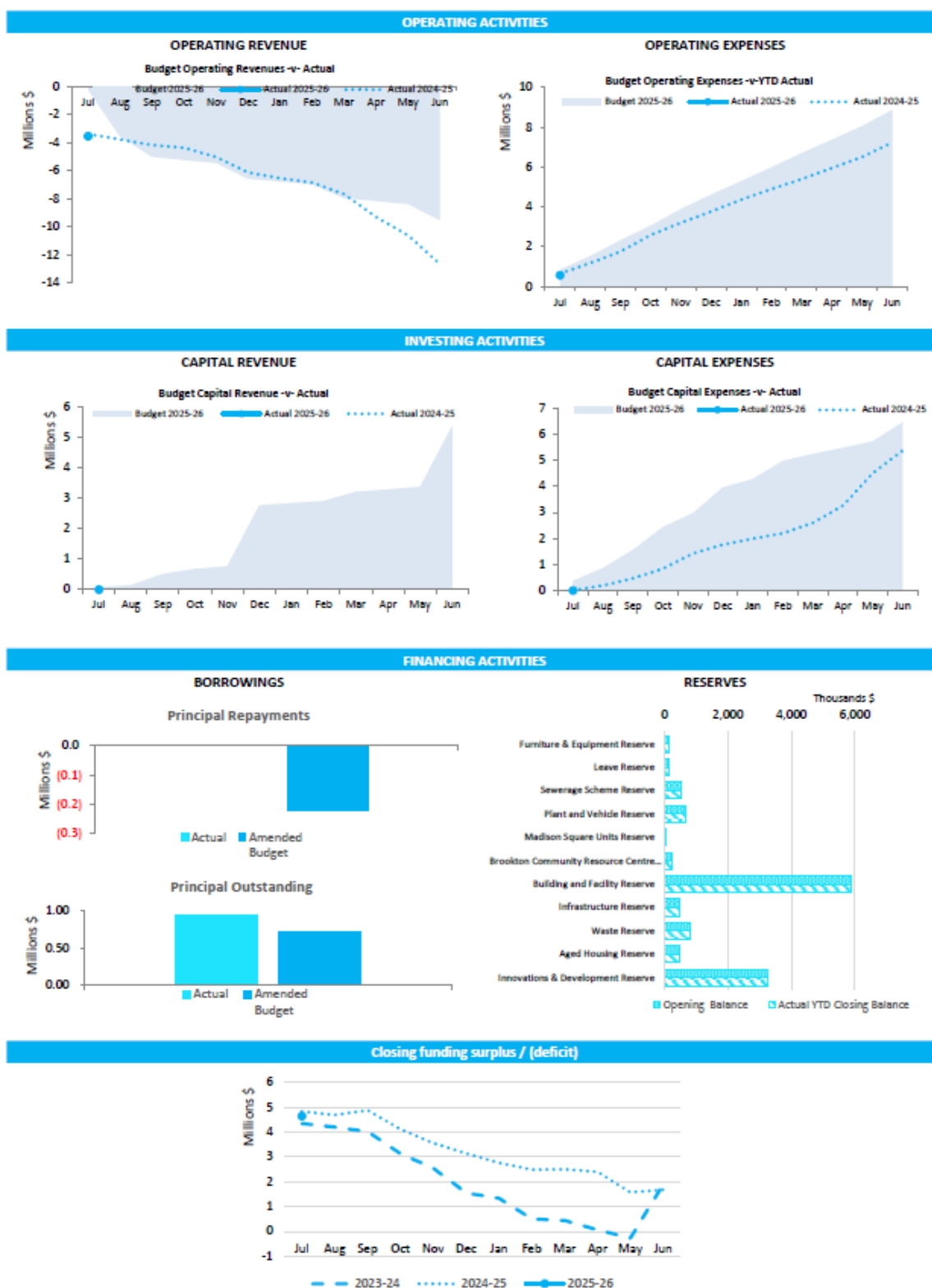
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 JULY 2025**

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

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

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.58 M	\$1.58 M	\$1.68 M	\$0.10 M
Closing	\$0.00 M	\$0.70 M	\$4.65 M	\$3.95 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.26 M	% of total		\$0.50 M	% Outstanding		\$4.04 M	% Collected
Unrestricted Cash	\$1.66 M	11.6%	Trade Payables	\$0.35 M		Rates Receivable	\$3.72 M	-1.5%
Restricted Cash	\$12.60 M	88.4%	0 to 30 Days		26.1%	Trade Receivable	\$0.32 M	% Outstanding
			Over 30 Days		67.5%	Over 30 Days		75.5%
			Over 90 Days		6.4%	Over 90 Days		10.2%

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

**Key Operating Activities**

Amount attributable to operating activities				Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	YTD Actual	\$3.00 M	% Variance	YTD Actual	\$0.03 M	% Variance	YTD Actual	\$0.50 M	% Variance
(\$0.49 M)	(\$0.57 M)	\$2.97 M	\$3.55 M	YTD Budget	\$0.00 M	0.0%	YTD Budget	\$0.01 M	112.5%	YTD Budget	\$0.03 M	1347.0%

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	\$0.00 M	%	YTD Actual	\$0.00 M	% Spent	YTD Actual	\$0.00 M	% Received
(\$3.22 M)	(\$0.30 M)	\$0.00 M	\$0.30 M	Adopted Budget	\$0.16 M	(100.0%)	Adopted Budget	\$5.20 M	(100.0%)	Adopted Budget	\$1.80 M	(100.0%)

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	\$0.00 M		Reserves balance	\$12.60 M		Principal repayments	\$0.00 M	
\$2.12 M	\$0.00 M	\$0.00 M	\$0.00 M	Interest expense	(\$0.01 M)		Interest earned	\$0.00 M		Interest expense	\$0.00 M	
				Principal due	\$0.93 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.

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2025**

**NATURE DESCRIPTIONS**

**REVENUE**

**RATES**

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

**GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST REVENUE**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EXPENSES**

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

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

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION**

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

**FINANCE COSTS**

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

**OTHER EXPENDITURE**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2025

BY NATURE

	Ref Note	Adopted Budget (a)	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	%	
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates		3,040,829	0	3,003,438	3,003,438	0.00%	▲
Grants, subsidies and contributions	13	1,183,646	13,208	28,068	14,860	112.51%	▲
Fees and charges		695,934	34,253	495,656	461,403	1347.04%	▲
Service charges		223,227	0	0	0	0.00%	
Interest revenue		309,326	1,832	4,105	2,273	124.06%	
Other revenue		459,197	10,790	4,545	(6,245)	(57.88%)	
Profit on disposal of assets	7	23,502	0	0	0	0.00%	
		<b>5,935,661</b>	<b>60,083</b>	<b>3,535,812</b>	<b>3,475,729</b>	<b>5784.88%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,947,669)	(252,183)	(210,763)	41,420	16.42%	▲
Materials and contracts		(2,797,644)	(239,127)	(233,997)	5,130	2.15%	
Utility charges		(262,666)	(21,859)	(13,985)	7,874	36.02%	
Depreciation		(2,428,295)	(202,337)	0	202,337	100.00%	▲
Finance costs		(53,632)	0	8,663	8,663	0.00%	
Insurance expenses		(232,447)	(116,206)	(115,268)	938	0.81%	
Other expenditure		(103,278)	(4,281)	3,244	7,525	175.79%	
Loss on disposal of assets	7	(45,524)	0	0	0	0.00%	
		<b>(8,871,155)</b>	<b>(835,993)</b>	<b>(562,105)</b>	<b>273,888</b>	<b>(32.76%)</b>	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	202,337	0	(202,337)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(485,177)</b>	<b>(573,573)</b>	<b>2,973,707</b>	<b>3,547,280</b>	<b>(618.45%)</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	14	1,796,744	71,310	0	(71,310)	(100.00%)	▼
Proceeds from disposal of assets	7	156,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	0	0	0	0.00%	
		<b>1,984,830</b>	<b>71,310</b>	<b>0</b>	<b>(71,310)</b>	<b>(100.00%)</b>	
<b>Outflows from investing activities</b>							
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(370,833)	0	370,833	100.00%	▲
		<b>(5,202,033)</b>	<b>(370,833)</b>	<b>0</b>	<b>370,833</b>	<b>(100.00%)</b>	▲
<b>Amount attributable to investing activities</b>		<b>(3,217,203)</b>	<b>(299,523)</b>	<b>0</b>	<b>299,523</b>	<b>(100.00%)</b>	▲
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	11	3,383,589	0	0	0	0.00%	
		<b>3,383,589</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	9	(222,321)	0	0	0	0.00%	
Payments for principal portion of lease liabilities	10	(1,622)	0	0	0	0.00%	
Transfer to reserves	11	(1,035,169)	0	0	0	0.00%	
		<b>(1,259,112)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>		<b>2,124,477</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1(c)	1,577,903	1,577,903	1,677,903	100,000	6.34%	
Amount attributable to operating activities		(485,177)	(573,573)	2,973,707	3,547,280	(618.45%)	▲
Amount attributable to investing activities		(3,217,203)	(299,523)	0	299,523	(100.00%)	▲
Amount attributable to financing activities		2,124,477	0	0	0	0.00%	
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1(c)	<b>0</b>	<b>704,807</b>	<b>4,651,610</b>	<b>3,946,803</b>	<b>(559.98%)</b>	▲

KEY INFORMATION

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

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

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

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b> To provide a decision making process for the efficient allocation of scarce resources.	Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
<b>GENERAL PURPOSE FUNDING</b> To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
<b>LAW, ORDER, PUBLIC SAFETY</b> To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
<b>HEALTH</b> To provide an operational framework for good community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
<b>EDUCATION AND WELFARE</b> The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
<b>HOUSING</b> Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
<b>COMMUNITY AMENITIES</b> Provision and maintenance of a sewerage overflow system; street; household and commercial refuse collection; refuse disposal site; administration of a town planning scheme; public conveniences and Brookton cemetery.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning scheme, cemetery and public conveniences
<b>RECREATION AND CULTURE</b> To establish and manage efficiently infrastructure and resources which will help the social well being of the community. To establish and manage efficiently infrastructure and resources which will help the social well being of the community.	Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.
<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, Brookton Community Resource Centre, building control and land care development of the Brookton district.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.
<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 JULY 2025**

**BY PROGRAM**

	Note	Adopted Annual Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. ▲▼	Significant Var. \$
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
Governance		5,010	83	(0)	▼	
General Purpose Funding - Rates	6	3,040,829	0	3,003,438	▲	\$
General Purpose Funding - Other		1,002,890	4,965	4,955	▼	
Law, Order and Public Safety		394,225	12,006	26,672	▲	\$
Health		300	25	0	▼	
Education and Welfare		57,338	4,777	6,908	▲	
Housing		136,186	7,665	12,734	▲	
Community Amenities		470,081	1,730	450,697	▲	\$
Recreation and Culture		34,540	2,021	2,242	▲	
Transport		338,025	0	0		
Economic Services		430,837	24,696	26,319	▲	
Other Property and Services		25,400	2,115	1,849	▼	
		<b>5,935,661</b>	<b>60,083</b>	<b>3,535,812</b>	▲	
<b>Expenditure from operating activities</b>						
Governance		(735,385)	(76,235)	(62,211)	▲	\$
General Purpose Funding		(485,778)	(39,976)	(42,849)	▼	
Law, Order and Public Safety		(780,050)	(72,607)	(46,871)	▲	\$
Health		(24,067)	(2,067)	(2,006)	▲	
Education and Welfare		(135,611)	(13,095)	(6,314)	▲	
Housing		(186,353)	(18,088)	(12,312)	▲	
Community Amenities		(763,673)	(61,552)	(24,607)	▲	\$
Recreation and Culture		(1,165,801)	(105,868)	(47,496)	▲	\$
Transport		(3,593,672)	(322,910)	(220,037)	▲	\$
Economic Services		(946,337)	(75,444)	(68,421)	▲	
Other Property and Services		(54,428)	(48,151)	(28,981)	▲	\$
		<b>(8,871,155)</b>	<b>(835,993)</b>	<b>(562,105)</b>	▲	
Non-cash amounts excluded from operating activities	1(a)	2,450,317	202,337	0	▼	
<b>Amount attributable to operating activities</b>		<b>(485,177)</b>	<b>(573,573)</b>	<b>2,973,707</b>		
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	14	1,796,744	71,310	0	▼	\$
Proceeds from Disposal of Assets	7	156,000	0	0		
Proceeds from financial assets at amortised cost - self supporting loans	9	32,086	0	0		
		<b>1,984,830</b>	<b>71,310</b>	<b>0</b>	▼	
<b>Outflows from investing activities</b>						
Payments for inventories, property, plant and equipment and infrastructure	8	(5,202,033)	(370,833)	0	▲	\$
		<b>(5,202,033)</b>	<b>(370,833)</b>	<b>0</b>	▲	
<b>Amount attributable to investing activities</b>		<b>(3,217,203)</b>	<b>(299,523)</b>	<b>0</b>	▲	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Proceeds from New Debentures	9	0	0	0		
Transfer from Reserves	11	3,383,589	0	0		
		<b>3,383,589</b>	<b>0</b>	<b>0</b>		
<b>Outflows from financing activities</b>						
Repayment of borrowings	9	(222,321)	0	0		
Payments for principal portion of lease liabilities	10	(1,622)	0	0		
Transfer to Reserves	11	(1,035,169)	0	0		
		<b>(1,259,112)</b>	<b>0</b>	<b>0</b>		
<b>Amount attributable to financing activities</b>		<b>2,124,477</b>	<b>0</b>	<b>0</b>		
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Net current assets at start of financial year - surplus/(deficit)</b>	1	1,577,903	1,577,903	1,677,903	▲	
Amount attributable to operating activities		(485,177)	(573,573)	2,973,707	▲	
Amount attributable to investing activities		(3,217,203)	(299,523)	0	▲	
Amount attributable to financing activities		2,124,477	0	0		
<b>Net current assets at end of financial year - surplus/(deficit)</b>	1	<b>0</b>	<b>704,807</b>	<b>4,651,610</b>	▲	

**KEY INFORMATION**

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

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

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

#### **BASIS OF PREPARATION**

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

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

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

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

#### **THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

#### **SIGNIFICANT ACCOUNTING POLICES**

##### **CRITICAL ACCOUNTING ESTIMATES**

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

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

Actual results may differ from these estimates.

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

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

##### **GOODS AND SERVICES TAX**

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

##### **ROUNDING OFF FIGURES**

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

##### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 31 July 2025

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(23,502)	0	0
Add: Loss on asset disposals	7	45,524	0	0
Add: Depreciation on assets		2,428,295	202,337	0
<b>Total non-cash items excluded from operating activities</b>		<b>2,450,317</b>	<b>202,337</b>	<b>0</b>

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

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

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

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

<b>Current assets</b>				
Cash and cash equivalents	2	2,089,647	2,172,337	1,657,708
Financial assets at amortised cost	4	12,632,384	12,600,298	12,600,298
Rates receivables	3	152,766	152,766	3,656,083
Receivables	3	356,315	356,315	315,639
Other current assets	4	105,749	137,836	90,739
<b>Less: Current liabilities</b>				
Payables	5	(593,222)	(575,914)	(503,121)
Borrowings	9	(222,321)	(222,321)	(222,321)
Contract liabilities	12	(160,528)	(160,528)	(160,528)
Lease liabilities	10	(1,622)	(1,622)	(1,622)
Provisions	12	(372,824)	(372,824)	(372,824)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(12,408,441)</b>	<b>(12,408,442)</b>	<b>(12,408,442)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,577,903</b>	<b>1,677,903</b>	<b>4,651,610</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)

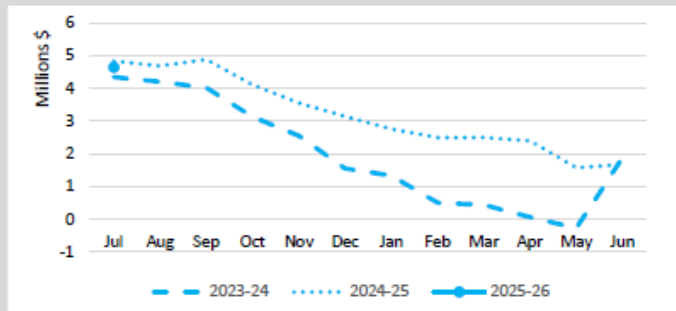
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2025	This Time Last Year 31/07/2024	Year to Date Actual 31/07/2025
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	2	2,172,337	2,481,642	1,657,708
Cash Restricted - Reserves	2	12,600,298	11,880,665	12,600,298
Receivables - Rates	3	152,766	3,477,790	3,656,083
Receivables - Other	3	356,315	100,927	315,639
Other Financial Assets	4	32,086	29,967	32,086
Inventories	4	57,012	26,498	58,653
		15,419,552	17,997,490	18,320,467
<b>Less: Current Liabilities</b>				
Payables	5	(558,557)	(125,064)	(484,241)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(160,528)	(751,470)	(160,528)
Bonds & Deposits	5	(17,357)	(16,480)	(18,880)
Loan and Lease Liability	9	(223,942)	(163,402)	(223,942)
Provisions	12	(372,824)	(353,756)	(372,824)
		(1,333,207)	(1,410,173)	(1,260,414)
<b>Less: Cash Reserves</b>	11	(12,600,298)	(11,880,665)	(12,600,298)
<b>Add Back: Loan and Lease Liability</b>		223,942	163,402	223,942
<b>Less : Loan Receivable - clubs/institutions</b>		(32,086)	(29,967)	(32,086)
<b>Net Current Funding Position</b>		1,677,903	4,840,088	4,651,610

## SIGNIFICANT ACCOUNTING POLICIES

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

## KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$4.65 M

Last Year YTD

Surplus(Deficit)

\$4.84 M

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	311,430		311,430		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	68,635		68,635		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,258,412		1,258,412		WATC	4.05%	OCD
Bond Cash At Bank	Cash and cash equivalents	18,880		18,880		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		2,339,573	2,339,573		Bendigo	2.90%	20/09/2025
Reserves Cash At Bank	Cash and cash equivalents		10,260,725	10,260,725		WATC	3.79%	23/12/2025
<b>Total</b>		<b>1,657,708</b>	<b>12,600,298</b>	<b>14,258,006</b>	<b>0</b>			
Comprising								
Cash and cash equivalents		1,657,708	12,600,298	14,258,006	0			
		1,657,708	12,600,298	14,258,006	0			

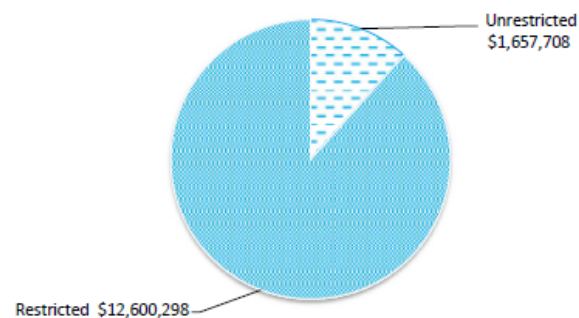
KEY INFORMATION

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

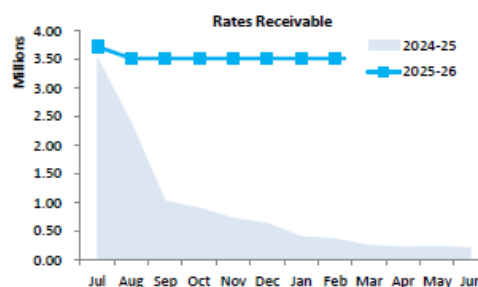
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 Jun 2025	31 Jul 2025
	\$	\$
Opening arrears previous years	167,905	221,097
Levied this year	3,375,487	3,447,672
Less - collections to date	(3,322,294)	55,645
Gross rates collectable	221,097	3,724,414
Net rates collectable	221,097	3,724,414
% Collected	93.8%	-1.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	34,985	185,258	307	25,043	245,594
Percentage	0.0%	14.2%	75.4%	0.1%	10.2%	
Balance per trial balance						
Sundry receivable						245,594
GST receivable						(7,753)
Other Receivables						22,438
Receivable - Employee Related Provisions - Current						55,361
<b>Total receivables general outstanding</b>						<b>315,639</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

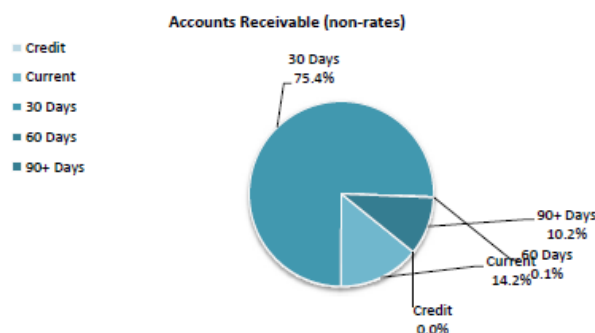
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

#### Classification and subsequent measurement

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

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



	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 31 July 2025
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	32,086	0	0	32,086
Inventory				
Fuel and materials (including gravel)	57,012	1,641	0	58,653
Accrued income/prepayments	48,737	0	(48,737)	0
<b>Total other current assets</b>	<b>137,836</b>	<b>1,641</b>	<b>(48,737)</b>	<b>90,739</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

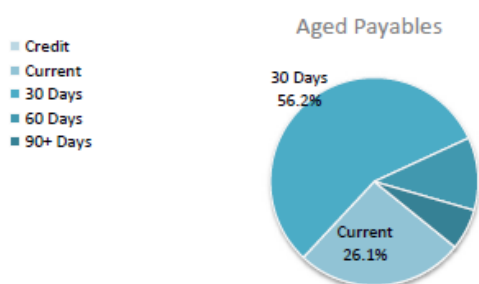
Inventories are measured at the lower of cost and net realisable value.

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	92,723	199,366	40,290	22,606	354,985
Percentage	0%	26.1%	56.2%	11.3%	6.4%	
Balance per trial balance						
Sundry creditors						354,985
Other creditors						86,577
Bonds and deposits held						18,880
Prepaid (Excess) Rates						42,679
Total payables general outstanding						503,121
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 JULY 2025

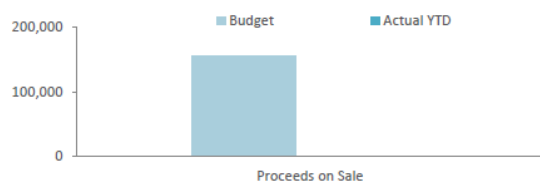
OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

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

KEY INFORMATION

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

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



Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$
Buildings	2,684,583	166,044	0	(166,044)
Furniture and equipment	151,500	3,166	0	(3,166)
Plant and equipment	593,000	0	0	0
Infrastructure - roads	1,320,111	130,472	0	(130,472)
Infrastructure - footpaths	75,000	2,082	0	(2,082)
Infrastructure - parks and gardens	41,000	41,000	0	(41,000)
Infrastructure - sewerage	329,339	27,444	0	(27,444)
Infrastructure - water	7,500	625	0	(625)
<b>Payments for Capital Acquisitions</b>	<b>5,202,033</b>	<b>370,833</b>	<b>0</b>	<b>(370,833)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,796,744	16,276	0	(16,276)
Other (disposals & C/Fwd)	156,000	0	0	0
Plant and Vehicle Reserve	593,000	0	0	0
Furniture & Equipment Reserve	178,710	0	0	0
Sewerage Scheme Reserve	199,680	0	0	0
Building and Facility Reserve	804,583	0	0	0
Infrastructure Reserve	97,616	0	0	0
Innovations & Development Reserve	1,510,000	0	0	0
Contribution - operations	(134,300)	354,557	0	(354,557)
<b>Capital funding total</b>	<b>5,202,033</b>	<b>370,833</b>	<b>0</b>	<b>(370,833)</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.

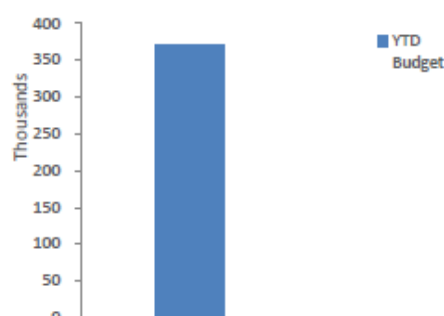
#### Initial recognition and measurement for assets held at cost

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





Capital expenditure total							
Level of completion indicators							
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>0%</div> <div>20%</div> <div>40%</div> <div>60%</div> <div>80%</div> <div>100%</div> <div>Over 100%</div>				Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.			
Level of completion indicator, please see table at the end of this note for further detail.				Adopted			
Account Number	Job Number	Balance Sheet Category	Account/Job Description	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
				\$	\$	\$	\$
Buildings							
E042510	SHADCAP	9230	SHADE SHETER - ADMINISTRATION OFFICE	(15,000)	0	0	0
Total - Governance				(15,000)	0	0	0
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(56,583)	(4,715)	0	(4,715)
Total - Law, Order & Public Safety				(56,583)	(4,715)	0	(4,715)
Housing							
E091511	SHCOSFC3	9230	HOSUING PROGRAM ADDITIONAL STAFF HOUSING	(500,000)	0	0	0
E091515	10MACAP	9230	10 MARSH AVE	(12,000)	(1,000)	0	(1,000)
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	(3,750)	0	(3,750)
Total - Housing				(557,000)	(4,750)	0	(4,750)
Recreation And Culture							
E111512		9230	KWEDA HALL RENEWAL	(8,500)	(708)	0	(708)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(100,000)	0	0	0
E112510	POOLCAP	9230	POOL - CAPITAL	(51,000)	0	0	0
E112510	STBLOC	9230	STARTING BLOCKS - POOL	(20,000)	0	0	0
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,700,000)	(141,666)	0	(141,666)
E112510	POOLFP	9230	FOOTPATHS BROOKTON AQUATIC CENTRE	(20,000)	(1,666)	0	(1,666)
E115510	MUSECAP	9230	MUSEUM - CAPITAL	(10,500)	(875)	0	(875)
E113510	TENNCAP	9230	OLD TENNIS PAVILION - REFURBISHMENT	(50,000)	(4,166)	0	(4,166)
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(20,000)	(1,666)	0	(1,666)
Total - Recreation And Culture				(1,980,000)	(150,747)	0	(150,747)
Economic Services							
E132510		9230	PURCHASE BUILDINGS	(20,000)	(1,666)	0	(1,666)
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(50,000)	(4,166)	0	(4,166)
E136510	SEACON	9230	SEA CONTAINER STORAGE	(6,000)	0	0	0
Total - Economic Services				(76,000)	(5,832)	0	(5,832)
				0	0	0	0
Total - Buildings				(2,684,583)	(166,044)	0	(166,044)
Plant & Equipment							
Governance							
E042531		9234	ADMIN PURCHASE CEO VEHICLE	(60,000)	0	0	0
E042534		9234	ADMIN PURCHASE MIW VEHICLE	(55,000)	0	0	0
E042533		9234	ADMIN PURCHASE BMO VEHICLE	(48,000)	0	0	0
Total - Governance				(163,000)	0	0	0
Community Amenities							
Total - Community Amenities				0	0	0	0
Other Property & Services							
E143530	EP005	9234	PURCHASE P&E - REPLACEMENT PR9 2012 BOMAG SMOOTH	(230,000)	0	0	0
E143530	LIGHTV6	9234	PURCHASE P&E - REPLACEMENT PPT4 BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	(30,000)	0	0	0
E143530	LIGHTV7	9234	PURCHASE P&E - REPLACEMENT PTS PORTABLE MESSAGE BOARD TRAILER	(40,000)	0	0	0
E143530	LIGHTV8	9234	PURCHASE P&E - REPLACEMENT PT6 PORTABLE MESSAGE BOARD TRAILER	(40,000)	0	0	0
E143530	LIGHTV9	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20 GLX 4.2 SINGLE CAB UTILITY-BO039	(45,000)	0	0	0
E143530	LIGHTV3	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND UTE	(45,000)	0	0	0
Total - Other Property & Services				(430,000)	0	0	0
Total - Plant & Equipment				(593,000)	0	0	0
Furniture & Equipment							
Governance							
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(31,500)	0	0	0
E042520	SERVCAP	9232	ADMIN SERVER	(75,000)	0	0	0
				0	0	0	0
Total - Governance				(106,500)	0	0	0
Recreation & Culture							
E115520	ARTCAP	9232	ARTWORK - PUBLIC AND VISUAL	(20,000)	(1,666)	0	(1,666)
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	(18,000)	(1,500)	0	(1,500)
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(7,000)	0	0	0
Total - Recreation & Culture				(45,000)	(3,166)	0	(3,166)
Total - Furniture & Equipment				(151,500)	(3,166)	0	(3,166)
Infrastructure - Roads							
Transport							
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(709,036)	0	0	0
E121560	RICHR2R	9250	RICHARDSON STREET - RESEAL (RTR)	(55,000)	(55,000)	0	(55,000)
E121560	YOURR2R	9250	YOURALLING ROAD R2R	(85,097)	0	0	0
E121560	YOUNR2R	9250	YOUNG ROAD R2R	(57,000)	0	0	0
E121560	MCGSR2R	9250	MCGRATH STREET R2R	(12,000)	(12,000)	0	(12,000)
E121560	RAMR2R	9250	RAMSAY ROAD R2R	(88,785)	0	0	0
E121560	WHISR2R	9250	WHITE STREET	(55,000)	(55,000)	0	(55,000)
E121565	SODAR2R	9250	SOUTH DALE ROAD R2R	(91,927)	0	0	0
E121565	WBSF3	9250	DANGIN-MEARS ROAD WBSF ENVIRONMENTAL REPORTS	(38,000)	(3,166)	0	(3,166)
E121565	WBSF2	9250	25/26 DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT	(63,696)	(5,306)	0	(5,306)
E121570	BRIDGE11	9250	NETWORK 23/24	(39,017)	0	0	0
E121570	BRIDGE12	9250	BRIDGE 4878A BROOKTON KWEDA ROAD	(25,553)	0	0	0
Total - Transport				(1,320,111)	(130,472)	0	(130,472)
Total - Infrastructure - Roads				(1,320,111)	(130,472)	0	(130,472)
Infrastructure - Sewerage							
Community Amenities							
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(172,292)	(14,357)	0	(14,357)
E107541	HVCAPO5	9262	HAPPY VALLEY SMART TECH BORE TANK CONTROL SYSTEM	(7,500)	(625)	0	(625)
E102540	SEWEDS	9254	BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	(157,047)	(13,087)	0	(13,087)
Total - Community Amenities				(336,839)	(28,069)	0	(28,069)
Total - Infrastructure - Sewerage				(336,839)	(28,069)	0	(28,069)
Infrastructure - Footpaths							
Transport							
E121575	CORBFP	9252	FOOTPATH - CORBERDING ROAD - GAYNOR AND MCGRATH ST	(50,000)	0	0	0
E121575	ROBIAR	9252	ACCESSIBLE RAMP - ROBINSON ROAD	(5,000)	(416)	0	(416)
E121575	MEMPPF	9252	MEMORAL PARK FOOTPATH	(20,000)	(1,666)	0	(1,666)
Total - Transport				(75,000)	(2,082)	0	(2,082)
Total - Infrastructure - Footpaths				(75,000)	(2,082)	0	(2,082)
Infrastructure - Parks & Gardens							
Recreation And Culture							
E111550	WBSPCAP	9256	WB EVA SPORT PAVILION	(41,000)	(41,000)	0	(41,000)
Total - Recreation And Culture				(41,000)	(41,000)	0	(41,000)
Total - Infrastructure - Parks & Gardens				(41,000)	(41,000)	0	(41,000)
Grand Total				(5,202,033)	(370,833)	0	(370,833)

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

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2025	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	12,124	0	0	0	0	(12,124)	(12,124)	12,124	0	0	199	(593)	(593)
Housing									0					
Staff Housing (33%)	80	20,005	0	0	0	0	(20,005)	(20,005)	20,005	(0)	(0)	328	(979)	(979)
Community amenities									0					
Sewerage (14%)	80	8,487	0	0	0	0	(8,487)	(8,487)	8,487	(0)	(0)	139	(415)	(415)
Effluent Loan	83	575,905	0	0	0	0	(49,825)	(49,825)	575,905	526,080	526,080	6,479	(29,148)	(29,148)
Recreation and culture									0					
Sport & Recreation	81	210,174		0	0	0	(79,789)	(79,789)	210,174	130,385	130,385	(265)	(14,947)	(14,947)
Other property and services									0					
Grader (33%)	80	20,005	0	0	0	0	(20,005)	(20,005)	20,005	(0)	(0)	328	(978)	(978)
		846,700	0	0	0	0	(190,235)	(190,235)	846,700	656,465	656,465	7,206	(47,060)	(47,060)
Self supporting loans														
General purpose funding														
Country Club	82	84,518		0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
		84,518	0	0	0	0	(32,086)	(32,086)	84,518	52,431	52,431	1,456	(6,012)	(6,012)
Total		931,218	0	0	0	0	(222,321)	(222,321)	931,218.31	708,896	708,896	8,663	(53,072)	(53,072)
Current borrowings		222,321							222,321					
Non-current borrowings		708,898							708,898					
		931,218							931,218					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

New borrowings 2025-26

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	600,000	600,000	WATC	Debenture	10	152,064	4.49	0	(600,000)	600,000
	600,000	600,000				152,064		0	(600,000)	600,000

The Shire has no unspent debenture funds as at 30th June 2025, nor is it expected to have unspent funds as at 30th June 2026.

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 JULY 2025

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

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

**OPERATING ACTIVITIES  
NOTE 11  
RESERVE ACCOUNTS**

**Reserve accounts**

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

	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Jul 2025
<b>Other current liabilities</b>		\$		\$	\$	\$
<b>Other liabilities</b>						
- Contract liabilities		55,034	0	0	0	55,034
- Capital grant/contribution liabilities		105,494	0	0	0	105,494
<b>Total other liabilities</b>		<b>160,528</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>160,528</b>
<b>Employee Related Provisions</b>						
Annual leave		181,697	0	0	0	181,697
Long service leave		150,841	0	0	0	150,841
Provision for long service leave oncosts - Current		14,744	0	0	0	14,744
Provision for annual leave oncosts - Current		25,542	0	0	0	25,542
<b>Total Employee Related Provisions</b>		<b>372,824</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>372,824</b>
<b>Total other current assets</b>		<b>533,351</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>533,351</b>
Amounts shown above include GST (where applicable)						

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

#### KEY INFORMATION

##### Provisions

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

##### Employee Related Provisions

###### Short-term employee benefits

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

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

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

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

##### Contract liabilities

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

##### Capital grant/contribution liabilities

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



Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2025	Current Liability 31 Jul 2025	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>General purpose funding</b>								
Grants Commission - General (WALGGC)	0	0	0	0	0	454,038	0	0
Grants Commission - Roads (WALGGC)	0	0	0	0	0	201,237	0	0
<b>Law, order, public safety</b>	0							
DFES Grant - Fire Mitigation Activity Fund 24/25	55,034	0	0	55,034	55,034	143,430	11,952	0
DFES Grant - ESL operating Grant	0	0	0	0	0	105,000	0	26,250
<b>Transport</b>	0							
MRWA Direct Grant Funding	0	0	0	0	0	130,413	0	0
<b>Economic services</b>	0							
Seniors Week Event	0	0	0	0	0	1,000	0	0
Other Community Events Revenue	0	0	0	0	0	100	8	0
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	0
Nadic (National Australia Day Council)	0	0	0	0	0	10,000	0	0
Youth Week Event Revenue	0	0	0	0	0	2,000	0	0
Grant Revenue - Stay On Your Feet	0	0	0	0	0	5,000	416	0
Grant Revenue - Dpirid Crc Development Grant	0	0	0	0	0	3,000	250	0
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	416	0
CRC Operating Grant Revenue	0	0	0	0	0	119,428	0	0
Grant Funding The Lbw Trust Library Grant	0	0	0	0	0	2,000	166	1,818
	55,034	0	0	55,034	55,034	1,183,646	13,208	28,068

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2025	Current Liability 31 Jul 2025	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
<b>General purpose funding</b>								
LRCI 4 - Woods Loop Road	0	0	0	0	0	110,349	0	0
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	0	0
Refurbishment/Construction BCI Old Tennis Court Building	0	0	0	0	0	50,000	4,166	0
<b>WBDC - Railway Station Building Refurbishment</b>	20,000	0	0	20,000	20,000	240,000	0	0
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	0	0	0	0	13,671	0	0
LRCI 4 - PARK FURNITURE MEMORIAL PARK/WB EVA	0	0	0	0	0	0	0	0
<b>Law, order, public safety</b>	0							
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	333,055	27,754	0
Dangin-Mears Road WBSFN Stage 2- Environmental Reports	0	0	0	0	0	35,454	0	0
<b>WSFN 2 - Dangin-Mears Road - Income - 2023/24</b>	0	0	0	0	0	59,715	0	0
Mcgrath Street - R2R Income	0	0	0	0	0	12,000	0	0
Youralling Road - R2R Income	0	0	0	0	0	85,097	0	0
Young Road - R2R Income	0	0	0	0	0	57,000	0	0
Ramsay Road - R2 Income	0	0	0	0	0	88,785	0	0
Richardson Street - R2R Income	0	30,927	0	30,927	30,927	55,000	0	0
White Street - R2R Income	0	0	0	0	0	55,000	0	0
Southdale Road - R2R Income	0	54,567	0	54,567	54,567	91,927	0	0
York Williams Road RRG	0	0	0	0	0	472,691	39,390	0
Davis Road - R2R Income	10,030	(10,030)	0	0	0	0	0	0
Mattingly Road - R2R Income	20,896	(20,896)	0	0	0	0	0	0
Mattingly Road Culvert - R2R Income	54,567	(54,567)	0	0	0	0	0	0
<b>TOTALS</b>	<b>105,494</b>	<b>0</b>	<b>0</b>	<b>105,494</b>	<b>105,494</b>	<b>1,796,744</b>	<b>71,310</b>	<b>0</b>

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

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

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

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

Description	Opening Balance 1 July 2025	Amount Received	Amount Paid	Closing Balance 31 Jul 2025
	\$	\$	\$	\$
<b>Restricted Cash - Bonds and Deposits</b>				
Bus Bonds	1,730	0	0	1,730
Facility Hire Bonds	7,360	2,000	(250)	9,110
Gym Bonds	8,040	140	(140)	8,040
Other Bonds	0	480	(480)	0
<b>Sub-Total</b>	<b>17,130</b>	<b>2,620</b>	<b>(870)</b>	<b>18,880</b>
	<b>17,130</b>	<b>2,620</b>	<b>(870)</b>	<b>18,880</b>

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

**NOTE 16  
BUDGET AMENDMENTS**

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

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

**KEY INFORMATION**

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

**NOTE 17  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
<b>Revenue from operating activities</b>	\$	%				
Rates	3,003,438	0.00%	▲	General rates raised, budget profiling is the reason for this variance. Will correct in August		
Grants, subsidies and contributions	14,860	112.51%	▲	ESL Grant received, the budget profiling is the reason for this variance		
Fees and charges	461,403	1347.04%	▲	The main variance relates to budget profiling for the Refuse Rates Charges and Sewerage rates		
<b>Expenditure from operating activities</b>						
Employee costs	41,420	16.42%	▲	Salaries & Wages under budget at this time due to vacant position & budget profiling		
Depreciation	202,337	100.00%	▲	Depreciation is not run until after the 24/25 AFR is adopted		
Non-cash amounts excluded from operating activities	(202,337)	(100.00%)	▼			Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, as this is not run until after the 24/25 AFR is adopted
<b>Investing activities</b>						
Proceeds from capital grants, subsidies and contributions	(71,310)	(100.00%)	▼			Variance due to Accounting Standard AASB1058 recognition of revenue
Payments for inventories, property, plant and equipment and infrastructure	370,833	100.00%	▲	The variance relates to a number of capital projects which have not commenced in FY25/26		



**14.08.25.03 REVIEW OF POLICY 2.9 USE OF CORPORATE CREDIT CARDS**

<b>File No:</b>	GOV031A
<b>Date of Meeting:</b>	21 August 2025
<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 & Community
<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:**

Council is to consider endorsement of amendments to Policy 2.9 Use of Corporate Credit Cards.

**Description of Proposal:**

Policies are adopted by Council and establish guidelines or provide direction for the Shire's activities and actions. Policies are defined as the principles and intent behind the programs that a local government implements. A policy can also be a general plan or approach to a specific need, problem or issue. The proposed changes cover all issued cards, including credit, fuel and transaction cards, ensuring staff have clear guidance and reporting procedures.

Attachment 14.08.25.03A provides details of the changes in red.

**Background:**

The Financial Management System Review conducted by AMD in November 2023 identified that the Use of Corporate Credit Cards Policy did not clearly specify whether fuel purchasing cards were covered.

The finding rating was moderate with further enhancements to existing Policy 2.9 Use of Corporate Credit Cards is required.

The proposed policy renaming from Use of Corporate Credit Cards to Use of Purchasing Cards aligns all card types - credit, fuel and transaction cards covered by a singular policy.

**Consultation:**

Internal consultation occurred at the 07 August 2025 Corporate Briefing Forum with elected members.

**Statutory Environment:**

*Local Government Act 1995*

**Relevant Plans and Policy:**

Council "2.9 Use of Corporate Credit Cards" is relevant to this report.

**Financial Implications:**

There are no known financial implications to the 2025/26 budget applicable to this policy.

**Risk Assessment:**

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

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

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

### Community & Strategic Objectives:

This 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 proposed updated policy includes all purchasing cards, resolving lack of clarity and ensuring consistent usage and reporting.

### OFFICER'S RECOMMENDATION

***That Council adopts the amended Council Policy 2.9 Use of Purchasing Cards, as included at Attachment 14.08.25.03A.***

*(Absolute majority vote required)*

### **Attachments**

Attachment 14.08.25.03A – Policy 2.9 Use of Purchasing Cards.

<b>2.9</b>	<b>USE OF <del>CORPORATE CREDIT</del> PURCHASING CARDS</b>
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**Objective**

To provide details for the use, allocation, control and safe custody of corporate credit cards.

The policy looks to ensure that operational and administrative costs and the risks associated with credit card use are minimised while providing cardholders with a convenient method of purchasing goods and services on behalf of the Shire.

**Policy Definitions**

- “Credit Card” is defined as a facility allowing the cardholder to pay for goods and services on credit.
- “Fuel Card” is defined as a card that is specifically used to purchase fuel for Shire of Brookton vehicles.
- “Transaction Card” Any store card limiting purchases to a specific store.
- “Purchasing Card” A general term used for the purpose of this policy to encompass fuel, transaction and corporate credit cards.
- “Business Expense” is defined as any expense necessary to the conduct of the business or is allowed under the terms of the employee’s contract of employment with the Shire or relevant Council policies.
- “Personal Expense” is defined as any expense not of a business nature.

**Policy**

Shire of Brookton ~~Corporate Credit~~ Purchasing Cards may be used where it is inappropriate or inconvenient to use the Shire’s normal payment systems.

The preference should always be to use the Shire’s normal payment systems including purchase systems established with local businesses for purchases of fuel.

The maximum credit limits shall be based on the cardholder’s need with Council holding a \$21,500 maximum credit card facility.

The Chief Executive Officer will approve the issue of all Corporate Credit Cards and Fuel Cards. The Corporate Credit Card limits are:

1. \$10,000 for the Chief Executive Officer;
2. \$5,000 for the Manager Corporate & Community;
3. \$5,000 for the Manager Infrastructure & Works;
4. \$1,500 for the Community Emergency Services Manager.

All new and existing cardholders shall be provided with a copy of the policy in relation to the use of ~~Corporate Credit~~ Purchasing Cards.

An agreement shall be signed by the cardholder and the local government which sets out the cardholder’s responsibilities and legal obligations when using ~~Corporate Credit~~ Purchasing Cards. A copy of the agreement is included as an appendix to this policy.

The CESM is only allowed to utilise the Corporate Credit Card for declared emergency requirements and for the purpose of fuel reimbursements as defined under the Local Government Grants Scheme Guidelines.

The CESM is required to seek permission in relation to the expenditure from the Shire's of Pingelly and Corrigin and DFES if required.

CESM reimbursements between third part councils (Pingelly & Corrigin) and DFES will be invoiced through the quarterly payments.

### **Guidelines**

#### **Authority for Approval of ~~Corporate Credit~~ Purchasing Cards**

The Manager Corporate & Community is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer.

#### **Approved Bankers**

The Shire of Brookton's Corporate Credit Cards are to be issued by its transactional banker.

#### **Purchases and Use of ~~Corporate Credit~~ Purchasing Cards**

The Shire's ~~Corporate Credit~~ Purchasing Cards shall only be used for purchases of goods and services in the performance of official duties for which there is a budget provision.

Under no circumstances are they to be used for personal or private purposes or for the withdrawal of cash through a bank branch or any automatic teller machine.

Where purchases are made by facsimile, over the telephone or on the internet, a tax invoice should be requested to support the purchase along with completion of the Corporate Credit Card Authorisation Form.

If no invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required. (Date, Company, Address, ABN, amount, any GST included).

Where a payment is made for entertainment, it is important to note on the invoice/receipt the number of persons entertained and the names of any Shire of Brookton's employees in that number.

#### **Accounts and Settlement**

The provider of the ~~credit~~ Purchasing Card will supply the Finance Department area with a statement of account each month.

The monthly statement of account from the provider of the ~~Corporate Credit~~ Purchasing Card will be forwarded to each cardholder for certification and for the supply of receipts and tax invoices to support the Shire's claim for the GST component of purchases and services obtained.

Cardholders are to certify that the account details are correct. The Manager Corporate & Community, or, in the case of the Manager Corporate & Community, the Chief Executive Officer, will then review the expenditure before it is returned to Finance Department area for payment.

A ~~credit card~~ purchasing transaction slip is not acceptable to support a claim. A tax invoice should provide a brief description of the goods and services supplied along with the suppliers ABN. The cardholder is to provide the relevant or correct expense account for the

expenditure.

The cardholder's certification must be provided within 7 days of receipt and prior to the end of the credit cards settlement period.

Any disputed amounts on the ~~Corporate-Credit~~ Purchasing Card statement should be brought to the attention of the Chief Executive Officer at the first opportunity by the Manager Corporate & Community.

#### ***Card Lost or Stolen***

~~Purchasing~~ Cards that are lost or stolen must be reported immediately by the cardholder to the issuing banker/~~provider~~ by telephone. At the earliest opportunity, written notification must also be given to the Manager Corporate & Community.

#### ***Misuse of ~~Corporate-Credit~~ Purchasing Cards***

Cards which show unreasonable, excessive or unauthorised expenditure will be subject to audit and may result in the withdrawal of the card from the cardholder or other penalty.

#### ***Recovery of Unauthorised Expenditure***

Unauthorised expenditure or expenditure of a private nature that is proved to be inappropriate will be recovered by deductions from the officer's salary.

#### ***Internal Audit of the ~~Corporate-Credit~~ Purchasing Card System***

From time to time an internal audit will provide a report on the control, use, viability and adherence to authorised policy and procedures to the Manager Corporate & Community.

#### ***Reward/Bonus Points***

Where the ~~Corporate~~ Purchasing Cards carry rewards or bonus points, usually to encourage the use of the card by the issuing institution, these rewards or points will be accumulated in the name of the Shire of Brookton. The ~~Shire's management~~ Chief Executive Officer will decide how these points are to be utilised. Under no circumstances are rewards or bonus points to be redeemed for any officer's private benefit.

#### ***Return of Cards***

When the Chief Executive Officer or other Officer cease to occupy a position that is authorised to be issued with a ~~corporate-credit~~ Purchasing Card (either through internal transfer, retirement, resignation or conclusion of service contract) they must return the ~~Purchasing~~ Card to the Manager Corporate & Community (or in the case of the Manager Corporate & Community to the Chief Executive Officer) at least one week prior to vacating the position so that the card may be cancelled and the account settled.

#### ***Finance Department Responsibilities***

The Finance Department area's responsibilities in relation to the Shire's ~~Corporate-Credit~~ Purchasing Cards include:

1. Maintaining a Card Register of all cardholders including the card number, expiry date of the credit card, credit limit and details of any limits on the goods and services the cardholder has authority to purchase.
2. Arranging the issue/cancellation of ~~the Corporate-Purchasing~~ Cards.
3. Arranging for all cardholders to sign the Card User Instruction Agreement (see Appendix A) on receipt of the new card and ensure the signed agreement is filed in the Card Register.

4. Processing payment of card expenditure on receipt of the card statement from the Bank after certification from the cardholder. Ensure that all receipts and tax invoices are in place prior to authorisation for payment.
5. To keep cardholders informed of any changes to policy and procedures on the use of the ~~Corporate-Purchasing~~ Cards.

### ***Cardholders Responsibilities***

Officers who are issued with ~~Corporate-Purchasing~~ Cards must -

1. ensure the care and safe keeping of the ~~Purchasing~~ Card.
2. adhere to the policy and procedures in relation to use of the card and its financial limits.
3. ensure receipts and tax invoices are received when the card is used and to produce them as evidence for settlement with the Bank.
4. ensure the monthly card statement is certified correct and approved for payment when received from the Finance Department area and return to Finance Department together with the receipts and tax invoices within seven (7) days of receipt.
5. ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.
6. ~~To~~ provide an early response to enquiries that may be made by the bank, creditors or related parties, as the case may be.

**Resolution No:**

**Resolution Date:**

To: \_\_\_\_\_ Title: \_\_\_\_\_

From: Manager Corporate & Community Date: \_\_\_\_\_

### CORPORATE CARD USER INSTRUCTIONS

You have been provided with a Shire of Brookton sponsored ~~Corporate Credit~~ Purchasing Card in line with your official duties. The limit of this card is \$ \_\_\_\_.

The following guidelines are provided for your information.

1. The card is issued in your name. It is a ~~corporate~~ purchasing card and all transactions made with it are the responsibility of the Shire of Brookton.
2. The card is to be used for official expenditure in the performance of official duties for which there is Budget provision. Under no circumstances is it to be used for personal or private purposes.
3. Being in your name, you are responsible for the care and safe keeping of the card and therefore held accountable to the Shire of Brookton for its proper use.
4. The card is not to be used to withdraw cash even for official functions.
5. Any unauthorised, excessive or unreasonable use of the card will result in an enquiry and appropriate disciplinary action.
6. When using the card, the holder is required to obtain Tax Invoices to support all purchases. A ~~credit~~ Purchasing Card statement or ~~credit~~ Purchasing Card transaction slip is not acceptable as support for purchases. (Only a Tax Invoice allows the Shire to reclaim the GST component of purchases from the Australian Taxation Office). A Tax Invoice should provide a description of the goods or services supplied, the suppliers Australian Business Number and identifies any GST component of the amount paid.
7. When a Statement of Account is provided, you are required to certify the correctness of the expenditure and return the Statement to the Manager Corporate & Community together with all supporting Tax Invoices and appropriate expense accounts to charge the costs.
8. If the card is lost or stolen, you must immediately notify the Bendigo Bank by phone on 1800 035 383 (24 hour service). The Manager Corporate & Community should be notified on the next working day.
9. The card must be returned to the Manager Corporate & Community if you vacate the position either through resignation, retirement or the conclusion of the Service Contract.
10. Please acknowledge the above by signing and returning this statement to the Manager Corporate & Community.

_____ Name	_____ Title
_____ Signature	_____ Date

**15.08.25.01 SPECIAL MEETING OF COUNCIL – ELECTED PRESIDENT DELEGATES**

<b>File No:</b>	GOV022A
<b>Date of Meeting:</b>	21 August 2025
<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 holding a Special Meeting of Council to elect Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

**Description of Proposal:**

The terms of the two retiring Councillors, being Councillors Crute and Bell expire on Saturday 18<sup>th</sup> October 2025. The terms of the current President and Deputy President also expire on this day. The next scheduled meeting after the Council election will be the November Ordinary Meeting of Council to be held on Thursday 20<sup>th</sup> November 2025.

While it is possible for Council to not elect a Shire President until this meeting, it is suggested that this period of a month is too long to be without a Shire President.

It is proposed to hold a Special Meeting of Council at 5.15pm on Tuesday 21<sup>st</sup> October 2025 at the Shire of Brookton Council Chambers to conduct the election of Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

It is expected that from 5.00pm on Tuesday 21<sup>st</sup> October 2025, prior to the meeting, a ceremony to swear in the successful candidates of the 2025 Council election will be held.

**Background:**

It is a legislative requirement for Council to provide public notice of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings. Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

At the October 2024 Ordinary Meeting the following meeting schedule for 2025 was adopted by Council:

1. Thursday 20<sup>th</sup> February 2025
2. Thursday 20<sup>th</sup> March 2025
3. Thursday 17<sup>th</sup> April 2025
4. Thursday 15<sup>th</sup> May 2025
5. Thursday 19<sup>th</sup> June 2025
6. Thursday 17<sup>th</sup> July 2025
7. Thursday 21<sup>st</sup> August 2025



8. Thursday 18<sup>th</sup> September 2025
9. Thursday 16<sup>th</sup> October 2025
10. Thursday 20<sup>th</sup> November 2025
11. Thursday 18<sup>th</sup> December 2025

This adopted and advertised schedule of Council meetings did not allow for holding a Special Meeting to conduct the election of Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

**Consultation:**

Council will widely advertise any Special Council Meeting.

**Statutory Environment:**

Local Government (Administration) Regulations 1996

12. Publication of meeting details (Act s. 5.25(1)(g))

**Relevant Plans and Policy:** Nil

**Financial Implications:**

Advertising details of the proposed Special Meeting will not incur any charge that cannot be met with Council's existing budget allocation.

**Risk Assessment:**

A delay in the appointment of a Shire President until the November 2025 may create uncertainty in the leadership of the Shire of Brookton resulting in substantial media or political attention. Under the Shire of Brookton's Risk Framework, the Likelihood of these consequences is assessed as Possible, with the consequence rating of the Reputational risk associated is assessed as Moderate to Major.

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

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

**Community & Strategic Objectives:**

Council has had a number of local residents or interested people attend recent Council's meetings. Council should encourage this to occur in 2025 by advertising Special Meetings in the local community.

**Comment:** Nil

**OFFICER'S RECOMMENDATION**

***That Council conduct a Special Meeting of Council to be held at 5.15pm on Tuesday 21<sup>st</sup> October 2025 at the Shire of Brookton Council Chambers to conduct the election of Councillors to the positions of Shire President, Deputy Shire President and to appoint Councillors to committees.***

*(Simple majority vote required)*

<b>16.08.25</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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Nil.

<b>17.08.25</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING</b>
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Nil at this time.

<b>18.08.25</b>	<b>CONFIDENTIAL REPORTS</b>
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Nil at this time.

<b>19.08.25</b>	<b>NEXT MEETING &amp; CLOSURE</b>
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The next Ordinary meeting of the Council will be held on 18<sup>th</sup> September 2025 commencing at 6:00pm.