



ORDINARY MEETING OF COUNCIL

MINUTES

21 JULY 2022

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 18/8/22.

Presiding Member:  Date: 18/8/22

Disclaimer

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

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

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

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

Shire of Brookton
Ordinary Meeting of Council held 21 July 2022
Commenced at 6.00 pm

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1.07.22	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The Deputy Shire President, Cr Walker, declared the Meeting open at 6.00pm.

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

2.07.22	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
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Elected Members (Voting)

Cr NC Walker	Deputy Shire President
Cr TD Lilly	
Cr C Hayden	
Cr MG Macnab	

Staff (Non-Voting)

Gary Sherry	Chief Executive Officer
Deanne Sweeney	Manager Corporate and Community
Les Vidovich	Manager Infrastructure and Works

Apologies

Cr KL Crute	Shire President
Cr CE Hartl	
Sandie Spencer	Governance Officer

Leave of absence

Nil.

Members of the Public

Nil.

3.07.22 USE OF COMMON SEAL – JUNE 2022

The Table below details the Use of Common Seal under delegated authority for the month of June 2022.

Use of Common Seal Register		
File Ref:	Purpose	Date Granted

4.07.22 DELEGATED AUTHORITY – ACTIONS PERFORMED – JUNE 2022

The Table below details the actions of Council performed under delegated authority for the month June 2022.

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

BUILDING			
Application 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 (incl. Scheme No.)	Purpose	Date Granted
A2681	P2022/002	24 Lennard Street Brookton	Dwelling	7 June 2022
A68	P2022/003	12096 (Loc. 172) Great Southern Highway, Brookton	Games Room/Home Office	15 June 2022
A2772	P2022-004	10 Avonbank Close	Storage Sea Container	27 June 2022

5.07.22 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

6.07.22 PUBLIC QUESTION TIME

Nil.

7.07.22 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Hartl has requested Leave of Absence from the August 2022 Ordinary Meeting of Council to be held on Thursday 18th August 2022.

OCM 07.22-01

COUNCIL RESOLUTION

MOVED: Cr Lilly

SECONDED: Cr Hayden

That Council grant Leave of Absence to Cr Hartl for the August 2022 Ordinary Meeting of Council.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

8.07.22 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

9.07.22 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.07.22.01 ORDINARY MEETING OF COUNCIL – 16th JUNE 2022

OCM 07.22-02

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Macnab

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 16 June 2022, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

9.07.22.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 21st JUNE 2022

OCM 07.22-03

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Lilly

That the minutes of the Local Emergency Management Committee meeting held in the Shire of Brookton Council Chambers, on 21st June 2022, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

9.07.22.03 EMPLOYMENT COMMITTEE – 5th JULY 2022

OCM 07.22-04

COUNCIL RESOLUTION

MOVED Cr Walker SECONDED Cr Lilly

That the minutes of the Employment Committee meeting held in the Shire of Brookton Council Chambers, on 5th July 2022, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

9.07.22.04 BUSH FIRE ADVISORY COMMITTEE – 7th JULY 2022

OCM 07.22-05

COUNCIL RESOLUTION

MOVED Cr Lilly SECONDED Cr Hayden

That the minutes of the Bush Fire Advisory Committee meeting held in the Shire of Brookton Council Chambers, on 7th July 2022, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

10.07.22 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time

11.07.22 DISCLOSURE OF INTERESTS

Members and Officers to declare Financial, Proximity or Impartiality Interests & submit forms to the Chief Executive Officer at the commencement of the meeting and prior to the item.

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

Financial, Proximity and Impartiality Interests

Item no.	Members/Officers	Type of Interest	Nature of Interest

12.07.22 TECHNICAL & DEVELOPMENT SERVICES REPORTS

12.07.22.01 PROPOSED FIVE-YEAR BRIDGE MAINTENANCE PROGRAM

File No:	BRI000
Date of Meeting:	21 July 2022
Location/Address:	Various roads
Name of Applicant:	Not applicable
Name of Owner:	Shire of Brookton
Author/s:	Les Vidovich – Manager Infrastructure & Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider the proposed five-year Bridge Maintenance Program for endorsement.

Description of Proposal:

The Shire of Brookton has submitted to Main Roads WA all its routine level one bridge inspection reports for 2022/23, although for number of years, a Bridge Maintenance Program or adequate routine and preventative maintenance on its bridges, has not been completed and provided to Main Roads WA.

A Bridge Maintenance Program should be at least for a period of 5 years, as timber bridges need to be scheduled for full preventative maintenance once every 5 years. This preventative maintenance is to be carried out by local governments in accordance with Main Roads standards and specifications. Local Governments are required to meet these requirements to qualify for the Special Project grants.

The recommended five-year Bridge Maintenance Program is presented in attachment 12.07.22.01A.

The five-year program uses a simple cost estimate based on square meterage and unit rates. These estimates enable a preliminary program for each year to be devised. The document is a rolling program, which will be reviewed annually as priorities may change.

Background:

Main Roads WA has control and responsibility to manage bridges on roads that are classified as State Roads, whereas bridges on local government roads and footpaths are the responsibility of Local Governments.

There are approximately 900 Local Government owned bridges. Fifteen of these are within the Shire of Brookton and require regular inspections and maintenance. Local Governments are required to fund and perform routine visual inspections (Level 1) of all their bridges annually and to submit these reports to Main Roads WA. Main Roads WA performs all other detailed technical inspections of bridges, known as Level 2 and Level 3, on behalf and/or in consultation with Local Governments.

In order to be eligible for Special Project funding through the State Road Funds to Local

Government Agreement (SRFLGA), local governments must be able to show that:

1. Level 1 inspections have been performed;
2. a 5-year Bridge Maintenance Program is in place; and
3. that adequate routine and preventative maintenance have been undertaken to prevent undue deterioration on its bridges.

Consultation:

Consultation and approval of the Bridge Maintenance Program was also obtained from Mr Anthony Humphreys (Asset Manager Structures) at Main Roads WA.

Statutory Environment: Nil

Relevant Plans and Policy:

The Officer’s Recommendation does not contain any notable plans and policy implications.

Financial Implications:

Routine and preventative maintenance of bridges is the responsibility of the local government. Council has allocated \$127,315 (Year 1 of the Bridge Maintenance Program) within its draft 2022/23 budget to perform these tasks.

Risk Assessment:

Consequence	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 creation of work schedules aligns with the Shire of Brookton’s Corporate Business Plan.

OFFICER’S RECOMMENDATION

That Council:

1. Endorses the draft five-year Bridge Maintenance Program, as included at Attachment 12.07.22.01A; and
2. Considers the budget allocations included for each financial year within the draft five-year Bridge Maintenance Program.

(Simple majority vote required)

That Council:

- 3. Endorses the draft five-year Bridge Maintenance Program, as included at Attachment 12.07.22.01A; and**
- 4. Considers the budget allocations included for each financial year within the draft five-year Bridge Maintenance Program.**

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 12.07.22.01A – Five Year Bridge Maintenance Program



Shire of Brookton



5 Year Bridge Maintenance Program 2022/23 to 2026/27

May 2022

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Appendices

- Appendix A: Shire of Brookton's Five Year Bridge Maintenance Program
- Appendix B: LGA Bridge Roles and Responsibilities
- Appendix C: Level 1 Routine visual Inspection Reports (February 22)
- Appendix D: MRWA Bridge Structure General Information Sheets

Overview

Bridges are a vital part of Western Australia's road network. They are generally constructed to assist with the crossing of obstacles, so that getting from Point A to Point B becomes as easy and economical as possible. In Western Australia many of these bridges were built before the 1960's, and whilst state of the art or at the least sufficient at the time, they were not designed to carry the amount of traffic or loads that they are subjected to in the modern world.

As time passes the importance of careful management of these assets is vital. Councils are responsible for its bridges and have a duty of care to road users to provide a safe passage on these assets.

One of the methods by which to show responsibility is to carry out regular routine maintenance and identified specific maintenance.

Bridge inspections are designed to assist with the management and scheduling of works on structural assets within a shire in Western Australia. Regularly inspecting a bridge can identify any maintenance requirements before a problem becomes critical. This means that maintenance becomes proactive rather than reactive.

Bridge Report Summary

There are two major types of inspections carried out to assist Councils with its management of its bridge network. They are:

- Level 1 Bridge Inspection Reports:

A Level 1 Bridge Inspection Report is to be completed annually by all Councils for each of its bridge assets with this information then being emailed through to MRWA for its record. This report will then be used to assist with both scheduling and budgeting of works required. Level 1 inspections are a routine visual inspection performed annually. The visual inspection must check on the overall safety and performance of the structure and identify any major accident, damage or incident and any obvious failure or deterioration of structural components. The inspection provides an opportunity to schedule routine maintenance requirements and check on the completion and effectiveness of previous routine maintenance.

- Level 2 Bridge Inspection Reports:

These are carried out by Main Roads WA every 5 years for a timber structure and every 7 years for a concrete structure. Councils are still required to complete a Level 1 inspection report, in the year when a detailed inspection is carried out by MRWA.

Level 2 bridge inspections involve a closer visual inspection of the various bridge components and detailed quantitative data is captured for further analysis and deterioration modeling. It is a comprehensive examination of the structure's health. Photographs are taken of specific aspects of the bridge and any defects are noted. As a result of the inspection the bridge may be referred to a Main Roads Engineer and if required a load limit placed on the bridge if no maintenance is performed. A copy of this report is sent to Council once it has been collated by the relevant regional MRWA office.

Local Governments are responsible in undertaking annual routine and five yearly preventative maintenance on all their bridge assets, this in the long term, could not only prolong the life of a structure, but save a Council money. Once inspections have been carried out any works required can be scheduled into an annual Works Program and then into annual budgets. In order to be eligible for Special Project funding from the State Road Funds to Local Government Agreement (SRFLGA), Local Governments must be able to show that Level 1 inspections have been performed and that adequate routine and preventative maintenance have been undertaken to prevent undue deterioration.

A detailed list of required activities that shires are to undertake is attached within Appendix A and B

Bridge Information Required

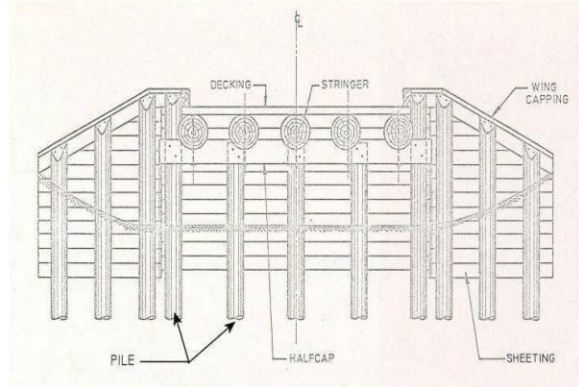
No additional bridge information is required at this stage as details have been obtained through the Level 1 - Routine visual inspection reports that has been completed and provided by

C & D Cutri
45 Hansard Street
Narrogin WA 6312
Ph: 0427 195 386
E: charliecutri@westnet.com.au

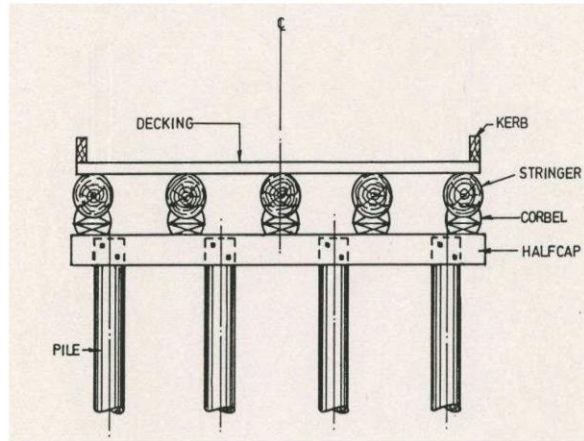
A copy of these level 1 visual inspection reports for the Shire of Brookton's bridge network is attached at Appendix C and was completed in February 2022.

Bridge Components

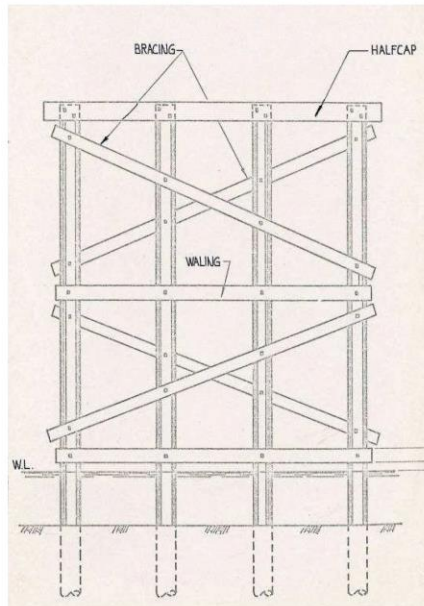
Abutment View



Pier View (Top)





Pier View (Bottom)



As at: 16-May-22

Bridge Number: 3143

Over / Name:	South Avon River (Old Rustic Bridge)				
Road Name:	Yeo Road				
Road No:	4020035	SLK:	2.35	Structure Type:	Timber
No Spans:	6	Length:	37.85	Total Width:	7.83
Width Between Kerbs:	7.24	Head Room:	2.20	Concrete Overlay:	1/04/2001
Comments:	<p>Preventative maintenance overdue - Including fungicide treatment, end grain treatment, bolt tightening and pile banding.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo left hand side from abutment 1		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
Pile Banding					
End grain treatment					
Corbel repair					
Bolt stringers					
Pile repairs					
Bolt Tightening					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3144

Over / Name:	Nalyaring Brook				
Road Name:	Brookton Kweda Road				
Road No:	4020001	SLK:	18.59	Structure Type:	Reinforced Concrete
No Spans:	2	Length:	12.20	Total Width:	7.35
Width Between Kerbs:	6.71	Head Room:	3.00	Concrete Overlay:	No
Comments:	The next proposed MRWA detailed inspection report is scheduled for the 19/01/2029. Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.				



Photo abutment 1 down road



Photo right hand side

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
Pile banding					
Width Marker Installation					
Repair abutments					
Bolt stringers					
Pile repairs					
Bolt Tightening					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3146a

Over / Name:	Avon River				
Road Name:	Boyagarra Road				
Road No:	4020002	SLK:	17.19	Structure Type:	Timber
No Spans:	6	Length:	38.20	Total Width:	7.12
Width Between Kerbs:	6.78	Head Room:	4.20	Concrete Overlay:	No
Comments:	<p>Preventative maintenance needs to be carried out - Including fungicide treatment, end grain treatment and bolt tightening. Pile banding has been completed.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road

Photo left hand side from abutment 1

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
Pile Banding					
End grain treatment					
Repair abutments					
Bolt stringers & corbels					
Fishtale replacements					
Bolt tightening					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3150a

Over / Name:	Avon River				
Road Name:	Aldersyde North Road				
Road No:	4020005	SLK:	2.96	Structure Type:	Timber
No Spans:	6	Length:	38.38	Total Width:	7.82
Width Between Kerbs:	7.24	Head Room:	4.20	Concrete Overlay:	17/05/2012
Comments:	<p>Preventative maintenance required - Including fungicide treatment, end grain treatment, bolt tightening and pile banding.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road



Photo underside

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
End grain treatment					
Termite prevention/treatment					
Fungi prevention/treatment					
Pile Banding					
Install width marker					
Deck Drainage					
Bolt tightening					
Pile repairs					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3152a

Over / Name:	Avon River				
Road Name:	Dangin - Mears Road				
Road No:	4020008	SLK:	16.11	Structure Type:	Timber
No Spans:	4	Length:	25.30	Total Width:	7.11
Width Between Kerbs:	6.80	Head Room:	3.60	Concrete Overlay:	No
Comments:	<p>Preventative maintenance long overdue - Including fungicide treatment, end grain treatment, bolt tightening, pile banding and armco railing needs re tightening.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				

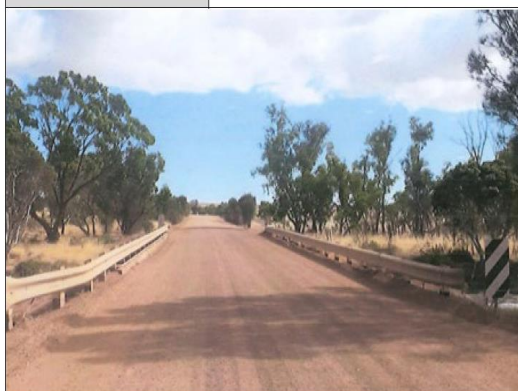


Photo abutment 1 down road

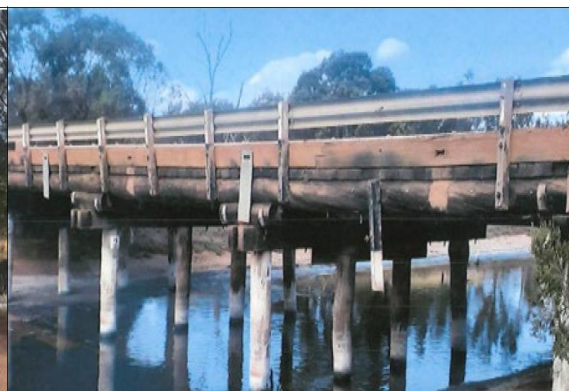




Photo left hand side from abutment 1

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Fishtale Replacement					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Armco railing retightening					
Install width marker					
Deck Drainage					
Pile banding					
Bolt tightening					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3154a

Over / Name:	South Avon River				
Road Name:	Davis Road				
Road No:	4020011	SLK:	0.26	Structure Type:	Timber
No Spans:	6	Length:	36.40	Total Width:	7.14
Width Between Kerbs:	6.84	Head Room:	3.10	Concrete Overlay:	No
Comments:	<p>Preventative maintenance overdue - Including fungicide treatment, end grain treatment, bolt tightening, stringer & corbel bolting and pile banding.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo left hand side from abutment 1		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
End grain treatment					
Termite prevention/treatment					
Fungi prevention/treatment					
Bolt tightening					
Pile banding					
Deck Drainage					
Stringer & Corbel bolting					
Pile repairs					
Fishtale replacement					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3156a

Over / Name:	Glenester Brook				
Road Name:	Walwalling Road				
Road No:	4020012	SLK:	3.74	Structure Type:	Timber
No Spans:	2	Length:	14.17	Total Width:	7.26
Width Between Kerbs:	7.0	Head Room:	3.20	Concrete Overlay:	No
Comments:	<p>Preventative maintenance required - Including fungicide treatment, end grain treatment, bolt tightening, stringer & corbel bolting and pile banding.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road

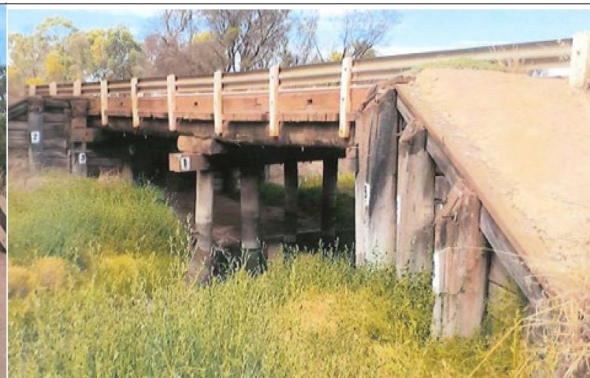




Photo left hand side from abutment 1

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Repair abutments					
Stringers & corbel bolting					
Pile banding					
Fishtale replacement					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3158a

Over / Name:	Dale River				
Road Name:	Matthews Road				
Road No:	4020016	SLK:	0.21	Structure Type:	Timber
No Spans:	2	Length:	13.85	Total Width:	7.20
Width Between Kerbs:	6.90	Head Room:	4.10	Concrete Overlay:	No
Comments:	<p>Preventative maintenance is long overdue - Including fungicide treatment, end grain treatment and bolt tightening. Pile repairs were carried out Nov 2020 by C&D Cutri</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo right hand side		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Wing capping replacement					
Structure repairs					
Width marker replacement					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3159a

Over / Name:	Mokine Brook				
Road Name:	Matthews Road				
Road No:	4020016	SLK:	0.58	Structure Type:	Timber
No Spans:	3	Length:	20.15	Total Width:	7.12
Width Between Kerbs:	6.82	Head Room:	2.60	Concrete Overlay:	No
Comments:	<p>Preventative maintenance long overdue - Including fungicide treatment, end grain treatment and bolt tightening.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road



Photo right hand side

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Repair pavement					
Sheeting repairs					
Bolt tightening					
Pile repairs					
Fishtale replacement					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3162a

Over / Name:	Mangading Brook				
Road Name:	Roses Road				
Road No:	4020022	SLK:	2.57	Structure Type:	Timber
No Spans:	3	Length:	20.18	Total Width:	7.14
Width Between Kerbs:	6.80	Head Room:	2.40	Concrete Overlay:	No
Comments:	<p>Preventative maintenance is overdue - Including fungicide treatment, end grain treatment, bolt tightening, pile banding and wing capping repairs are also needed.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road





Photo left hand side from abutment 1

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Pile Repairs					
Fishtale replacement					
Pile banding					
Wing capping repairs					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 3163a



Over / Name:	Avon River				
Road Name:	Jaensch Road				
Road No:	4020025	SLK:	1.45	Structure Type:	Timber
No Spans:	4	Length:	26.0	Total Width:	7.10
Width Between Kerbs:	6.80	Head Room:	4.20	Concrete Overlay:	No
Comments:	<p>Preventative maintenance is overdue - Including fungicide treatment, end grain treatment, bolt tightening and bolt tightening.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo right hand side		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Fishtale replacement					
Bolt stringers & corbels					
Pile repairs & banding					
Width marker installation					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 4834

Over / Name:	Petercarring Brook				
Road Name:	Brookton Kweda Road				
Road No:	4020001	SLK:	26.16	Structure Type:	Timber
No Spans:	4	Length:	25.80	Total Width:	7.10
Width Between Kerbs:	6.80	Head Room:	1.70	Concrete Overlay:	No
Comments:	<p>Preventative maintenance is overdue - Including fungicide treatment, end grain treatment, bolt tightening and pile banding.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo right hand side		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Repair failed decking					
Bolt stringers					
Pile repairs & banding					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 4863

Over / Name:	South Dale River				
Road Name:	York Williams Road				
Road No:	4020004	SLK:	14.52	Structure Type:	Timber
No Spans:	4	Length:	24.80	Total Width:	8.80
Width Between Kerbs:	8.20	Head Room:	3.60	Concrete Overlay:	17/5/2012
Comments:	<p>Preventative maintenance is overdue - Including fungicide treatment, end grain treatment and bolt tightening.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				



Photo abutment 1 down road





Photo left hand side from abutment 1

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Repair failed decking					
Bolt stringers					
Pile repairs & banding					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 4878a

Over / Name:	Avon River				
Road Name:	Brookton Kweda Road				
Road No:	4020001	SLK:	37.62	Structure Type:	Timber
No Spans:	4	Length:	25.20	Total Width:	7.80
Width Between Kerbs:	7.20	Head Room:	3.80	Concrete Overlay:	2/07/2014
Comments:	<p>Preventative maintenance is long overdue - Including fungicide treatment, end grain treatment, bolt tightening and pieces of wing capping on abutment 2 need repair.</p> <p>Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.</p>				
					
Photo abutment 1 down road			Photo right hand side from abutment 1		

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Deck drainage					
Termite prevention/treatment					
Fungi prevention/treatment					
End grain treatment					
Bolt tightening					
Wing capping repairs					
Bolt stringers					
Pile repairs					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

Bridge Number: 5156

Over / Name:	Nalyaring Gully				
Road Name:	North Nalya Road				
Road No:	4020013	SLK:	5.14	Structure Type:	Reinforced Concrete
No Spans:	1	Length:	6.00	Total Width:	7.86
Width Between Kerbs:	7.20	Head Room:	2.40	Concrete Overlay:	No
Comments:	This bridge is in excellent condition. Refer to the Shire of Brookton's 5-year Bridge Maintenance Program (Attachment A) Level one routine visual inspection report (Attachment C) and Main Roads WA Structure information (Appendix D) for bridge details and description of required works.				



Photo abutment 1 down road



Photo underside

Works	Priority 1 2022/23	Priority 2 2023/24	Priority 3 2024/25	Priority 4 2025/26	Priority 5 2026/27
Next MRWA Detail Insp.					
Clear vegetation					
Width Marker Installation					
Corrosion repair to steel piles					
Fishtale Replacement					
Repair road surface					

NOTE: Initial shaded column area if works completed

As at: 16-May-22

APPENDIX A

Shire of Brookton's Five Year Bridge Maintenance Program

As at: 16-May-22

Bridge No	Road Name	SLK	Bridge Type	Deck Area	Year 1		Year 2		Year 3		Year 4		Year 5	
					Year 2022/23		Year 2023/24		Year 2024/25		Year 2025/26		Year 2026/27	
					Deck Rate	Funding	Deck Rate	Funding	Deck Rate	Funding	Deck Rate	Funding	Deck Rate	Funding
3143	Yeo Road	2.35	TMBR	296.37	\$130	\$38,528								
3144	Brookton Kweda Road	18.59	RC	89.67			\$65	\$5,829						
3146a	Boyagarra Road	17.19	TMBR	271.98					\$130	\$35,357				
3150a	Aldersyde North Road	2.96	TMBR	300.13							\$130	\$39,017		
3152a	Dangin Mears Road	16.11	TMBR	179.88									\$130	\$23,384
3154a	Davis Road	0.26	TMBR	259.90	\$130	\$33,787								
3156a	Walwalling Road	3.74	TMBR	102.87			\$130	\$13,373						
3158a	Matthews Road	0.21	TMBR	99.72					\$130	\$12,964				
3159a	Matthews Road	0.58	TMBR	143.47									\$130	\$18,651
3162a	Roses Road	2.57	TMBR	144.09									\$130	\$18,732
3163a	Jaensch Road	1.45	TMBR	184.60			\$130	\$23,998						
4834	Brookton Kweda Road	26.16	TMBR	183.18			\$130	\$23,813						
4863	York Williams Road	14.52	TMBR	218.24					\$130	\$28,371				
4878a	Brookton Kweda Road	37.62	TMBR	196.56							\$130	\$25,553		
5156	North Nalya Road	5.14	RC	47.16									\$65	\$3,065
<u>Specific Repairs as Required</u>					2	\$10,000	4	\$20,000	3	\$15,000	2	\$10,000	4	\$20,000
<u>Routine Maintenance</u>						\$45,000		\$45,000		\$45,000		\$45,000		\$45,000
TOTAL						\$127,315		\$132,013		\$136,692		\$119,570		\$128,833

Total expenditure \$644,423

Rates have been based on \$130 per m2 of deck area for fungicide treatment, end grain sealing & bolt tightening
 Specific repairs to bridges @ \$5,000 per bridge for stringer & corbel maintenance, pile banding, shimming, abutment & sheeting repairs

Frequency	Elements	Activities	
Annual Routine Maintenance	Inspections	Annual Visual Inspections	
	Drainage Deck	- Clean deck gully drains / scuppers / down pipes	
	Drainage Internal	- Clean, repair drainage systems inside abutments	
	Guard railing	Clean / repaint	
		Repair accident damage	
		Install / Replace delineators	
		Replace broken bolts, tighten loose bolts	
	Expansion Joints / Deck Joints	Clean seals	
		Replace broken bolts, tighten loose bolts	
	Bearings	Clean bearings	
	Approaches	Level pavements	
		Lines	
		Kerbs	
	Signs	Width markers, Signs	
	Deck	Clean fascia panels, repair / replace damaged removable panels	
	Other	Remove debris & vegetation from roadway, waterway, under bridge & clear zones	
		Remove Graffiti	
		Clean plaques	
		Maintain landscaping / artwork	
		Minor Scour repairs	
Maintain access doors & security / locks			
Remove fences attached to bridges			
Termites Eradicate			
Maintain Footpaths			
5 Yearly Preventative Maintenance		Superstructure	Seal all exposed timber decking end grain
	Reseal all exposed timber decking end grain		
	Fungicide treatment of timber stringers - spiral grain		
	Fungicide treatment of outside timber stringers		
	Fungicide treatment of ends of wandoos stringers (end spans only)		
	Stringer / corbel bolting and repair splits		
	Substructure	Seal all exposed timber end grain	
		Abutment / wingwall piles	
		Abutment sheeting	
		Halfcaps	
		Fullcaps	
		Braces	
		Walers	
		Reseal all exposed timber end grain	
		Abutment / wingwall piles	
		Abutment sheeting	
		Halfcaps	
		Fullcaps	
		Braces	
		Walers	
		Tighten all existing bolts and fasteners	
		Tighten all existing bolts and fasteners within 1.5m of ground line	
		Fungicide treatment of timber piles at ground line	
		Fungicide treatment of timber piles in permanent water	
		Fungicide treatment of bedlogs and bearers (in contact with ground)	
		Fungicide treatment of timber bearers, pier bedlogs (off ground)	
Pile banding and repair splits			
Marine organism protection			
As Works - as required		Repair gaps in the abutment / wingwall sheeting	
		Repair rotten abutment / wingwall sheeting - new timber sheet.	

Frequency	Elements	Activities
		Scour repairs
		Reinstall wingwall capping
		Remove old bolts - dangerous
		Remove fences off bridge or guardrailing
		Packing of Halfcaps
		Packing of Stringers and Corbels
		Guardrail maintenance - Replace fishtails with bullnoses
		Treatment of decking planks - top surface
		Treatment (fungicide) of gravel pavement

Bridge No.	Road Name	SLK	Crossing	Type	No Spans	Length	Width	Width B/K	Deck Area	Head room	Built	Concrete Overlay	Last Detailed Inspection	Required description of works, shown on level one inspection reports (February 2022)
3143	Yeo Road	2.35	South Avon River (Old Rustic Bridge)	Timber	6	37.85	7.83	7.24	296.37	2.20	25-Jun-1965	01-Jan-1924	26-Jul-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & pile banding, Piles 3, 4 & especially 5 on Pier 2 need urgent investigation & corbel 8 on pier 3 is in poor condition
3144	Brookton Kweda Road	18.59	Nalyaring Brook	Reinforced Concrete	2	12.20	7.35	6.71	89.67	3.00	01-Jan-1963	No	19-Jan-2022	Clear vegetation & debris, termite prevention & width markers installation, width markers need putting on posts and realigning
3146a	Boyagarra Road	17.19	Avon River	Timber	6	38.20	7.12	6.78	271.98	4.20	21-Jun-1984	No	27-Aug-2020	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening, pile banding & scuppers need cleaning, replace two fishtails with bullnoses, abutment 1 (LHS) needs minor sheeting repairs, Stringers & Corbels need bolting in various locations
3150a	Aldersyde North Road	2.96	Avon River	Timber	6	38.38	7.82	7.24	300.13	4.20	01-Sep-1974	17-May-2012	29-Jun-2016	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & pile banding, Piles 3 & 10 abutment 1 are rotten at ground level
3152a	Dangin Mears Road	16.11	Avon River	Timber	4	25.30	7.11	6.80	179.88	3.60	01-Aug-1982	No	27-Feb-2020	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & pile banding, replace two fishtails with bullnoses and armco railing needs retightening to timber posts
3154a	Davis Road	0.26	South Avon River	Timber	6	36.40	7.14	6.84	259.90	3.10	01-Mar-1981	No	18-Sep-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tighten, pile banding & stringers & Corbel bolting, replace two fishtails with bullnoses, pot pile 4 on abutment 1, replace halfcap on pier 5 abutment 2 & pile band on pile 4 pier 3

Bridge No.	Road Name	SLK	Crossing	Type	No Spans	Length	Width	Width B/K	Deck Area	Head room	Built	Concrete Overlay	Last Detailed Inspection	Required description of works, shown on level one inspection reports (February 2022)
3156a	Walwalling Road	3.74	Glenester Brook	Timber	2	14.17	7.26	7.00	102.87	3.20	09-Dec-1983	No	12-Sep-2018	Clear vegetation & debris, fungicide & end grain treatment, bolt tighten, pile banding & stringers & Corbel bolting, windrows need clearing off gravel beam & scuppers & two fishtails need replacing with two bullnoses
3158a	Matthews Road	0.21	Dale River	Timber	2	13.85	7.20	6.90	99.72	4.10	01-Jun-1978	No	14-Aug-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & scuppers require cleaning, width marker need replacing (NE corner), sheeting repairs needed on abutment 2 between piles 3 - 8 & wing capping needs replacing in various locations
3159a	Matthews Road	0.58	Mokine Brook	Timber	3	20.15	7.12	6.82	143.47	2.60	20-Jan-1984	No	03-Jul-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & scuppers require cleaning, two fishtails need replacing with two bullnoses, pothole developing in middle of road & minor sheeting repair needed on abutment 1 between piles 3-4 & 8-9
3162a	Roses Road	2.57	Mangading Brook	Timber	3	20.18	7.14	6.80	144.09	2.40	01-May-1981	No	16-Aug-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & scuppers require cleaning, two fishtails require replacing with two bullnoses, piles 1 & 9 need repair (not urgent) Pile 8 on abutment 1 & piles 1,3 & 4 on pier 1 need banding
3163a	Jaensch Road	1.45	Avon River	Timber	4	26.00	7.10	6.80	184.60	4.20	01-Oct-1979	No	26-Feb-2020	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening, 4 width markers required & various stringers & corbels need bolting, two fishtails require replacing with two bullnoses, pile 1 abutment 1 needs repair (not urgent) Pile 2, 13, 15, 16 & 17 on abutment 1 need banding

Bridge No.	Road Name	SLK	Crossing	Type	No Spans	Length	Width	Width B/K	Deck Area	Head room	Built	Concrete Overlay	Last Detailed Inspection	Required description of works, shown on level one inspection reports (February 2022)
4834	Brookton Kweda Road	26.16	Petercarring Brook	Timber	4	25.80	7.10	6.80	183.18	1.70	01-Aug-1976	No	24-Jul-2019	Clear vegetation & debris, fungicide & end grain treatment, bolt tightening & pile banding, Pile 1 & 10 on abutment 1 & pile 1 on abutment 2 needs concrete repair (not urgent)
4863	York Williams Road	14.52	South Dale River	Timber	4	24.80	8.80	8.20	218.24	3.60	01-Nov-1977	17-May-2012	13-Sep-2018	Clear vegetation & debris, fungicide & end grain treatment, pile banding, deck & scuppers require cleaning, Pile 15 on abutment 1 needs repair (not urgent) Pile 11 & 12 on abutment 2 need banding
4878a	Brookton Kweda Road	37.62	Avon River	Timber	4	25.20	7.80	7.20	196.56	3.80	01-Sep-1979	02-Jul-2014	15-Aug-2019	Clear vegetation & debris, fungicide & end grain treatment & bolt tightening, pieces of wing capping on abutment 2 (left & right sides) need replacing
5156	North Nalya Road	5.14	Nalyaring Gully	Reinforced Concrete	1	6.00	7.86	7.20	47.16	2.40	20-Apr-1994	No	08-Mar-2019	Clear vegetation & debris, four new width marks required, two fishtails require replacing with two bullnoses, deck needs cleaning & corrosion removal to bottom of steel piles
									2,717.82					

12.07.22.02 DEVELOPMENT APPLICATION – SELF BUNDED SEA CONTAINER FOR CHEMICAL STORAGE

File No:	P1003
Date of Meeting:	12 July 2022
Location/Address:	Lot 27 (No. 68 Jose Street, Brookton
Name of Applicant:	Phillip Crute
Name of Owner:	PJ & KL Crute
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	OCM 11.18-06 – 15 November 2018

Summary of Item:

This report relates to a Development Application for a self-bunded sea container for chemical storage.

Description of Proposal:

Self-bunded side opening sea container for storing seed treatment chemicals. The sea container is 6m long, 2.44m wide and 2.59m high. The proposed sea container is setback 14.5 metres from the northern property boundary and approximately 24 metres from the western property. There will be no more than 2000 litres stored at any time, with no chemicals used on the property. The proposed sea container is to ensure seed treatment chemicals are stored securely.

Details provided by the applicant, including a letter and plans are included at Attachment 12.07.22.02A.

Background:

The site contains a dwelling and two sheds. The sheds are used for truck, vehicle and general storage and a workshop. A business has operated for a number of years from this property without incident or complaint.

The applicant obtained development approval from Council on 15 November 2018 to operate an industry rural use - seed grading and cleaning business on the site. The approval limited the business on 68 Jose Street to office administration, maintenance and storage activities with the seed cleaning business occurring off-site. The seed cleaning activity is performed off site on client farms. The previous development approval issued by Council took into account potential land use conflicts that could arise from the neighbouring residential properties.

Consultation:

The Shire invited comments on this current Development Application from adjoining and nearby landowners for 14 days. One submission was received which objected to the application. The submission in part states 'Large quantities of industrial weed poisons should not be held within townsites.'

Statutory Environment:

The proposed sea container for chemical storage is considered ancillary to the approved industry rural use - seed grading and cleaning business.

Relevant Plans and Policy:

There is no Council policy relevant to this application.

Financial Implications:

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

Risk Assessment:

There is a medium 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:

This proposal aligns with Council's Strategic Community Plan 2027 including 'BROOKTON'S small to medium businesses are celebrated, prosperous and diverse.'

Comment:

While noting the objection from one neighbour, the Development Application is conditionally supported given that :

- The proposal is low-key and ancillary to the approved industry rural use - seed grading and cleaning business;
- There is no increased operations and no new or additional chemicals;
- The bunded storage assists to enhance safety and improves storage and current operations; and
- Recommended development conditions and advice can assist to control the use and management of the development.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a self-bunded sea container for seed chemical storage on Lot 27 (No. 68) Jose Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.
2. A maximum of 2000 litres of chemicals are stored on the property at any one time.
3. Suitable measures are taken, to the satisfaction of the local government, to prevent spillage of chemicals into the ground.

Advice Notes

- A) This is not a Building Permit. A Building Permit must be obtained before the commencement of any site and/or development works.
- B) The former development conditions, set out by Council on 15 March 2018, continue to apply.
- C) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- D) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

(Simple majority vote required)

OCM 07.22-07

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Hayden

That Council grant Development Approval for a self-bunded sea container for seed chemical storage on Lot 27 (No. 68) Jose Street, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

1. **The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.**

2. A maximum of 2000 litres of chemicals are stored on the property at any one time.
3. Suitable measures are taken, to the satisfaction of the local government, to prevent spillage of chemicals into the ground.

Advice Notes

- A) This is not a Building Permit. A Building Permit must be obtained before the commencement of any site and/or development works.
- B) The former development conditions, set out by Council on 15 March 2018, continue to apply.
- C) If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.
- D) If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 12.07.22.2A – Application for Development Approval.

LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details			
Full Name: Philip John Crute			
ABN: (if applicable)			
Postal Address: Po Box 193 BROOKTON 6306			
Phone	Work:	Home:	Mobile: 0427280877
Email: philippe@hsspingelly.com.au			
Contact Person for Correspondence:			
The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).			
Signature: <i>Philip Crute</i>			Date: 26/5/2022
Signature:			Date:

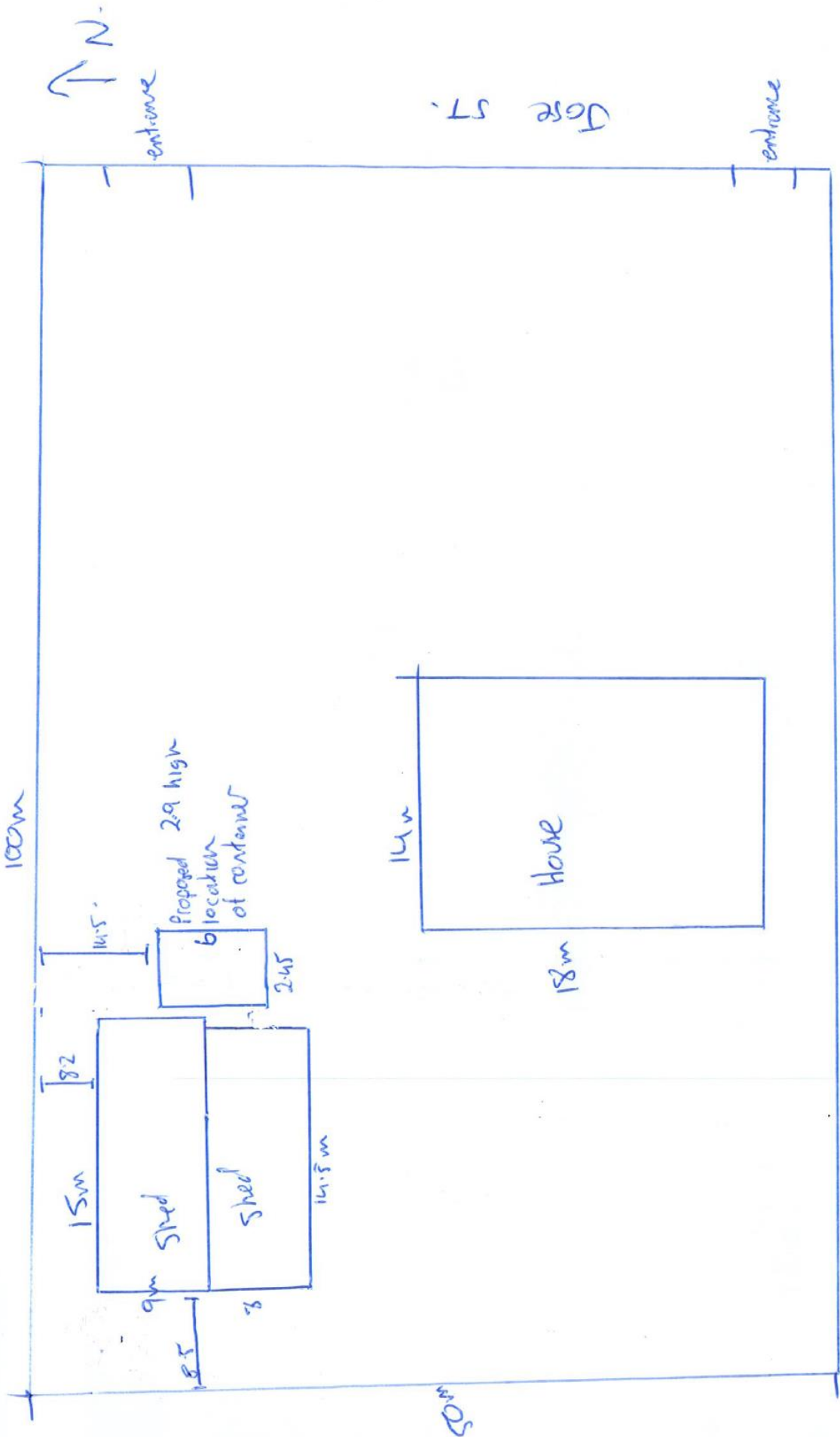
Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Signature:			Date:

Property Details		
Lot No: 27	House/Street No: 68	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants, etc):		
Street Name: Jose St	Suburb: Brookton	
Nearest street intersection: King St		

Proposed Development
Nature of development OR use: <input checked="" type="checkbox"/> Works <input type="checkbox"/> Use <input type="checkbox"/> Works and Use

G:/AA Keyword Structure/Land Use & Town Planning/Town Planning/Forms/Development Application Form 2020

<p>Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p>If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use</p>
<p>Description of the proposed works and/or land use: Grey 30ft sea container for the purpose of storing agricultural chemicals relevant to my business. chemicals are stored only, not used on property. Container is to ensure they are stored securely</p>
<p>Description of exemption claimed (if relevant):</p>
<p>Nature of any existing buildings and/or land use: House, 2 sheds - 1-truck storage and workshop, 2-caravan, general storage</p>
<p>Approximate cost of proposed development: \$13500</p>
<p>Estimated time of completion: 30th June</p>
<p style="text-align: center;">CHECK LIST FOR SUPPORTING DOCUMENTS</p> <p>SITE PLANS</p> <ul style="list-style-type: none"> • Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500 • Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500 • Scale to be notated • North point • Street Name – Lot number and if appropriate house number • Location of existing and proposed buildings on site • Means of access (crossover, driveway, etc.) <p>HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS</p> <ul style="list-style-type: none"> • Details of the proposal • Hours of operation (including operating times during the day and days of operation during the week) • Location of the proposal on site (see Site Plans) • Details of access and parking (see Site Plans) <p>Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.</p>
<p>OFFICE USE ONLY</p> <p>Lodgment Date: <u>24 May 2022</u> Property Assessment No.: _____</p> <p>Fee Payable: <u>\$147-</u> Payment Date: <u>24 May 22</u> Receipt No: <u>35631</u></p>



24th May 2022

To Whom it May Concern:

Additional Information for Application to Install a Side Opening Sea Container at 68 Jose Street Brookton.

The purpose of the Side Opening Sea Container is for the storage of seed treatment chemicals.

Chemicals are all in 5 litre, 10 litre, 20 litre or 110 litre containers, all seed treatment chemicals are either Schedule 5 and Schedule 6 chemicals, and we will have on hand no more than 2000 litres at any one time.

We will be storing the following Seed Treatment Chemical:

- Rancona
- Rancona Dimension
- Vibrance
- Cruiser 350S
- Evergol Energy
- Guardian
- XLFlo
- Zinc Flo
- Maxim XL
- FoliaFlo C

Should you have any questions please contact me on 0427 250 877.

Regards,

Phillip Crute
Director
HSS Pingelly & Districts.

13.07.22 COMMUNITY SERVICES REPORTS**13.07.22.01 REQUEST FOR FEE WAIVER – DALE NEIL**

File No:	CO-006
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kylie Freeman – Community Development Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider not imposing the adopted charge for use of the Brookton Memorial Hall associated with Dale Neil photographic event to be held between 2nd to 11th September 2022 – Supporting Next Generation Brookton – a collaborative community activation event.

Description of Proposal:

Led by Dale Neill, one of WA's leading photography teachers and assisted by photojournalist Des Lewis, a hand-picked group of outstanding photographers will be showcasing their images in a curated exhibition which celebrates the Brookton community.

The aim is to increase visitation to Brookton, provide economic benefit to the town and engage with the town through art, music, history, tourism and culture and provide benefit to the social well-being of the community.

Background:

In 2021 a group of photographers immersed themselves in the rural community of Brookton, the lives and history of the town, to create powerful stories through images. The ethos of the project is not-for-profit and completely aligned to the vision and mission of the Shire of Brookton. That being, building a better Brookton which is a well-recognised business and agricultural hub, a flourishing stop-over destination and a celebrated place to live.

Consultation:

Mr Dale Neil has entered discussions with Kylie Freeman, Community Development Office, in respect to a proposed event.

Statutory Environment:

Local Government Act 1995

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

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

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

Relevant Plans and Policy:

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

Financial Implications:

Under the Council’s 2022-2023 Schedule of Fees and Charges, the following applies:

Memorial Hall - (Commercial and Other Agencies)

Entire Facilities - \$260.00 (daily rate) -(10 days at \$260.00 = \$2600.00)

Bond - \$250 (without alcohol)

Bond - \$500 (with alcohol)

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
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

Function 23 Facilities Management

Action 23.1 - Perform venue/facilities bookings

Comment

In consideration, this initiative is beneficial to the community. It is recommended that Council waive the Memorial Hall fee for the Dale Neil event being held 2nd to 11th September 2022.

OFFICER'S RECOMMENDATION

That Council waive the \$260 per day charge for the Memorial Hall for Dale Neil to host the photographic event scheduled for 2nd – 11th September 2022.

(Simple majority vote required)

OCM 07.22-08

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hayden

That Council waive the \$260 per day charge for the Memorial Hall for Dale Neil to host the photographic event scheduled for 2nd – 11th September 2022

CARRIED BY SIMPLE MAJORITY VOTE 3/1

Attachments

Attachment 15.07.22.01A – Proposal from Dale Neil

FAO: Shire of Brookton

From: Dale Neill, Backroads in Brookton Project

Supporting Next Generation Brookton - Proposal for a collaborative community activation

I would like to present the following proposal to council to deliver an arts community activation in Brookton in collaboration with the Backroads in Brookton Project.

Background to the Backroads in Brookton Project

In 2021 a group of photographers immersed themselves in the rural community of Brookton, the lives and history of the town, to create powerful stories through images. We collaborated with the Brookton community, and utilised Brookton accommodation, local businesses and the CWA catering. Over three days, the photographers interacted with farmers, businesses, townspeople, indigenous people and volunteer groups (St John's Ambulance). The ethos of the project is not-for-profit and completely aligned to the vision and mission of the Shire of Brookton. That being, building a better Brookton which is a well-recognised business and agricultural hub, a flourishing stop-over destination and a celebrated place to live.

Aim of the activation

The aim is to increase visitation to Brookton, provide economic benefit to the town and engage with the town through art, music, history, tourism and culture, to provide benefit to the social well-being of the community. Led by Dale Neill, one of WA's leading photography teachers and assisted by photo-journalist Des Lewis, a hand-picked group of outstanding photographers will be showcasing their images in a curated exhibition which celebrates the Brookton community. We would like to give the opportunity to the Shire of Brookton to collaborate on the opening event and the inaugural exhibition, planned to be held in Brookton. Following Brookton, the exhibition will then be staged in Perth or Fremantle, showcasing the heart of Brookton.

Activation details

The proposed collaboration would include a photographic exhibition and cabaret evening to be held between 3-11 September 2022 in the Memorial Hall and Lesser Hall, Brookton. Zimmer's Apprentices (6-piece band) will be playing at the cabaret opening night, with an opportunity for the local CWA to provide catering and a licensed bar.

Participants of the project will bear the cost of printing and mounting the display images and manning the exhibition (approx. \$200-\$300 per head). In addition, it is anticipated that participants, the band and their partners will utilise local facilities for accommodation and meals during their stay.

Opportunities for the Shire of Brookton

The team at Backroads in Brookton see the project supporting many of the town's priority outcomes ('the Brookton 20') listed in the *Shire of Brookton's Strategic Community Plan 2027*, including:

Brookton 20 outcome	Supported by the project by
2 – Celebrating small to medium enterprise	showcasing photographs and stories of Brookton business and people both in Brookton and in the metropolitan area
8 – Visitation	attracting short term visitors to the town including project participants, their families and friends, neighbouring local community and the broader community of Perth through promotion of the activation
9 – Engaging and empowering Brookton community	supporting local businesses, food and accommodation in hotels and caravan park
14- History, heritage, recreation and culture	showcasing Brookton, through the activation, increases awareness of Brookton on the map, to the broader metropolitan audience. Photos donated to the Shire of Brookton will contribute to archives. Offering art related activities to the community as part of the shire event program.
16 – Community activity and visitor eventing	providing an activation that includes a cabaret evening and an exhibition
18 - Visitor engagement within the Town precinct	project participants, band members and partners and promotion of the exhibition and cabaret in Perth and neighbouring towns
20 - Connection to country	showcasing images and stories of local Aboriginal people and rural communities

The activation will be promoted across the neighbouring towns, and in Perth, including digital marketing and press releases. As part of the collaboration, the Shire of Brookton would be mentioned and their logo included on marketing for the event and cabaret, using the words ‘supported by the Shire of Brookton’.

Backroads in Brookton would like to offer the Shire of Brookton a collection of 30 high-resolution digital images as a historical record for the Shire of Brookton to use for their publications and promotion.

Brookton would be promoted to the wider photography and arts population in Perth through the contacts of Dale Neill, Des Lewis and the project participants. Wildflower tours, murals, astrophotography and historical arts and education projects and could arise as further collaborative community engagement opportunities for the Shire.

Backroads in Brookton would be seeking in-kind support of the memorial hall venue hire from 2 to 11 September as their contribution to the activation.

We hope you will consider this proposal at the upcoming council meeting and look forward to hearing from you.

13.07.22.02 REQUEST FOR FEE DISCOUNT – BI TONE CARAVAN CLUB

File No:	PRO002
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kylie Freeman – Community Development Officer
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

This item seeks Council to consider reducing the adopted charge of the Brookton Caravan Park associated with the Bi-Tone Caravan Club Inc for their visit on Wednesday 5th October 2022.

Description of Proposal:

The Bi-Tone Caravan Club Inc are travelling around the Avon Valley and Wheatbelt areas. The Club require 12 powered sites and 8 unpowered sites. During their stay the members will be sightseeing and visiting local businesses and attractions.

The club anticipate that their members will make local purchases of fuel and refreshments. The request is to discount fees for unpowered caravan sites from \$26.00 to \$21.00 per night.

Background: Nil

Consultation:

Representatives of the Bi-Tone Caravan Club had discussions with Kylie Freeman, Community Development Officer, in respect to a proposed stay at the Brookton Caravan Park.

Statutory Environment:

Local Government Act 1995

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

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.
- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.
- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.
- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

Relevant Plans and Policy:

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

Financial Implications:

Under the Council’s 2022-2023 Schedule of Fees and Charges, the following applies:

Unpowered Site per night	\$26.00
Unpowered Site per night (concession Card Holder)	\$21.00

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 proposal relates to deliver of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the proposal relates to:

Function 23 Facilities Management
Action 23.1 – Perform venue/facilities bookings

Comment

In consideration, this proposed visit is beneficial to our community. It is recommended that Council reduce the fees for the Caravan Park hire for the Bi-Tone Caravan Club members on 5th October 2022.

OFFICER’S RECOMMENDATION

That Council approves a reduced charge of the overnight rate for unpowered caravan sites at the Shire of Brookton Caravan Park for the members of the Bi-Tone Caravan Club for their stay on 5th October 2022 of \$21.00 per site.

(Vote by Absolute Majority required)

OCM 07.22-09

COUNCIL RESOLUTION

MOVED Cr Macnab SECONDED Cr Lilly

That Council approves a reduced charge of the overnight rate for unpowered caravan sites at the Shire of Brookton Caravan Park for the members of the Bi-Tone Caravan Club for their stay on 5th October 2022 of \$21.00 per site.

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

14.07.22 CORPORATE SERVICES REPORTS**14.07.22.01 ADOPTION OF STRATEGIC RESOURCE PLAN 2022/23 – 2036/37**

File No:	
Date of Meeting:	21 July 2022
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and Community
Authorising Officer:	Deanne Sweeney – Manager Corporate and Community
Declaration of Interest:	The author and authorising officer have no interest in this matter.
Voting Requirements:	Simple Majority
Previous Report:	14.06.22.02

Summary of Item:

Council is to consider adoption of the Strategic Resource Plan (SRP) 2022/23 to 2036/37. The SRP combines the Long Term Financial Plan (LTFP) and the Asset Management Plan (AMP) into one document in order to guide the allocation of resources over the next fifteen years to meet our strategic outcomes and objectives. This item was laid on the table at the 16th June 2022 Ordinary Council Meeting.

Description of Proposal:

The Strategic Resource Plan relies on the most current information available for known revenue and expenditure. Future forecasting processes use estimates carefully, to be as accurate, reliable and easily understood as possible. The level of accuracy from assumptions within the Strategic Resource Plan is more likely in the first four years. Later years (5-15) will have a higher reliance on assumptions and subjectivity to variables. The ability to accurately forecast over a long period is likely to be hampered by uncertainties such as the availability of grant funding, fluctuating interest rates, economic trends, as well as demographic change.

The following assumptions and key items are included within the Plan:

- Inflation forecasts at 5.00% in the medium term Year 1 - 3, years then 2.5% have been applied.
- Rate Revenue is forecast to increase 1% over inflation at 6% for years 1 - 3 and at 3.5% for the duration of the Plan. This will allow the long term financial stability of Council.
- Employee expenses have been increased in line with inflation at 5% for years 1-3 and 2.5% thereafter.
- Expenditure is forecast to increase in line with inflation with the exception of depreciation expenses which is impacted by the addition of assets over the term of the plan. Planned renewal for assets is at a lower level than they are depreciating over the term of the plan.
- New debenture of \$600,000.00 is proposed in year 1 of the plan for Infrastructure – Sewerage, with capacity to further increase borrowings from 2028/29.

The Plan demonstrates, that with prudent financial planning, monitoring of rating capacity, and careful assessment of priorities, the Shire of Brookton will be able to achieve and maintain a sound financial position in the long term.

Background:

The Strategic Resource Plan is a fifteen-year rolling plan that aligns with the Corporate Business Plan to activate the Strategic Community Plan priorities. From these processes, annual budgets that are aligned with strategic objectives are developed. The purpose of a SRP is to guide the future direction of Council in a financially sustainable manner. It is designed as a 'high-level' summarised document focusing on the future planning of Council's financial operations, particularly in relation to key components such as rate increases, service levels to the community, asset renewal, reserves and loans.

The SRP provides direction for both the Shire's long term capital investment planning and its operating capacity, indicating long-term financial sustainability and allowing early identification of financial issues and their longer-term impacts. It also shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Forecasting a long-term financial position helps to quantify the future impacts of current decisions and identify the available options to close the gap between revenues and expenditure. It informs decision-making and priority setting and assists in the management of the local government's response to community growth. It also assists the management of cashflow and funding requirements, as well as community assets and financial risk.

Consultation:

Internal consultation has occurred with the executive team, Moore Australia and through briefings with elected members.

Statutory Environment:

Section 5.56(1) and (2) of the Local Government Act requires that each local government is to plan for the future of the district.

Relevant Plans and Policy:

There are no policy implications.

Financial Implications:

The Plan outlines a clear approach for the delivery of services into the future. Year 1 of the Strategic Resource Plan will be the basis for the 2022/23 Budget.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this funding payment aligns to:

Function 3 Integrated Planning and Reporting
Action 3.4 – Review Long Term Financial Plan

Comment:

The Strategic Resource Plan along with the key underpinning assumptions, addresses the risk associated with changes to Council’s financial sustainability.

OFFICER’S RECOMMENDATION

That Council adopts the Shire of Brookton strategic Resource Plan 2022/23 – 2036/37 as included at Attachment 14.07.22.01A provided under separate cover.

(Simple Majority vote required)

OCM 07.22-10

COUNCIL RESOLUTION

MOVED Cr Hayden **SECONDED** Cr Macnab

That Council adopts the Shire of Brookton strategic Resource Plan 2022/23 – 2036/37 as included at Attachment 14.07.22.01A provided under separate cover with the amendment that the following be added at 4.2 Heritage:

“Before the arrival of European settlers Brookton was inhabited by Noongar people. The local Noongar speak the southwestern dialect Kongal-marawar, of the Noongar language. Since time immemorial, the Noongar people have maintained a living cultural, spiritual, familial, and social relationship with Noongar boodja”.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments – (provided under separate cover)

Attachment 14.07.22.01A – Shire of Brookton Draft Strategic Resource Plan 2022-2037

14.07.22.02 RESERVE TRANSFERS 2021/22

File No:	FIN006B
Date of Meeting:	21 July 2022
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is recommended to approve the amendments to the budgeted transfers to reserves for the period ending 30 June 2022.

Description of Proposal:

On review of the budgeted transfers to reserves for the 2021/22 financial year staff have identified that Council is unable to support the budgeted transfers to the Plant and Vehicle Reserve \$545,000 and the Road and Bridge Infrastructure Reserve \$758,764.

This results from several budget accounting errors. These misstatements include:

- the 2021//22 Financial Assistance Grant advance payment received in 2020/21 for the 2021/22 financial year was budgeted to be received in the 2021/22 Budget. This amount was included in the carried forward surplus for the 2021/22 budget as well as a budgeted in the 2021/22 Budget (Roads \$198,197 & General \$249,483), effectively overstating revenue for 2021/22 of \$447,680;
- The 2021/22 Budget included a Net Current Assets (surplus) of \$981,662. The actual surplus included in the audited 2020/21 Annual Financial Report was only \$929,986, overstating available funds by \$51,676; and
- The audited Annual Financial Report for 2020/21 included a movement of Long Service Leave Provision as cash instead of non-cash. This overstated income by \$24,201.

Staff are currently unable to verify the amounts to be transferred to the Plant and Vehicle and Roads and Bridge Reserves for 2020/21, therefore a conservative approach has been recommended to Council.

The Officer has recommended the following transfers to reserves:

Reserve	2021/22 Budget Transfer \$	Recommended Transfer \$	Actual Reserve Balance as at 30 June 2022 \$
Plant and Vehicle	545,000	195,000	458,416
Road and Bridge Infrastructure	758,764	200,000	296,802

Reducing the budgeted transfers will improve the current financial position of Council but will increase the pressure on future strategic expenditure in future budgets where the reserve funds would have been used to complete capital programs.

Background:

Cash reserves are a mechanism to assist in achieving the strategic objectives of the Shire and the decision to allocate cash to a reserve account is made within the context of its implication on the long term financial sustainability of the Shire.

At the end of each financial year the budgeted transfers to reserves are completed. This practice eliminates fluctuations in Council’s annual budget for capital and large purchases.

Consultation:

Internal consultation has occurred between the Chief Executive Officer, Manager Infrastructure and Works and Manager Corporate and Community.

Statutory Environment:

Sections 6.2(4)(e) and 6.11 of the Local Government Act 1995

Relevant Plans and Policy:

Council “2.19 Financial Reserves Policy” is relevant to this report.

Financial Implications:

Council adoption of the Officer’s recommended changes to the budgeted transfers to reserves will ensure a surplus carried forward to 2022/23 Budget estimated at \$900,000.

Risk Assessment:

Should the Council not support the proposed changes to transfers to reserve for 2021/22 there will be a shortfall in municipal cash and a deficit closing position for the 2021/22 financial year.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, this item aligns to:

Function 18 Financial Management

Action 18.1- Prepare annual budgets/conduct statutory budget reviews

Comment

Request Council to endorse the changes to the transfer to reserves for 2021/22 Plant and Vehicle and Road & Bridge Reserve to be able to achieve a Net Current Asset surplus of the 2021/22 advance payment of the financial Assistance Grants for 2021/22.

OFFICER'S RECOMMENDATION

That Council endorses the reduced transfers to reserve for the 2021/22 financial year of:

1. Plant and Vehicle Reserve \$195,000; and
2. Road and Bridge Infrastructure Reserve \$200,000.

(Simple majority vote required)

OCM 07.22-11

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hayden

That Council endorses the reduced transfers to reserve for the 2021/22 financial year of:

- 1. Plant and Vehicle Reserve \$195,000; and***
- 2. Road and Bridge Infrastructure Reserve \$200,000.***

CARRIED BY SIMPLE MAJORITY VOTE 4/0

14.07.22.03 LIST OF PAYMENTS – JUNE 2022

File No:	N/A
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Leigh Anderson – Finance Administration Officer - Creditors
Authorising Officer:	Deanne Sweeney - Manager Corporate and Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item.
Voting Requirements:	Simple Majority
Previous Report:	19 May 2022

Summary of Item

Council is to receive a list of payments completed for the month of June 2022, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is provided to Council at Attachment 14.07.22.02A.

Contained within Attachment 14.07.22.02B is a detailed transaction listing of credit card expenditure paid for the period ended 30 June 2022.

Background:

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's Municipal and Trust funds.

Consultation: Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996

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

- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
- (b) recorded in the minutes of that meeting.

Relevant Plans and Policy

Council policy 2.36 *Procurement* and Council delegations 1.1 *Power to Make Payments* and 1.36 *Purchasing Authority* are relevant.

Financial Implications:

There are no direct financial implications arising from this report.

Risk Assessment

Purchasing and payment activities poses moderate and possible risks across the Shire of Brookton organisation. Purchasing policies reduce and ameliorate these risks.

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

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

Community & Strategic Objectives

This item relates to completion of statutory requirements.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council receive:

1. the list of payments, included at Attachment 14.07.22.03A, made in June 2022 under delegated authority totalling \$447,581.20; and
2. the list of List of Credit Card purchases paid in June 2022, contained within Attachment 14.07.22.03B.

(Simple majority vote required)

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Macnab

That Council receive:

- 1. the list of payments, included at Attachment 14.07.22.03A, made in June 2022 under delegated authority totalling \$447,581.20; and**
- 2. the list of List of Credit Card purchases paid in June 2022, contained within Attachment 14.07.22.03B.**

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 14.07.22.03A – List of Payments for June 2022

Attachment 14.07.22.03B – List of Credit Card Purchases Paid in June 2022

List of Payments for June 2022

Chq/EFT	Date	Name	Description	Amount
928.1	02/06/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$ 278.77
928.1	01/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 7.80
928.1	01/06/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$ 33.00
928.1	02/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.90
929.1	03/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.25
929.1	06/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 8.25
931.1	08/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 13.80
932.1	09/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 9.48
935.1	14/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 0.70
935.1	17/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 1.98
935.1	20/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 8.05
935.1	16/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 3.65

Chq/EFT	Date	Name	Description	Amount
935.1	17/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 5.60
936.1	21/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
937.1	22/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
938.1	23/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 12.90
939.1	24/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.95
940.1	29/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.95
941.1	30/06/2022	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$ 2.20
941.1	30/06/2022	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$ 33.00
DD6112.1	13/06/2022	SYNERGY	612 442 190 - MEMORIAL HALL - USAGE PERIOD 21 MAR 2022 - 23 MAY 2022	\$ 233.33
DD6114.1	14/06/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 4,897.76
DD6114.10	14/06/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 810.40
DD6114.11	14/06/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 642.36
DD6114.12	14/06/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$ 50.00
DD6114.13	14/06/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 247.60
DD6114.2	14/06/2022	I & T BROWN FAMILY SUPER FUND	PAYROLL DEDUCTIONS	\$ 539.24
DD6114.3	14/06/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 618.20
DD6114.4	14/06/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$ 873.72

Chq/EFT	Date	Name	Description	Amount
DD6114.5	14/06/2022	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 235.62
DD6114.6	14/06/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 203.44
DD6114.7	14/06/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 279.38
DD6114.8	14/06/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 315.89
DD6114.9	14/06/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$ 363.84
DD6118.1	15/06/2022	SYNERGY	790 226 320 - COMMUNITY HOUSING COMMON AREA - ACCOUNT PERIOD 22/03/2022-25/05/2022	\$ 213.66
DD6118.2	16/06/2022	SYNERGY	719 082 810 - MADISON SQUARE RETICULATION - ACCOUNT PERIOD 23/03/2022-25/05/2022	\$ 116.37
DD6120.1	16/06/2022	SYNERGY	191 681 400 - UNIT 1 4 MATTHEWS STREET - ACCOUNT PERIOD 25/03/2022-26/05/2022	\$ 1,334.46
DD6123.1	17/06/2022	WATER CORPORATION OF WA	90 07657 07 3 - CARAVAN PARK & WB EVA PAVILION - ACCOUNT PERIOD 23/02/2022-18/05/2022	\$ 644.05
DD6124.1	14/06/2022	TELSTRA CORPORATION	136 1575 300 - ADMINISTRATION BUILDING - 23/05/22- 22/06/2022	\$ 235.73
DD6124.2	14/06/2022	SHIRE OF BROOKTON - MASTERCARD - MCC	CREDIT CARD STATEMENT FOR THE MONTH OF MAY 2022	\$ 870.54
DD6124.3	14/06/2022	SHIRE OF BROOKTON - MASTERCARD - CEO	CREDIT CARD STATEMENT FOR THE MONTH OF MAY 2022	\$ 1,355.63
DD6124.4	14/06/2022	SYNERGY	188 192 270 - OVAL TANK/REC GROUND - ACCOUNT PERIOD 22/03/2022-24/05/2022	\$ 2,914.56
DD6124.5	14/06/2022	SHIRE OF BROOKTON - MASTERCARD - CESM	CREDIT CARD STATEMENT FOR THE MONTH OF MAY 2022	\$ 4.00
DD6124.6	14/06/2022	SHIRE OF BROOKTON - MASTERCARD - MIE	CREDIT CARD STATEMENT FOR THE PERIOD 1/07/2021- 31/05/2022	\$ 4.00
DD6128.1	20/06/2022	SYNERGY	386 628 200 - SEWERAGE POND PUMP - ACCOUNT PERIOD 28/04/2022-30/05/2022	\$ 3,397.16

Chq/EFT	Date	Name	Description	Amount
DD6131.1	21/06/2022	TELSTRA CORPORATION	3063520757 - TELSTRA MOBILE ACCOUNT SERVICE CHARGES, BMO TELSTRA SERVICE CHARGE, CEO TELSTRA SERVICE CHARGE, PWS TELSTRA SERVICE CHARGE, MIE TELSTRA SERVICE CHARGE, MCC TELSTRA SERVICE CHARGE, SEWERAGE PUMP STATION ALARM TELSTRA SERVICE CHARGE, CARAVAN PARK CARETAKER TELSTRA SERVICE CHARGE, CESM TELSTRA SERVICE CHARGE, SWIMMING POOL PHONE TELSTRA SERVICE CHARGE, LEADING HAND TELSTRA SERVICE CHARGE	\$ 776.97
DD6134.1	22/06/2022	SYNERGY	502 310 670 - 184 STREET LIGHTS - ACCOUNT PERIOD 2/05/2022-01/06/2022	\$ 3,470.88
DD6143.1	28/06/2022	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$ 4,704.78
DD6143.10	28/06/2022	ROD EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 633.92
DD6143.11	28/06/2022	I & T BROWN FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$ 539.24
DD6143.12	28/06/2022	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$ 50.00
DD6143.13	28/06/2022	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 247.60
DD6143.2	28/06/2022	AUSTRALIANSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$ 623.06
DD6143.3	28/06/2022	SANDHURST TRUSTEES	PAYROLL DEDUCTIONS	\$ 873.72
DD6143.4	28/06/2022	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 235.62
DD6143.5	28/06/2022	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$ 116.25
DD6143.6	28/06/2022	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$ 90.64
DD6143.7	28/06/2022	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 279.38
DD6143.8	28/06/2022	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 318.05
DD6143.9	28/06/2022	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 811.11
DD6146.1	28/06/2022	SYNERGY	ELECTRICITY SUPPLY CHARGE 11/05/22 - 07/06/22	\$ 1,233.24
EFT13335	08/06/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 103.99

Chq/EFT	Date	Name	Description	Amount
EFT13336	08/06/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
EFT13337	08/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 60.00
EFT13338	08/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 732.10
EFT13339	10/06/2022	3E ADVANTAGE PTY LTD	PRINTING COSTS 01/05/22 - 31/05/22 FOR PHOTOCOPIER	\$ 1,175.24
EFT13340	10/06/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	FLOODLAMP, LAMP, STEP, HEADLIGHT GAURD, INDICATOR LIGHT GUARD FOR PG9	\$ 829.02
EFT13341	10/06/2022	AMAZING 50'S CATERING	COUNCIL CATERING - 19 MAY 2022 COUNCILLOR DINNER	\$ 250.00
EFT13342	10/06/2022	AMPAC DEBT RECOVERY	DEBT RECOVERY SERVICES MAY 2022	\$ 773.05
EFT13343	10/06/2022	ASPHALT WEST	SURFACING AREA 400M2 RICHARDSON STREET SURFACING AREA OF APPROXIMATELY 413M ² WITH 10MM GRANITE ASPHALT TO AN AVERAGE THICKNESS OF 30MM,	\$ 16,720.00
EFT13344	10/06/2022	AUSTRALIA POST	POSTAGE COSTS FOR MAY 2022	\$ 137.06
EFT13345	10/06/2022	B & N EYRE BROOKTON NEWSAGENCY	NEWSPAPER ORDER FOR MAY 2022, NEWSPAPERS SUPPLIED MARCH 2022 WEST AUSTRALIAN, PINGELLY TIMES	\$ 173.42
EFT13346	10/06/2022	BALCO AUSTRALIA PTY LTD	CANCELLED BOOKINGS 10812047/10812048/10812039 (3 NIGHTS)	\$ 390.00
EFT13347	10/06/2022	BARRY KEITH WATTS	Rates refund for assessment A237 125 BODEY STREET BROOKTON 6306	\$ 260.80
EFT13348	10/06/2022	BOC GASES	OXY BOTTLE HIRE MAY 2022	\$ 56.49
EFT13349	10/06/2022	BROOKTON DELI	SANDWICHES & CAKE WEDNESDAY 20TH APRIL 2022 @ 10:30AM	\$ 117.00
EFT13350	10/06/2022	BROOKTON PLUMBING	121 ROBINSON ROAD BROOKTON - REMOVE EXISTING UNAUTHORIZED SEWER CONNECTION - REPAIR MAIN PIPELINE - INSTALL NEW CONNECTION TO REGULATIONS - CONTACT RICK GILL FOR PHOTO OPPORTUNITY OF WORKS CARRIED OUT - BACKFILLING AND MAKING THE AREA CLEAR AND SAFE	\$ 4,995.15
EFT13351	10/06/2022	BROOKTON RURAL TRADERS	MEMORIAL PARK - 15 X HUNTER POPUP, 20 X 3/4 BSP BUSH	\$ 5,919.56

Chq/EFT	Date	Name	Description	Amount
EFT13352	10/06/2022	BROOKTON TYRE SERVICE	AS PER QUOTE 6744 4 X TYRES FOR PPT1	\$ 1,732.50
EFT13353	10/06/2022	BUILDING & ENERGY	BSL LEVY SEPTEMBER 2021 TO MAY 2022	\$ 2,727.69
EFT13354	10/06/2022	CITY OF KALAMUNDA	STATUTORY BUILDING SURVEYING SERVICES PROVIDED TO THE SHIRE OF BROOKTON, AS PER MEMORANDUM OF UNDERSTANDING AND SHARED SERVICES AGREEMENT BETWEEN THE CITY OF KALAMUNDA AND THE SHIRE OF BROOKTON. UP TILL 30 JUNE 2022	\$ 918.00
EFT13355	10/06/2022	CORSIGN WA PTY LTD	POSTS FOR BROOKTON KWEDA RRG	\$ 1,814.45
EFT13356	10/06/2022	DANIEL ROCK	CANCELLED BOOKING 11/05/22	\$ 130.00
EFT13357	10/06/2022	DEREK WEBSTER	CANCELLED BOOKING 04/06 - 06/06/22 POWERED SITE	\$ 52.00
EFT13358	10/06/2022	DFES	LGGS - CAPITAL GRANT 1HOI412 IVECO EUROCARGO (FIRETRUCK)	\$ 8,981.84
EFT13359	10/06/2022	DIGGA WEST & EARTHPARTS WA	A1-06-TC 150MM TUNGSTEN AUGER	\$ 484.00
EFT13360	10/06/2022	FULLPOWER ELECTRICS (WA) PTY LTD	UNIT 4 40 WHITE STREET BROOKTON - SUPPLY, INSTALL AND HIRE OF POWER MONITOR FOR SEVEN DAYS	\$ 874.50
EFT13361	10/06/2022	G & M DETERGENTS AND HYGIENE SERVICES	1X 48 ROLLS TOILET PAPER REGAL, 1X PACK JUMBO ROLLS, 1X 5LTR TOILET CLEANER, 1X DISINFECTANT (FLOWERS SMELL), 3X HAND ROLL TOWEL, 1X 3KG TOILET BLOCKS,	\$ 1,307.20
EFT13362	10/06/2022	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD STATEMENT MAY 2022	\$ 906.32
EFT13363	10/06/2022	GREEN ELEVEN	STRATEGIC COMMUNITY PLAN AND CORPORATE PLAN DRAFT AND PRESENTATION TO COUNCIL	\$ 7,150.00
EFT13364	10/06/2022	H RUSHTON & CO	TRANSPORT PR9 TO BARTRAM ROAD	\$ 1,219.82
EFT13365	10/06/2022	INTEGRATED ICT	IT SUPPORT AS PER MANAGED SERVICE AGREEMENT	\$ 4,597.90
EFT13366	10/06/2022	INTERFIRE AGENCIES (AUST) PTY LTD	FIREFIGHTING JACKETS, TROUSERS, GLOVES, HELMETS	\$ 9,451.06
EFT13367	10/06/2022	JULIE CARR	CANCELLED BOOKING 10723427 13/05 - 19/05/22	\$ 150.00
EFT13368	10/06/2022	LANDGATE (DOLA)	RURAL UV GENERAL REVALUATION 2021/2022 RURAL UV GEN VALS FIRST 500 SHARED	\$ 7,336.80
EFT13369	10/06/2022	LES VIDOVICH	TELSTRA 24/05/22 - 02/06/22 REIMBURSEMENT OF INTERNET	\$ 87.74

Chq/EFT	Date	Name	Description	Amount
			EXPENSES AS PER EMPLOYMENT CONTRACT	
EFT13370	10/06/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LGPRO - GRANT WRITING AND BUSINESS CASE DEVELOPMENT WORKSHOP 8 & 9 AUGUST 2022	\$ 1,225.00
EFT13371	10/06/2022	MAJOR MOTORS PTY LTD	PARTS AND TO REPAIR 1DUD178, BATTERY, ALTERNATOR BELT, FRONT BRAKE LININGS	\$ 1,892.79
EFT13372	10/06/2022	MAYDAY RENTAL	DRY HIRE EXCAVATORS 19/04/22 - 30/04/22 PLUS MOB CHARGE	\$ 10,769.00
EFT13373	10/06/2022	MCINTOSH & SON	PARTS & LABOUR TO REPAIR BH4 - BO5418 2012 CASE 581PC5 BACKHOE	\$ 1,924.74
EFT13374	10/06/2022	NATALIE RAE ATKINS	GROUP & INDIVIDUAL PORTRAITS OF COUNCILORS & SHIRE EMPLOYEES	\$ 250.00
EFT13375	10/06/2022	NOURISH BROOKTON	MONTHLY PURCHASES FOR MAY 2022	\$ 452.75
EFT13376	10/06/2022	RAC BUSINESS WISE	RENEWAL BUSINESSWISE ABSOLUTE 01BO, 1BO, 7BO, BO659	\$ 792.00
EFT13377	10/06/2022	RESONLINE	MAY 2022 ROOM MANAGER MONTHLY FEE	\$ 220.00
EFT13378	10/06/2022	RURAL INFRASTRUCTURE SERVICES	CONSULTANCY SERVICES - FOR DELIVERY OF TRAFFIC REVIEW REPORT FOR BODEY ST & KING ST	\$ 5,115.00
EFT13379	10/06/2022	SHIRE OF BROOKTON - TRUST TRANSFERS	CORRECTION OF FORFEITED BONDS FROM BATCH 6076	\$ 150.00
EFT13380	10/06/2022	SHIRE OF CUBALLING	HIRE OF BOMAG ROLLER 3.5 HRS, HIRE OF SEMI & FLOAT 2 HOURS	\$ 777.50
EFT13381	10/06/2022	SOUTH REGIONAL TAFE	TRIM AND CUT HARVESTED TREES UNIT OF COMPETENCY IS FWPHAR2209 X 3 EMPLOYEES	\$ 194.40
EFT13382	10/06/2022	STUMPY'S GATEWAY ROADHOUSE	WORKS DEPARTMENT PURCHASES FOR APRIL 2022	\$ 433.30
EFT13383	10/06/2022	TOLL TRANSPORT PTY LTD	TOLL DELIVERY (PPE SAFETY GEAR) RELATES TO INTERFIRE AGENCY 4 BOXES OF CLOTHING	\$ 109.11
EFT13384	10/06/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES 10/05 & 20/05/22	\$ 654.50
EFT13385	10/06/2022	WA HINO SALES & SERVICES	SERVICE OF HINO TIPPER - BO 5593	\$ 3,383.45

Chq/EFT	Date	Name	Description	Amount
EFT13386	10/06/2022	WA LOCAL GOVERNMENT ASSN	CR HARTL UNDERSTANDING LOCAL GOVERNMENT WEDNESDAY, 27 APRIL 2022	\$ 305.00
EFT13387	10/06/2022	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE OF ARCHIVE BOXES 26/04 - 25/05/2022	\$ 49.20
EFT13388	15/06/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 103.99
EFT13389	15/06/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
EFT13390	15/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 60.00
EFT13391	15/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 732.10
EFT13392	20/06/2022	ALDERSYDE AGRICULTURAL HALL INC	COMMUNITY CHEST FUND DONATION - MAY 2022 COUNCIL MEETING	\$ 5,500.00
EFT13393	20/06/2022	ATO	BAS RETURN MAY 2022	\$ 35,657.94
EFT13394	29/06/2022	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$ 103.99
EFT13395	29/06/2022	LGRCEU	PAYROLL DEDUCTIONS	\$ 20.50
EFT13396	29/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 60.00
EFT13397	29/06/2022	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$ 732.10
EFT13398	30/06/2022	AFGRI EQUIPMENT AUSTRALIA PTY LTD	SKID PLATE & MIRROR	\$ 1,535.88
EFT13399	30/06/2022	ARMADALE GLASS	ADMINISTRATION CENTRE - SUPPLY AND INSTALL SLIDING GLASS DOOR SET WITH HIGHLITE AND SUNDRY ITEMS	\$ 4,930.00
EFT13400	30/06/2022	B & N EYRE BROOKTON NEWSAGENCY	1X 12 PK A4 DOCUMENT WALLETS, 12X DOCUMENT WALLET, 2X A4 BINDING CLEAR SHEETS, 1X CORDLESS MOUSE, 2X 50PK PENS (BLUE), 1X WHITEBOARD CLEANER 500ML, 1X 6PK WHITEBOARD MARKERS, 1X LIPTON TEA BAGS 1000PK, 2X 20PK AA BATTERIES, 1X DESK ORGANISER, 4X A4 COPY PAPER REFLEX & 1X A3 COPY PAPER REFLEX	\$ 789.89
EFT13401	30/06/2022	BALCO AUSTRALIA PTY LTD	CANCELLED BOOKING 10844047	\$ 390.00

Chq/EFT	Date	Name	Description	Amount
EFT13402	30/06/2022	BARRY KEITH WATTS	4TH QUARTER 2022 - COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$ 1,213.12
EFT13403	30/06/2022	BEDFORD ARMS HOTEL	4 X COUNCILLOR DINNERS FOR JUNE COUNCIL MEETING	\$ 206.00
EFT13404	30/06/2022	BOC GASES	OXY BOTTLE HIRE 29/05/22 - 27/06/22	\$ 54.66
EFT13405	30/06/2022	BROOKTON RURAL TRADERS	1 X VACUUM CLEANER BAGLESS 2400 ONIX - \$109.00 2 X 12 PIECE DINNER SET WHITE MODE HOME - \$15.00 EA 2 X STEAK KNIFE SET 4 SS - \$17.50 EA 4 X PYROLUX IGNITE SAUCEPAN 20CM - \$49.50EA 2 X BUNDANOON TUBE MUG MONOCHROME HEM - SET OF 4 - \$14.95EA 2 X KNIFE STARTER SET 3 PIECE - \$12.50 EA 2 X CULINARY CO DUO 16 PIECE DINNER SET GREY & WHITE - \$50.00EA 2 X SCISSOR GEN PURP LGE BLK HDLE LASER - \$11.00 EA 2 X BAKEMASTER BAKING TRAY 35X25CM - \$10.00EA 2 X BROOM KITCHEN LIGHT FILL HDL EASY CLEAN - \$10.99EA 4 X EQUIP MARBLE FRYPAN GREY 26CM - \$30.00EA	\$ 2,682.91
EFT13406	30/06/2022	BROOKTON TYRE SERVICE	2 X TYRES FOR PU34 - 33BO 2020 GLX MR MITSUBISHI TRITON 4X4 AUTO	\$ 660.00
EFT13407	30/06/2022	BURKE ELECTRICAL SERVICES	BROOKTON OVAL LIGHT TOWERS - REMOVE, REPOSITION & REINSTALL ALL LIGHT TOWERS INCLUDING ALL WORKS, MATERIALS AND CERTIFICATION AS PER QUOTATION DATED 27	\$ 17,594.50
EFT13408	30/06/2022	CDA AIR & SOLAR	SPLIT SYTEM DISPLAY FAULT F4, RESET & SERVICED	\$ 239.35
EFT13409	30/06/2022	CE HARTL	4TH QUARTER 2022 - COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$ 1,696.96
EFT13410	30/06/2022	CHARLENE HAYDEN	4TH QUARTER 2022 - COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$ 1,415.84
EFT13411	30/06/2022	DAWSONS CONCRETE & REINFORCING	CONCRETE PAD 2500 X 2600 X 100 - CARAVAN PARK UPGRADE	\$ 825.00

Chq/EFT	Date	Name	Description	Amount
EFT13412	30/06/2022	DEANNE SWEENEY	INTERNET REIMBURSEMENT APRIL, MAY, JUNE 2022	\$ 194.97
EFT13413	30/06/2022	EDGE PLANNING & PROPERTY	PLANNING SERVICES IN MAY (8 HOURS)	\$ 1,100.00
EFT13414	30/06/2022	FELTON INDUSTRIES	CARAVAN PARK UPGRADE - STAGE 1 GEN ECOTREND SHELTERED PARK SETTING INC DELIVERY	\$ 5,467.00
EFT13415	30/06/2022	FLEET FITNESS	GYM EQUIPMENT FITBALLS, BALANCE CUSJION, STRENGHT BANDS, FOAM ROLLERS, KETTLEBELL, PARTS DRIVE BELT, POP PIN, TOP PLATE	\$ 1,789.40
EFT13416	30/06/2022	FUELCO AUSTRALIA PTY LTD	REPLACEMENT SCREEN FOR FUEL BOWSER AT DEPOT INCL FREIGHT	\$ 1,344.94
EFT13417	30/06/2022	FULL CIRCLE DESIGN SERVICES	BROOKTON MEMORIAL HALL SECTION J AND ESD SD	\$ 6,600.00
EFT13418	30/06/2022	FULLPOWER ELECTRICS (WA) PTY LTD	4.5KG ABE POWDER FIRE EXTINGUISHER	\$ 88.00
EFT13419	30/06/2022	G & M DETERGENTS AND HYGIENE SERVICES	2 X DEODORISERS, 1 X GLOVE XL, 2 X HAND TOWEL, 4 X HAND TOWEL DISPENSER	\$ 951.00
EFT13420	30/06/2022	G&J SUCKLING RADIO & TELEVISION SERVICE	RETURN CALL TO CHECK ON PREVIOUS REPAIRS	\$ 104.80
EFT13421	30/06/2022	GF & KJ BASSETT PTY LTD	CARAVAN PARK - 2 X LOADS OF 'LOOSE' SAND	\$ 440.00
EFT13422	30/06/2022	GREAT SOUTHERN FUEL SUPPLIES	5000LTR OF DIESEL AT \$2.23762 PER LITRE INC	\$ 11,143.66
EFT13423	30/06/2022	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTION 26/04/22 - 31/05/22	\$ 13,333.46
EFT13424	30/06/2022	GREEN ELEVEN	STRATEGIC COMMUNITY PLAN AND CORPORATE BUSINESS PLAN BOOKLET DESIGN, MONTHLY AND ANNUAL MONITORING AND REPORTING SYSTEM	\$ 9,487.50
EFT13425	30/06/2022	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	BROOKTON STANDPIPE REMOTE ACCESS OPERATIONAL COSTS 01/01/22 - 30/06/22	\$ 1,284.25
EFT13426	30/06/2022	INTEGRATED ICT	TRAVEL COSTS FOR SERVER ISSUES	\$ 1,258.90
EFT13427	30/06/2022	JES-KY BUILDING AND SUPPLIES	YOUTH PRECINCT - SUPPLY MATERIALS AND LABOUR REQUIRED TO ERECT SWINGSET AS SUPPLIED	\$ 4,215.00
EFT13428	30/06/2022	KAREN BOWRON	RATES REFUND FOR ASSESSMENT A2595 3462 BROOKTON- CORRIGIN ROAD KWEDA 6306	\$ 1,212.57

Chq/EFT	Date	Name	Description	Amount
EFT13429	30/06/2022	KATRINA LOUISE CRUTE	4TH QUARTER 2022 - COUNCILLOR PAYMENT, COUNCILLOR SITTING FEES, PRESIDENTS & DEPUTY ALLOWANCE, COUNCILLOR TRAVEL EXPENSES	\$ 3,720.84
EFT13430	30/06/2022	LGIS RISK MANAGEMENT	REGIONAL RISK CO-ORDINATOR FEE 2021-2022 2ND INSTALLMENT	\$ 6,765.00
EFT13431	30/06/2022	LINFIRE CONSULTANCY	SITE INSPECTION AND COPLIANCE ADVICE, BMP	\$ 2,541.26
EFT13432	30/06/2022	MARILYN GAIL MACNAB	4TH QUARTER 2022 - COUNCILLOR SITTING FEES & TRAVEL EXPENSES	\$ 1,905.20
EFT13433	30/06/2022	MOORE AUSTRALIA (WA) PTY LTD	2022/23 ANNUAL BUDGET STATUTORY TEMPLATE	\$ 825.00
EFT13434	30/06/2022	NARROGIN AUTO ELECTRICS	PURCHASE CEL-FI BOOSTERS TO 4 BUSH FIRE TENDERS:	\$ 5,550.00
EFT13435	30/06/2022	NARROGIN CARPETS & CURTAINS	WB EVA PAVILION - PLEASE SUPPLY AND INSTALL REPLACEMENT SCOTIA TRIM WHERE REQUIRED	\$ 100.00
EFT13436	30/06/2022	NARROGIN QUARRY OPERATIONS	240 TONNE ROAD BASE + EXTRA LOAD	\$ 2,351.55
EFT13437	30/06/2022	NEIL WALKER	4TH QUARTER 2022 MEMB COUNCILLORS FEES/EXPENSES/ALLOWANCES	\$ 2,218.15
EFT13438	30/06/2022	OFFICEWORKS BUSINESS DIRECT	MILK UHT 150ML X 64 = \$49.90 TEA BAGS X 500 = \$44.98 DELIVERY = \$5.95 FOR CHALETs	\$ 100.83
EFT13439	30/06/2022	RM SURVEYS	TOPOGRAPHIC SURVEY AT BROOKTON MEMORIAL	\$ 7,458.01
EFT13440	30/06/2022	SECURUS	ADMINISTRATION CENTRE - COST FOR TECHNICIAN TO ATTEND SITE REPLACING CURRENT MONITORED ALARM BATTERY AND TO SERVICE ALARM SYSTEM.	\$ 220.00
EFT13441	30/06/2022	SHANAE D'VAUZ	CANCELLED CARAVAN PARK BOOKING 10850782 17/06/22 - 18/06/22	\$ 130.00
EFT13442	30/06/2022	SHIRE OF PINGELLY	GRAVE DIGGING DUE TO SHIRE OF BROOKTON BACKHOE IN PERTH UNDER REPAIR 12/04/22	\$ 2,332.00
EFT13443	30/06/2022	SPIRITED THINKING PTY LTD	MEMORIAL HALL DESIGN - STAGE 1.1 - PREPARATION, WORKSHOP, SITE VISIT, COMMUNITY ENGAGEMENT - PREPARATION	\$ 5,126.00

Chq/EFT	Date	Name	Description	Amount
EFT13444	30/06/2022	STEPHEN CARRICK ARCHITECTS PTY LTD AS TRUSTEE FOR THE S&S CARRICK FAMILY TRUST	ARCHITECTURAL CONSULTANCY SERVICES FOR THE PROPOSED BROOKTON MEMORIAL HALL REFURBISHMENT AND EXPANSION (DETAILED DESIGN DRAWINGS)	\$ 16,384.42
EFT13445	30/06/2022	TAMARA LILLY	4TH QUARTER 2022 - COUNCILLOR SITTING FEES	\$ 1,700.00
EFT13446	30/06/2022	TOLL TRANSPORT PTY LTD	TOLL DELIVERY (PPE SAFETY GEAR) RELATES TO INTERFIRE AGENCY	\$ 32.77
EFT13447	30/06/2022	WA CONTRACT RANGER SERVICES	RANGER SERVICES 26/05/22, 30/05/22, 02/06/22, 08/06/22	\$ 1,683.00
18510	28/06/2022	CASH - SHIRE OF BROOKTON	TILL FLOAT BROOKTON CRC	\$ 200.00
PAYROLL	14/06/2022	SALARIES & WAGES	WEEK 50 PPE 14/06/22	\$54,126.83
PAYROLL	28/06/2022	SALARIES & WAGES	WEEK 52 PPE 28/06/22	\$46,645.54
			TOTAL	\$ 447,581.20

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Name	Description	Amount
DD6124.2	14/06/2022	IBIS STYLES ALBANY	LEADING HAND WALGA BRIDGE INSPECTION COURSE	\$286.20
		HEARTH HOUSE	6'-8' STANDARD STEEL COWL WITH GALVANISED COLLAR	\$98.88
		SYNERGY	SEWERAGE POND METER	\$477.97
		SYNERGY	SEWERAGE POND METER	\$3.49
		BENDIGO BANK	CARD FEE	\$4.00
			TOTAL	\$870.54

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Name	Description	Amount
DD6124.3	14/06/2022	VISTA PRINT	250X BUSINESS CARDS FOR L VIDIOVICH	\$34.98
		BIG W ONLINE	2X SPACE VAC STORAGE VACUUM SEAL STORAGE BAGS - 6 PACK PLUS DELIVERY	\$79.90
		TRACK MY RIDE	INVOICE TMR35621	\$286.85
		OTTERBOX HONG KONG LTD	2 X GALAXY S22 CASE	\$125.90
		TRACK MY RIDE	ANNUAL SUBSCRIPTION	\$300.00
		VIBE SUBIACO	ACCOMODATION FOR COUNCILLOR TRAINING 9&10 MAY 22	\$224.00
		BENDIGO BANK	CARD FEE	\$4.00
		TRACK MY RIDE	ANNUAL SUBSCRIPTION	\$300.00
			TOTAL	\$1,355.63

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Name	Description	Amount
DD6124.5	14/06/2022	BENDIGO BANK	CARD FEE	\$4.00
			TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - MIE

Direct Debit	Date	Name	Description	Amount
DD6124.6	14/06/2022	BENDIGO BANK	CARD FEE	\$4.00
			TOTAL	\$4.00

14.07.22.04 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30th JUNE 2022

File No:	N/A
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Finance Officer
Authorising Officer:	Deanne Sweeney - Manager Corporate & Community
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	31 May 2022

Summary of Item:

The Statement of Financial Activity for period ending 30 June 2022 together with associated commentaries are present for Council’s consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 30 June 2022, as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review required by law, between 1 January and 31 March of each year pursuant to the *Local Government (Financial Management) Regulations 1996* (Regulation 33A).

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.07.22.04A.

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

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

Community & Strategic Objectives:

Responsible financial management is critical to deliver on the Strategic Community Plan.

The Corporate Business Plan determines the local government’s resource allocations which form the construction of the Annual Budget. The financial statements thus measure performance against the Corporate Business Plan by providing comparatives against the Annual Budget.

This item relates to delivery of core business and services detailed in the Shire of Brookton Corporate Compendium – May 2018, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

Specifically, the contract services supports the following Business Unit and Functions:

- 18. *Financial Control*
 - 18.2 *Conduct external/internal audits and reporting*
 - 18.4 *Review/Manage financial investments*
 - 18.5 *Process rates, other revenues, timely payments*

Comment

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

OFFICER'S RECOMMENDATION

That Council

1. Receives the Monthly Statements of Financial Activity for the 30 June 2022, in accordance with Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1995* as presented in Attachment 14.07.22.04A.

OCM 07.22-13

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Lilly

That Council receives the Monthly Statements of Financial Activity for the 30 June 2022, in accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995 as presented in Attachment 14.07.22.04A.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 14.07.22.04A – Statement of Financial Activity for period ended 30 June 2022.

Shire of Brookton
MONTHLY FINANCIAL REPORT
For the Period Ended 30 June 2022

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Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 June 2022

	Note	Adopted Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) (c)	Var. % (b)-(a)/(b) 9	Var.
		\$		\$	\$	\$	%	
Operating Revenues								
Governance		23,510	23,510	23,510	16,947	(6,563)	(27.92%)	⊖
General Purpose Funding		1,886,516	1,179,938	1,179,938	1,748,588	568,650	48.19%	⊕
Law, Order and Public Safety		315,963	1,065,933	1,065,933	645,397	(420,536)	(39.45%)	⊖
Health		300	300	300	127	(173)	(57.58%)	⊖
Education and Welfare		65,906	65,906	65,906	59,644	(6,262)	(9.50%)	⊖
Housing		71,296	88,296	88,296	126,221	37,925	42.95%	⊕
Community Amenities		404,681	475,521	475,521	482,268	6,747	1.42%	⊕
Recreation and Culture		36,101	36,101	36,101	45,142	9,041	25.04%	⊕
Transport		684,303	684,303	684,303	684,194	(109)	(0.02%)	⊖
Economic Services		100,160	149,160	149,160	191,260	42,100	28.22%	⊕
Other Property and Services		27,000	29,000	29,000	36,088	7,088	24.44%	⊕
Total (Excluding Rates)		3,615,736	3,797,968	3,797,968	4,035,876	237,908	6.26%	
Operating Expense								
Governance		(569,257)	(464,810)	(464,810)	(469,871)	(5,061)	1.09%	⊖
General Purpose Funding		(250,387)	(250,387)	(250,387)	(216,978)	33,409	13.34%	⊕
Law, Order and Public Safety		(470,954)	(460,954)	(460,954)	(461,581)	(627)	(0.14%)	⊖
Health		(25,294)	(25,294)	(25,294)	(24,321)	973	3.85%	⊕
Education and Welfare		(163,573)	(147,073)	(147,073)	(123,716)	23,357	15.88%	⊕
Housing		(241,917)	(231,917)	(231,917)	(184,763)	47,154	20.33%	⊕
Community Amenities		(573,400)	(565,400)	(565,400)	(457,186)	108,214	19.14%	⊕
Recreation and Culture		(1,044,540)	(1,021,295)	(1,021,295)	(869,718)	151,577	14.84%	⊕
Transport		(3,571,833)	(3,533,903)	(3,533,903)	(3,119,083)	414,820	11.74%	⊕
Economic Services		(257,475)	(255,275)	(255,275)	(244,993)	10,282	4.03%	⊕
Other Property and Services		(406,383)	(395,482)	(395,482)	(334,032)	61,450	15.54%	⊕
Total		(7,575,013)	(7,351,790)	(7,351,790)	(6,506,242)	845,548	11.50%	
Funding Balance Adjustment								
Add back Depreciation		3,098,790	3,098,790	3,098,790	2,674,456	(424,334)	(13.69%)	⊖
Adjust (Profit)/Loss on Asset Disposal	6	47,511	47,511	47,511	89,343	41,832	88.05%	⊕
Correction of SSL78 adjustment		0	0	0	0	0	0.00%	
Adjust (Profit)/Loss on Asset Revaluation		0	0	0	0	0	0.00%	
Adjustment (rounding)		0	0	0	0	0	0.00%	
Movement in LG House Trust-Non Cash		0	0	0	(3,353)	(3,353)		
Movement in Deferred Pensioner Rates/ESL		0	0	0	(6,135)	(6,135)	0.00%	
Movement in Non Cash Provisions		0	0	0	0	0	0.00%	
Net Operating (Ex. Rates)		(812,976)	(407,521)	(407,521)	287,298	700,955	(172.00%)	
Capital Revenues								
Proceeds from Disposal of Assets	6	122,000	354,500	122,000	273,841	151,841	(124.46%)	⊖
Proceeds from New Debentures	5	600,000	0	0	0	0	0.00%	
Self-Supporting Loan Principal		24,413	24,413	24,413	24,414	1	0.00%	
Transfer from Reserves	5	2,406,197	1,883,197	523,000	158,795	(364,205)	0.00%	
Total		3,152,610	2,262,110	669,413	457,050	(212,363)		
Capital Expenses								
Land and Buildings	6	(1,514,000)	(806,806)	(735,906)	(393,152)	342,754	46.58%	⊕
Plant and Equipment	6	(436,000)	(917,302)	(439,341)	(626,097)	(186,756)	(42.51%)	⊖
Furniture and Equipment	6	(10,000)	(10,000)	(10,000)	(7,638)	2,362	0.00%	
Infrastructure Assets - Roads & Bridges	6	(1,068,926)	(1,121,856)	(1,372,480)	(837,545)	534,935	38.98%	⊕
Infrastructure Asset - Other	7	0	(22,850)	(22,850)	(20,565)	2,285	0.00%	
Infrastructure Assets - Sewerage	6	(742,000)	(142,000)	(142,000)	(88,725)	53,275	37.52%	⊕
Infrastructure Assets - Footpath	6	0	0	0	0	0	0.00%	
Repayment of Debentures	7	(133,672)	(133,672)	(133,672)	(133,671)	1	0.00%	
Principal elements of finance lease payments	7	(1,419)	(1,419)	(1,419)	(1,419)	0	0.00%	
Transfer to Reserves	5	(1,791,777)	(2,039,277)	(2,039,277)	(1,050,670)	988,607	48.48%	⊕
Total		(5,697,794)	(5,195,182)	(4,896,945)	(3,159,482)	1,737,464	(35.48%)	
Net Capital		(2,545,184)	(2,933,072)	(4,227,532)	(2,702,432)	1,525,100	(36.08%)	
Total Net Operating + Capital		(3,358,160)	(3,340,593)	(4,635,053)	(2,415,133)	2,226,055	48.03%	
Rate Revenue		2,376,497	2,410,607	2,410,607	2,412,055	1,448	0.06%	
Opening Funding Surplus(Deficit)		981,662	929,986	905,785	905,785	75,877	8.38%	
Closing Funding Surplus(Deficit)	3	0	0	(1,318,661)	902,707	2,303,380		

**RATES SETTING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2022**

BY NATURE OR TYPE

	2021/22 Adopted Budget	2021/22 Current Budget	2021/22 YTD Budget	2021/22 YTD Actual
	\$	\$		\$
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)	981,662	929,986	905,785	905,785
	981,662	929,986		905,785
Revenue from operating activities (excluding rates)				
Operating grants, subsidies and	1,192,180	1,122,362	1,122,362	1,733,722
Fees and charges	690,673	778,673	778,673	848,124
Interest earnings	135,249	43,499	43,499	44,427
Other revenue	198,905	164,795	164,795	195,808
Profit on asset disposals	0	0	0	16,272
	2,217,007	2,109,329	2,109,329	2,838,353
Expenditure from operating activities				
Employee costs	(2,229,483)	(2,126,790)	(2,126,790)	(1,948,668)
Materials and contracts	(1,709,708)	(1,597,723)	(1,597,723)	(1,301,553)
Utility charges	(190,430)	(185,040)	(185,040)	(181,993)
Depreciation on non-current assets	(3,098,790)	(3,098,790)	(3,098,790)	(2,674,456)
Interest expenses	(67,343)	(67,343)	(67,343)	(62,275)
Insurance expenses	(230,897)	(227,743)	(227,743)	(193,514)
Other expenditure	(850)	(850)	(850)	(3,167)
Loss on asset disposals	(47,511)	(47,511)	(47,511)	(140,615)
	(7,575,012)	(7,351,790)	(7,351,790)	(6,506,242)
Operating activities excluded from budget				
(Profit) on asset disposals	0	0	0	(16,272)
Loss on disposal of assets	47,511	47,511	47,511	105,615
Depreciation on assets	3,098,790	3,098,790	3,098,790	2,674,456
Movement in Deferred Pensioner Rates/ESL	0	0	0	(6,135)
Movement in employee benefit provisions (non-current)	0	0	0	(3,353)
Amount attributable to operating activities	(1,230,042)	(1,166,174)	(1,190,375)	(7,793)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	1,398,729	1,688,639	1,688,639	1,200,876
Purchase property, plant and equipment	(1,960,000)	(1,734,108)	(1,185,247)	(1,026,887)
Purchase and construction of infrastructure	(1,810,926)	(1,286,706)	(1,537,330)	(946,835)
Proceeds from disposal of assets	122,000	354,500	122,000	273,841
Proceeds from financial assets at amortised cost - self supporting loans	24,413	24,413	24,413	24,414
Amount attributable to investing activities	(2,225,784)	(953,262)	(887,525)	(474,591)
FINANCING ACTIVITIES				
Repayment of borrowings	(133,672)	(133,672)	(133,672)	(133,671)
Principal elements of finance lease payments	(1,419)	(1,419)	(1,419)	(1,419)
Proceeds from new borrowings	600,000	0	0	0
Transfers to cash backed reserves (restricted assets)	(1,791,777)	(2,039,277)	(2,039,277)	(1,050,670)
Transfers from cash backed reserves (restricted assets)	2,406,197	1,883,197	523,000	158,795
Amount attributable to financing activities	1,079,329	(291,171)	(1,651,368)	(1,026,964)
Budgeted deficiency before general rates	(2,376,497)	(2,410,607)	(3,729,268)	(1,509,348)
Estimated amount to be raised from general rates	2,376,497	2,410,607	2,410,607	2,412,055
Net current assets at end of financial year - surplus/(deficit)	0	0	(1,318,661)	902,707

Shire of Brookton
Notes To The Statement Of Financial Activity
For the Period Ended 30 June 2022

Explanation Of Material Variances

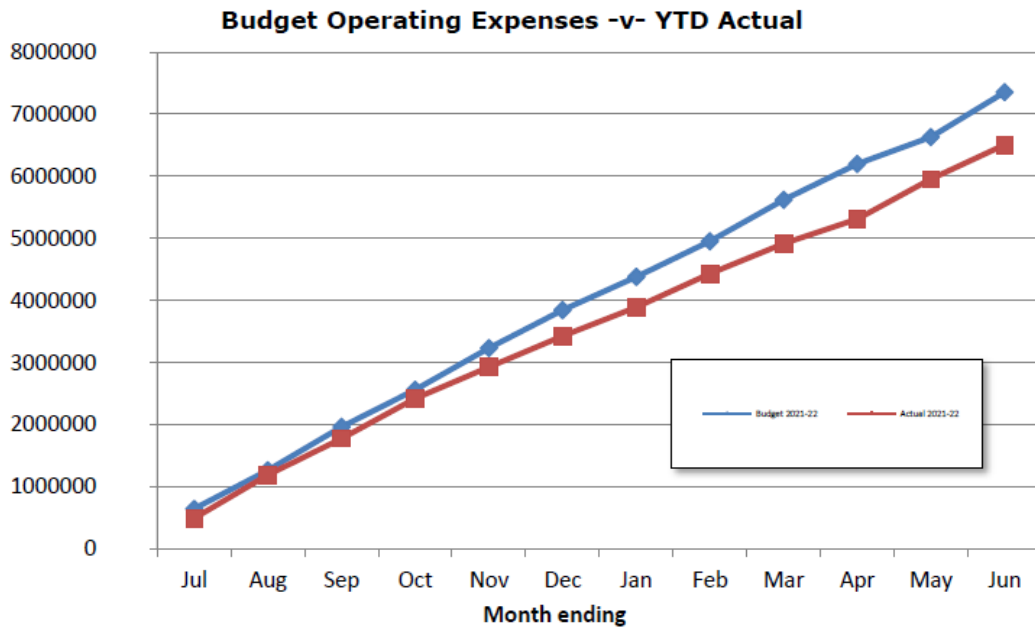
The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

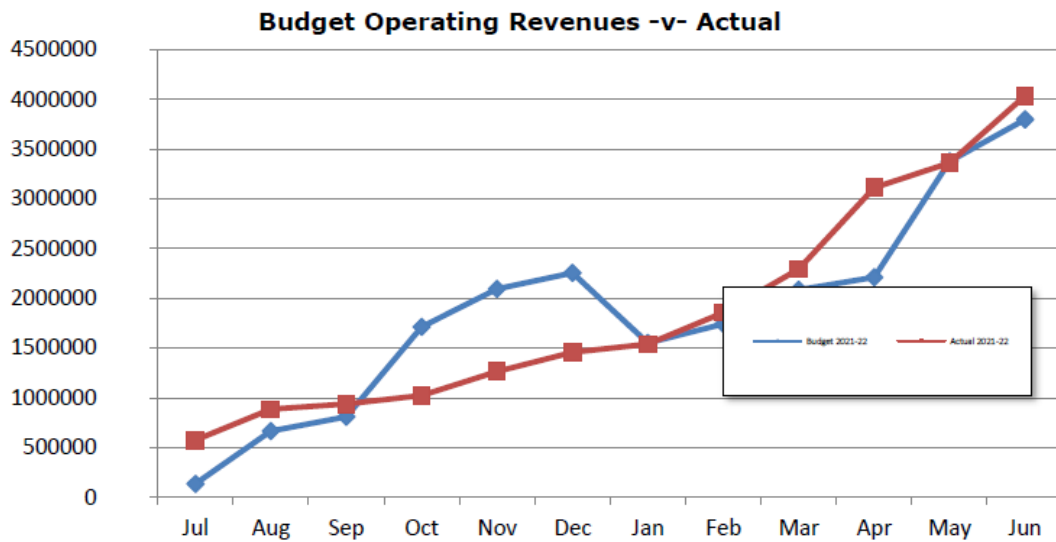
Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(6,563)	(27.92%)		Within variance threshold
General purpose funding	568,650	48.19%	⊙ Permanent	General FAGS Budget \$668,176; Actual \$418,962 variance of \$249,484 Road FAGS Budget \$382,492; Actual \$184,960 variance of \$197,532 of \$447,016 - will require review. Advance Payment received \$649,700 General Purpose & \$330,040 Roads
Law, order and public safety	(420,536)	(39.45%)	⊙ Timing	BRMP position not reinstated - no grant funding received 21/22 along with West Brookton Brigade Appliance Bay Facility and Amenities \$286,906 due to recognition of revenue, change in accounting standard.
Health	(173)	(57.58%)		Within variance threshold
Education and welfare	(6,262)	(9.50%)		Within variance threshold
Housing	37,925	42.95%	⊙ Permanent	Staff housing rental income higher than budgeted
Community amenities	6,747	1.42%		Within variance threshold
Recreation and culture	9,041	25.04%		Within variance threshold
Transport	(109)	(0.02%)		Within variance threshold
Economic services	42,100	28.22%	⊙ Timing	Caravan Park Fees higher than budget
Other property and services	7,088	24.44%		Within variance threshold
Expenditure from operating activities				
Governance	(5,061)	1.09%		Within variance threshold
General purpose funding	33,409	13.34%	⊙ Timing	Admin allocations are being monitored and will be addressed as part of the 22/23 budget
Law, order and public safety	(627)	(0.14%)		Within variance threshold
Health	973	3.85%		Within variance threshold
Education and welfare	23,357	15.88%	⊙ Timing	The major variance relates to Admin allocations , they are being monitored and will be addressed as part of the 22/23 budget
Housing	47,154	20.33%	⊙ Timing	The major variances relate to Admin allocations, they are being monitored and will be addressed as part of the 22/23 budget along with decrease in maintenance
Community amenities	108,214	19.14%	⊙ Timing	Refuse & Sewerage operating expense costs under budget along with Admin allocations , they are being monitored and will be addressed as part of the 22/23 budget
Recreation and culture	151,577	14.84%	⊙ Timing	There are a number of variances with the major being Pool, recreation grounds & parks & reserves operating expense under budget and Admin allocations , they are being monitored and will be addressed as part of the 22/23 budget
Transport	414,820	11.74%	⊙	Within variance threshold
Economic services	10,282	4.03%		Within variance threshold
Other property and services	61,450	15.54%	⊙ Timing	The major variance relates to Admin allocations , they are being monitored and will be addressed as part of the 22/23 budget
Funding Balance Adjustment				
Add back Depreciation	(424,334)	(13.69%)	⊙	Depreciation is being monitored and will be addressed as part of the 22/23 budget
Adjust (Profit)/Loss on Asset Disposal	41,832	88.05%	⊙ Permanent	There are a numbers of variances with the major being disposal PF4 and PAV4
Correction of SSL78 adjustment	0	0.00%		Within variance threshold
Adjust (Profit)/Loss on Asset Revaluation	0	0.00%		Within variance threshold
Movement in Non Cash Provisions	0	0.00%		Within variance threshold
Capital Revenues				
Proceeds from Disposal of Assets	151,841	(124.46%)		Within variance threshold
Proceeds from New Debentures	0	0.00%		Within variance threshold
Self-Supporting Loan Principal	1	0.00%		Within variance threshold
Transfer from Reserves	(364,205)	0.00%		Within variance threshold
Capital Expenses				
Land and Buildings	342,754	46.58%	⊙ Permanent	Limited capital expenditure 21/222. Possible carry forward for FY 22/23, for some projects
Plant and Equipment	(186,756)	(42.51%)	⊙ Timing	Capital expenditure 21/222. Heavy plant transferred to FY 22/23
Furniture and Equipment	2,362	0.00%		Within variance threshold
Infrastructure Assets - Roads & Bridges	534,935	38.98%	⊙ Timing	Limited capital expenditure 21/222. Possible carry forward for FY 22/23, for some projects
Infrastructure Assets - Sewerage	53,275	37.52%	⊙ Timing	Limited capital expenditure 21/222. Possible carry forward for FY 22/23, for some projects
Infrastructure Assets - Footpath	0	0.00%		Within variance threshold
Repayment of Debentures	1	0.00%		Within variance threshold
Principal elements of finance lease payments	0	0.00%		Within variance threshold
Transfer to Reserves	988,607	48.48%	⊙ Timing	Due to revised transfers to reserve
Rate Revenue	1,448	0.06%		Within variance threshold
Opening Funding Surplus(Deficit)	75,877	8.38%	Timing	20/21 closing surplus Audited Annual Financial Report

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 2 - Graphical Representation - Source Statement of Financial Activity



Comments/Notes - Operating Expenses



Comments/Notes - Operating Revenues

Note 3: NET CURRENT FUNDING POSITION**ADJUSTED NET CURRENT ASSETS**

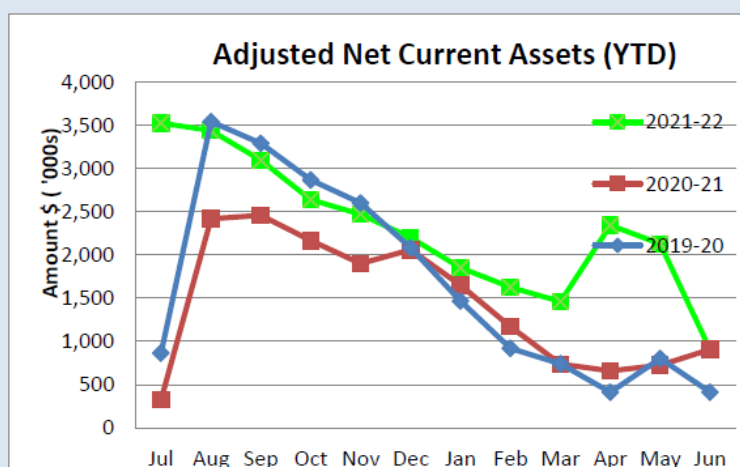
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 30/06/2021	Year to Date Actual 30/06/2022
		\$	\$	\$
Current Assets				
Cash Unrestricted		1,123,704	1,132,765	1,157,496
Cash - Restricted Unspent Grants		0	0	295,020
Cash Restricted - Reserves	5	11,626,742	11,626,742	12,518,616
Cash Restricted - Bonds & Deposits		9,060	9,060	9,900
Receivables - Rates		76,004	76,004	110,375
Receivables - Other		68,812	68,812	75,062
ATO Holding Account		0	0	(4,145)
Other Assets Other Than Inventories		0	0	0
Inventories		239,610	239,610	65,448
		<u>13,143,933</u>	<u>13,152,993</u>	<u>14,227,772</u>
Less: Current Liabilities				
Payables		(123,978)	(123,978)	(180,764)
Contract Liabilities	17	0	0	(295,020)
Bonds & Deposits		0	0	(538)
Loan and Lease Liability	7	(135,090)	(135,090)	(143,929)
Provisions		<u>(250,465)</u>	<u>(250,465)</u>	<u>(250,465)</u>
		(509,533)	(509,533)	(870,715)
Less: Cash Reserves	5	(11,626,742)	(11,626,742)	(12,518,616)
Less: Current assets not expected to be received at end of year				
- Land held for resale		(212,551)	(212,551)	(53,523)
Add Back: Loan and Lease Liability		135,090	135,090	143,929
Less : Loan Receivable - clubs/institutions		(24,414)	(24,414)	(26,140)
Net Current Funding Position		905,784	914,844	902,707

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.

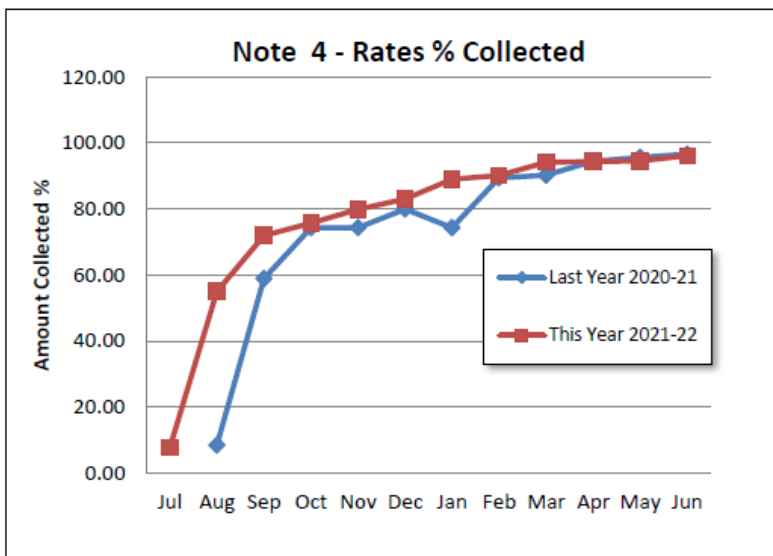
**This Year YTD****Surplus(Deficit)****\$.9 M****Last Year YTD****Surplus(Deficit)****\$.91 M**

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 4: RECEIVABLES

Receivables - Rates, Sewerage and Rubbish

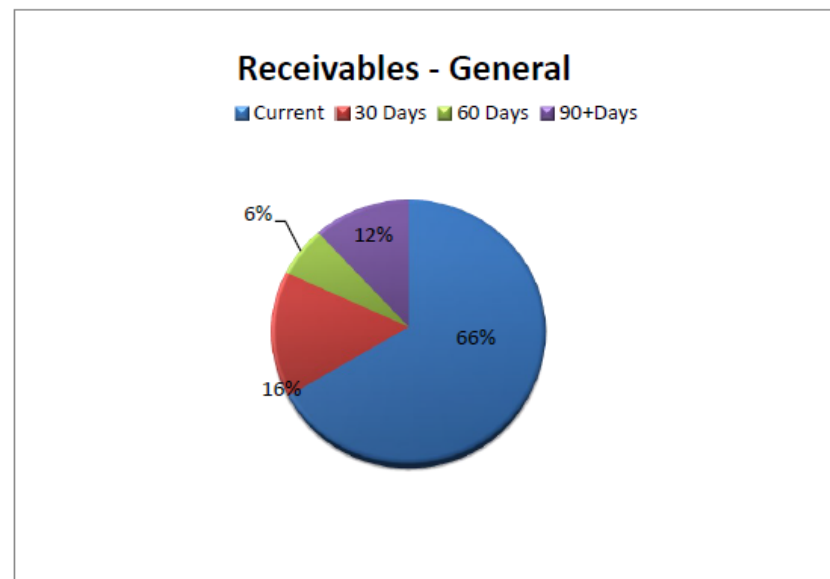
	Current 2021-22	Previous Year 2020-21
	\$	\$
Opening Arrears Previous Years	98,570	234,381
Rates, Sewerage & Rubbish Levied this year	2,797,889	2,703,069
Less Collections to date	(2,784,640)	(2,838,880)
Equals Current Outstanding	111,819	98,570
Net Rates Collectable	111,819	98,570
% Collected	96.14%	96.64%



Comments/Notes - Receivables Rates, Sewerage and Rubbish

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
	32,163	7,484	3,033	5,730
Total Outstanding				48,410

Amounts shown above include GST (where applicable)



Comments/Notes - Receivables General

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 5: Cash Backed Reserves

Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Adopted Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Adopted Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Adopted Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$		\$	\$		\$	\$		\$
Leave Reserve	138,900	1,111	59	0	0	0	0	0	0	140,011	140,011	138,959
Plant and Vehicle Reserve and Community Bus Reserve	337,435	2,699	144	545,000	545,000	195,000	(314,000)	(296,000)	(74,163)	571,134	589,134	458,416
Land & Housing Development Reserve/Independent Living Units	1,392,425	11,139	595	0	247,500	247,500	(30,000)	(30,000)	0	1,373,564	1,621,064	1,640,520
Furniture and Equipment Reserve	21,213	170	9	0	0	0	(10,000)	(10,000)	(7,638)	11,383	11,383	13,584
Municipal Buildings & Facilities Reserve	631,068	5,049	270	0	0	0	(180,000)	(170,000)	(24,045)	456,117	466,117	607,292
Townscape and Footpath Reserve	125,177	1,001	54	0	0	0	(47,000)	(47,000)	0	79,178	79,178	125,231
Sewerage Scheme Reserve	445,787	3,566	191	65,000	65,000	65,000	(50,000)	(50,000)	0	464,353	464,353	510,977
Road and Bridge Infrastructure Reserve	115,816	927	50	758,764	758,764	200,000	(484,433)	(484,433)	(19,064)	391,074	391,074	296,802
Health & Wellbeing reserve	554,349	4,435	237	0	0	0	(558,764)	(558,764)	0	20	20	554,586
Sport & Recreation Reserve	31,653	253	14	0	0	0	0	0	0	31,906	31,906	31,667
Rehabilitation & Refuse Reserve	210,991	1,688	90	55,000	55,000	55,000	(50,000)	(35,000)	0	217,679	232,679	266,082
Caravan Park Reserve	354,061	2,832	151	0	0	0	0	0	0	356,893	356,893	354,213
Brookton Heritage/Museum Reserve	47,189	378	20	0	0	0	0	0	0	47,567	47,567	47,210
Kweda Hall Reserve	18,042	144	8	0	0	0	0	0	0	18,186	18,186	18,050
Railway Station Reserve	330,082	2,641	141	200,000	200,000	200,000	(70,000)	(70,000)	0	462,723	462,723	530,223
Madison Square Units Reserve	30,680	245	13	0	0	0	0	0	0	30,925	30,925	30,693
Cemetery Reserve	30,735	246	13	50,000	50,000	50,000	(40,000)	(10,000)	0	40,981	70,981	80,748
Water Harvesting Reserve	109,633	877	47	0	0	0	(42,000)	(42,000)	(33,885)	68,510	68,510	75,796
Developer Contribution	2,742	22	1	0	0	0	0	0	0	2,764	2,764	2,743
Cash Contingency Reserve	131,689	1,054	56	0	0	0	0	0	0	132,743	132,743	131,745
Brookton Aquatic Reserve	456,307	3,650	195	25,000	25,000	25,000	(30,000)	(30,000)	0	454,957	454,957	481,502
Future Fund Reserve	4,097,368	32,779	7,250	0	0	0	0	0	0	4,130,147	4,130,147	4,104,617
Innovations Fund Reserve	2,013,401	16,107	3,562	0	0	0	(500,000)	(50,000)	0	1,529,508	1,979,508	2,016,963
	11,626,742	93,013	13,169.52	1,698,764	1,946,264	1,037,500	(2,406,197)	(1,883,197)	(158,795)	11,012,322	11,782,822	12,518,617

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 6: CAPITAL DISPOSALS AND ACQUISITIONS

Original Budgeted Profit(Loss) of Asset Disposal			Disposals	Actual Profit(Loss) of Asset Disposal			
Net Book Value	Proceeds	Profit (Loss)		Net Book Value		Proceeds	Profit (Loss)
				\$		\$	\$
31,746	22,000	(9,746)	PAV4 - Commodore (MCC Vehicle)	31,603		22,727	(8,876)
44,931	40,000	(4,931)	PAV116 -2018 Ford Ranger MC 2019	44,141		41,114	(3,028)
61,846	35,000	(26,846)	Isuzu Tandem Tip Truck	0		0	0
15,988	10,000	(5,988)	Isuzu Single Axle Truck	0		0	0
17,653	15,000	(2,653)	Triton Single Cab Ute Parks & Gardens	0		0	0
0	0	0	2004 Fire Tender S/H Isuzu West Brookton -1BNP734	128,411		35,000	(93,411)
0	0	0	Lot 105 - 10 Avonbank Close, Brookton - A2772	38,728		55,000	16,272
0	0	0	Lot 102 - 4 Avonbank Close, Brookton - A2773	60,150		60,000	(150)
0	0	0	Lot 103 -6 Avonbank Close, Brookton -A2774	60,150		60,000	(150)
172,164	122,000	(50,164)		363,184	0	273,841	(89,343)

Comments - Capital Disposal

Summary Acquisitions				
	Budget	Current Budget	YTD Actual	Variance
	\$		\$	\$
Property, Plant & Equipment				
Land and Buildings	1,514,000	806,806	393,152	413,654
Plant & Equipment	436,000	917,302	626,097	291,205
Furniture & Equipment	10,000	10,000	7,638	2,362
Infrastructure				
Roadworks & Bridge Works & Footpaths	1,068,926	1,121,856	837,544	284,312
Other	0	22,850	20,565	2,285
Sewerage & Drainage	742,000	142,000	88,725	53,275
Totals	3,770,926	3,020,814	1,973,721	1,047,093

Comments - Capital Acquisitions

Shire of Brookton
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 For the Period Ended 30 June 2022

NOTE 7: INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Loan Purpose	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-21	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
						2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$
Self Supporting Loans													
*Loan 82 Country Club	Extension and Refurbishment of the Club House	15/11/2027	20	6.95	193,027	0	0	24,413	24,414	168,614	168,613	12,999	15,708
Education & Welfare													
Loan 80 Kalkarni Residency	Kalkarni Residence	1/02/2028	25	5.83 *	54,417	0	0	9,710	9,710	44,707	44,707	2,929	2,901
Housing													
Loan 80 Staff Housing	Staff Housing	1/02/2028	25	5.83	89,787	0	0	16,021	16,021	73,766	73,766	4,833	4,786
Community Amenities													
Loan 80 Sewerage	Sewerage Extension	1/02/2028	25	5.83	38,092	0	0	6,797	6,797	31,295	31,295	2,050	2,031
Sewerage	Sewerage Upgrade				0	600,000	0	0	0	600,000	0	0	0
Transport													
Loan 80 Grader	New Grader	1/02/2028	25	5.83	89,787	0	0	16,021	16,021	73,766	73,766	4,833	4,786
Recreation and Culture													
Loan 81 Sport & Recreation	Recreation Plan	1/11/2027	20	6.95	480,006	0	0	60,710	60,710	419,296	419,296	32,324	31,300
					945,116	600,000	0	133,672	133,671	1,411,444	811,445	59,968	61,512

(*) Self supporting loan financed by payments from third parties.
 All other loan repayments were financed by general purpose revenue.

INFORMATION ON LEASES

(b) Lease Repayments

Particulars	Due Date	Term (yrs)	Rate (%)	Principal 1-Jul-21	New Lease		Lease Principal Repayments		Lease Principal Outstanding		Lease Interest Repayments		
					2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$	2021/22 Budget \$	2021/22 Actual \$	
Administration													
Re-Use Water Dam LE-03	Seabrook Aboriginal Corporation	1/11/2034	25	3.4	23,437	0	0	1,419	1,419	22,018	22,018	763	763
					23,437	0	0	1,419	1,419	22,018	22,018	763	763

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 8: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Investments \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits								
Municipal Cash at Bank - Operating Account	0.00%	353,182				353,182	Bendigo	
Municipal Cash at Bank - Cash Management Account	0.05%	1,098,983				1,098,983	Bendigo	
Municipal cash Floats	0.00%	350				350		
Muni Cash at Bank - Restricted Cash - Contract Liabilities		(295,020)				(295,020)		
Bond Fund	0.00%		9,900			9,900	Bendigo	
Trust Cash at Bank	0.00%			13,820		13,820	Bendigo	
(b) Term Deposits								
Savings Account	0.05%		5,317,036			5,317,036	Bendigo	
Reserves	0.20%		7,201,580			7,201,580	Bendigo	20/09/2022
(c) Investments								
Bendigo Bank Shares					10,000	10,000	Bendigo	
Total		1,157,496	12,528,516	13,820	10,000	13,709,832		

Comments/Notes - Investments

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 9: BUDGET AMENDMENTS

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

GL Account Code	Description	Council Resolution	Classification	No Change - (Non Cash Items) Adjust.	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Adopted Budget Net Asset Surplus 30 June 2021		Opening Surplus(Deficit)	\$	\$	\$	\$
	Based on audited 2020/2021 Annual Financials				451,710		1,433,372
	Gain on Disposal of Kalkarni Nursing Home now treated as non-cash transaction					503,386	929,986
	LSL Provision movement now treated as non-cash transaction					24,201	905,785
	Correction of Surplus Budgeted for 2020/2021					51,676	854,109
I032010.150	Reduction in General FAGS Allocation - budget included 2021/22 advance payment received in 2020/21	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue			249,483.00	604,626
I032020.150	Reduction in Roads FAGS Allocation - budget included 2021/22 advance payment received in 2020/21	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue			197,535.00	407,091
ADMINCAP	Painting deferred; carpets & rewiring completed	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		10000.00		417,091
OL01661	Painting deferred; offset by GL 0L01661	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			10,000.00	407,091
CEMABLU	Project deferred; offset by GL: 0L0901	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		30000.00		437,091
OL01901	Reserve transfer deferred; offset by Job No: CEMABLU	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			30,000.00	407,091
SEWPIPE	Project deferred; offset by GL: I106700. High pressure cleaner - Drain clean out	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		600000.00		1,007,091
I106700.220	Loan deferred due to project deferment; offset by Job No: SEWPIPE	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			600,000.00	407,091
I106020.151	Department of Water & Environment Regulation - Community Water Supply Program Brookton - Happy Valley Water	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue		54840.00		461,931
TIPCAP	Project deferred; offset by GL: 0L01781	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		15000.00		476,931
OL01781	Reserve transfer deferred; offset by Job No: TIPCAP	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			15,000.00	461,931
MHALLSFC	Project deferred; Partially offset 0L01991	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		950000.00		1,411,931
OL01991	Reserve transfer deferred; offset by Job No: MHALLSFC	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			450,000.00	961,931
I136498.200	Sale revenue not included in original budget; offset by GL: 0L01632	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue		247500.00		1,209,431
OL01632	Offset by GL: I136498; revenue from sale of land	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses			247,500.00	961,931
E042531.502	Purchase cost higher than original budget; offset by reserve	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses			7,000.00	954,931
TRUCKH	Purchase cost higher than original budget	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses			36,341.00	918,590
LIGHTV	P&G Ute Purchase deferred; partial offset by GL: I143498	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses		40000.00		958,590
OL01621	Plus \$7k CEO minus \$25k P&G Ute	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			18,000.00	940,590
I143498.200	No sale; P&G Ute purchase deferred; partial offset Job No: LIGHTV	Resolution 14.05.22.04 - OCM 19/05/22	Capital Revenue			15,000.00	925,590

OVALCAP	Renovation works to the Brookton Oval lights OCM 14.04.22.01	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses	22,850.00	902,740
OVALOP	Increase in reticulation electrical & disconnect & dismantle oval lighting tower; safety risk Renovation works to the Brookton Oval lights OCM 14.04.22.01	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	13,255.00	889,485
E054530.502	Local Government Grant Scheme (LGGS) Capital Grant - 1HOI412 Iveco Fire Tender	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses	459,064.00	430,421
I054020.151	Local Government Grant Scheme (LGGS) Capital Grant - 1HOI412 Iveco Fire Tender	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	459,064.00	889,485
WBSHEDCAP	West Brookton Brigade Appliance Bay Facility and Amenities	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses	286,906.00	602,579
I054020.151	West Brookton Brigade Appliance Bay Facility and Amenities DFES Capital Grant	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	286,906.00	889,485
I032070.151	LRCI Phase 3 revenue due to be received 2022/23	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	510,900.00	378,585
E136530.502	Standpipe Swipe Card Controller: Offset by GL E042010	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses	18,897.00	359,688
E042010.300	Savings Salary and Wages Administration	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	18,897.00	378,585
RICHAR2R	Increase in resale expenditure \$15K Shire Funded	Resolution 14.05.22.04 - OCM 19/05/22	Capital Expenses	15,000.00	363,585
I033020.142	Decrease in investment interest due to lower than budgeted interest rates	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	91,750.00	271,835
I052010.111	Increased revenue pound fees	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	4,000.00	275,835
I091010.126	Increase in rental revenue due to increased tenancy occupancy	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	17,000.00	292,835
I104010.129	Increase in Planning Fees from adopted 2021/22 budget	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	16,000.00	308,835
I132010.114	Increase in revenue due to higher occupancy of Caravan Park Chalets	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	45,000.00	353,835
I136010.127	Increase in Water Standpipe Fees from adopted budget	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	4,000.00	357,835
I141010.130	Increased Revenue Private Works	Resolution 14.05.22.04 - OCM 19/05/22	Operating Revenue	2,000.00	359,835
E042010.300	Admin Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	60,000.00	419,835
E055010.300	Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	10,000.00	429,835
E134020.300	Salary & Wages Savings due to vacant positions	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	2,200.00	432,035
E041020.411	Decrease in expenditure due to LGIS Scheme credit	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	3,000.00	435,035
ADMIOIP.379	Decrease in expenditure due to deferment of Internal and External painting	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	20,000.00	455,035
ADMIOIP.327	Decrease expenditure Consultant/Contractor - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	1,500.00	456,535
ADMIOIP.340	Decrease expenditure Minor Equipment - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	500.00	457,035
ADMIOIP.352	Decrease expenditure Equipment Maintenance - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	550.00	457,585
WBOP.340	Decrease expenditure Chair Trolley x 2 - No longer required 21/22	Resolution 14.05.22.04 - OCM 19/05/22	Operating Expenses	5,500.00	463,085

U133WS.379	Decrease in Building Maintenance - Unit 1 33 Whittington Street	Resolution 14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	3000.00		466,085
U233WS.379	Decrease in Building Maintenance - Unit 2 33 Whittington Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	4000.00		470,085
U340WS.379	Decrease in Building Maintenance - Unit 3 40 White Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	1000.00		471,085
U540WS.379	Decrease in Building Maintenance - Unit 5 40 White Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	3000.00		474,085
U640WS.379	Decrease in Building Maintenance -Unit 6 40 White Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	2000.00		476,085
U740WS.379	Decrease in Building Maintenance - Unit 7 40 White Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	2000.00		478,085
U840WS.379	Decrease in Building Maintenance - Unit 8 40 White Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	1500.00		479,585
U2MSUOP.379	Decrease in Building Maintenance - Unit 2 4 Matthew Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	5000.00		484,585
28AWSOP.379	Decrease in Building Maintenance - Unit 5 28 Williams Street	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	5000.00		489,585
E105020.327	Cemetery Reserve Management Plan - Project deferred	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	8000.00		497,585
POOLGO.327	Asset Report pool Equipment and pipework - Project deferred	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	11000.00		508,585
E115050.391	Decrease in community applications 2021/22	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	20000.00		528,585
I032020.150	Advance Payment 22/23 received in 21/22	14.05.22.04 - OCM 19/05/22 Resolution	Operating Revenue	272500.00		801,085
I032010.150	Advance Payment 22/23 received in 21/22	14.05.22.04 - OCM 19/05/22 Resolution	Operating Revenue	104700.00		905,785
BRDGO.379	Bridge 3154A Davis Road - Budget transferred to capital construction	14.05.22.04 - OCM 19/05/22 Resolution	Operating Expenses	37930.00		943,715
BRIDGE02.504	Capital works Bridge 3154A Davis Road - expenditure offset by transfer from operating expenditure budget	14.05.22.04 - OCM 19/05/22 Resolution	Capital Expenses		37,930.00	905,785
DAVISFC.504	Capital works not expected to be completed in 2021/22	14.05.22.04 - OCM 19/05/22 Resolution	Capital Expenses	50000.00		955,785
BARTSFC.504	Capital works completion of gravel resheeting	14.05.22.04 - OCM 19/05/22 Resolution	Capital Expenses		50,000.00	905,785
E142010.311	PW-OH Employee Costs - Training	14.06.22.01 - OCM 16/06/2022 Resolution	Operating Expenses	10900.00		916,685
MSCGCAP	Mensshed/Community Garden Building	14.06.22.01 - OCM 16/06/2022 Resolution	Capital Expenses		3,485.00	913,785
YSHEDCAP	Youth Precinct - Youth Shed	14.06.22.01 - OCM 16/06/2022 Resolution	Capital Expenses		2,900.00	909,270
NATPLACAP	Youth Precinct - Nature Play Area	14.06.22.01 - OCM 16/06/2022	Capital Expenses		4,515.00	909,270
Closing Funding Surplus (Deficit)				0	3,896,697	3,972,574

Classifications Pick List
Operating Revenue
Operating Expenses
Capital Revenue
Capital Expenses
Budget Review
Opening Surplus(Deficit)
Non Cash Item

Shire of Brookton
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2022

Note 10: TRUST FUND

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance For the Period 1 July 2021	Amount Received	Amount Paid	Closing Balance For the Period Ended 30 June 2022
	\$	\$	\$	\$
Public Open Space Contributions	13,820	0	0	13,820
	13,820	0	0	13,820

1. Public Open Space Contribution:

T148 - Paul Webb \$13,820

Contribution to be retained in Trust as required under the Planning and Development Act 2005.

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
WB Eva Pavilion by Nature and Type
For the Period Ended 30 June 2022

Note 12 WB Eva Pavilion Operating Statement

NOTE	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Hire Fees - WB Eva Pavilion	4,000	4,000	3,103	(897)
Sporting Club Fees	4,000	4,000	6,153	2,153
Gymnasium Income	7,000	7,000	7,809	809
	15,000	15,000	17,065	2,065
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs	(17,967)	(17,967)	(10,311)	7,657
Materials and Contracts	(13,685)	(8,185)	(7,721)	464
Utilities	(3,200)	(3,200)	(4,345)	(1,145)
Interest Expenses	(35,688)	(35,688)	(31,300)	4,388
Insurance	(6,210)	(6,210)	(5,558)	652
Allocations/Overheads	(5,395)	(5,395)	(2,166)	3,229
Gymnasium Operating	(11,983)	(11,983)	(5,735)	6,248
	(94,128)	(88,628)	(67,136)	21,492
	(79,128)	(73,628)	(50,071)	23,557
NET RESULT	(79,128)	(73,628)	(50,071)	23,557
Capital Loan Repayments			(60,710)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Sewerage Programm by Nature and Type
For the Period Ended 30 June2022

Note 11 Sewerage Operating Statement

NOTE	2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variance YTD Budget vs YTD Actual \$
REVENUES FROM ORDINARY ACTIVITIES				
Sewerage Connection Fees and Charges	1,690	1,690	1,180	(510)
Annual Sewerage Rates	196,268	196,268	195,421	(847)
	197,958	197,958	196,601	(1,357)
EXPENSES FROM ORDINARY ACTIVITIES				
Employee Costs 30	(3,559)	(3,559)	(1,054)	2,505
Materials and Contracts 32	(51,200)	(51,200)	(59,867)	(8,667)
Utilities 38	(3,300)	(3,300)	(7,140)	(3,840)
Depreciation 45	(36,542)	(36,542)	(41,739)	(5,197)
Interest Expenses 40	(2,315)	(2,315)	(2,031)	284
Insurance 41	(322)	(322)	(160)	162
Allocations/Overheads 80	(1,920)	(1,920)	(974)	946
Allocation of Administration Expense 80	(50,243)	(50,243)	(40,249)	9,994
	(149,401)	(149,401)	(153,213)	(3,812)
	48,557	48,557	43,388	(5,169)
Add Back Depreciation	36,542	36,542	41,739	5,197
Non-Operating Grants, Subsidies & Contributions	0	0	0	0
Profit on Asset Disposals	0	0	0	0
Loss on Asset Disposals	0	0	0	0
Transfer to Sewerage and Drainage Reserve	(68,566)	(68,566)	(65,000)	(3,566)
Transfer from Sewerage and Drainage Reserve	50,000	50,000	0	50,000
NET RESULT	66,533	66,533	20,127	46,462
Capital Loan Repayments			(6,797)	

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Brookton Caravan Park and Brookton Acquatic Centre
For the Period Ended 30 June 2022

	Note	Adopted Annual Budget 2021/22	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a) 9	Var. % (b)-(a)/(b) 9
Note 13 (a): Brookton Caravan Park		\$	\$	\$	\$	%
Operating Revenue						
Caravan Park Fees		85,000	130,000	156,472	26,472	20.36%
Total Revenue		85,000	130,000	156,472	26,472	20.36%
Operating Expenses						
Brookton Caravan Park	CARAOP MARKOP	(75,846)	(75,846)	(81,458)	(5,612)	7.40%
Brookton Caravan Park		(2,000)	(2,000)	(418)		
Caravan Park Depreciation		(2,179)	(2,179)	(7,890)	(5,711)	262.08%
Caravan Park Abc Administration Expenses		(30,146)	(30,146)	(24,150)	5,996	(19.89%)
Total		(110,171)	(110,171)	(113,916)	(5,326)	(4.83%)
Operating Surplus (Deficit)		(25,171)	19,829	42,556	21,146	-107%
Excluding Non Cash Adjustments						
Add back Depreciation		2,179	2,179	7,890	5,711	262.08%
Net Operating Surplus (Deficit)		(22,992)	22,008	50,446	26,856	122.03%
Note 13 (b): Brookton Acquatic Centre						
Operating Revenue						
POOL FEES & CHARGES		13,100	13,100	15,451	2,351	17.94%
Total Revenue		13,100	13,100	15,451	2,351	17.94%
Operating Expenses						
POOL EMPLOYEE COSTS		(79,061)	(79,061)	(76,520)	2,541	0.00%
POOL GENERAL OPERATING EXPENSES		(49,439)	(49,439)	(30,807)	18,632	(37.69%)
POOL BUILDING MAINTENANCE		(15,978)	(15,978)	(16,665)	(687)	4.30%
POOL DEPRECIATION		(11,272)	(11,272)	(11,148)	124	(1.10%)
POOL ABC ADMINISTRATION EXPENSES		(30,146)	(30,146)	(24,150)	5,996	(19.89%)
Total		(185,896)	(185,896)	(159,290)	26,606	14.31%
Operating Surplus (Deficit)		(172,796)	(172,796)	(143,839)	28,957	16.76%
Excluding Non Cash Adjustments						
Add back Depreciation		11,272	11,272	11,148	(124)	(1.10%)
Net Operating Surplus (Deficit)		(161,524)	(161,524)	(132,691)	28,833	17.85%

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Note 14 Road Program

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Road Program
For the Period Ended 30 June 2022

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Federal Funding		State Funding				Own Source Funding			
					R2R	LRCIP Other	RRG	RRG Carryover	Direct Grant	FAGS	Reserve	Contributions	Muni	
Town Street Maintenance	\$ 179,285	\$ 179,285	\$ 151,120	84%	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$ 179,285
Rural Road Maintenance	472,983	472,983	566,235	120%					84,910					388,073
Bridge Maintenance	96,314	96,314	53,011	55%										96,314
R2R Work Schedule														
Richardson Street	218,633	233,633	220,782	94%	218,633									15,000
Other Construction														
Davis Road	150,537	100,537	0	0%							150,537			-50,000
Bartram Road	0	50,000	339	1%										50,000
Koormong Drive	59,117	59,117	0	0%							59,117			0
Lefroy Street	20,000	20,000	10,439	52%										20,000
Collard Street	10,000	10,000	8,625	86%										10,000
Crm Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%							8,000			0
Drainage Works Various Roads	40,900	40,900	0	0%		10,900					30,000			0
Bridge 3154A Davis Road	0	37,930	37,930	100%										37,930
RRG Approved Projects														
Brookton-Kweda Road	561,739	561,739	559,429	100%			374,960				186,779			0
	1,817,508	1,870,438	1,607,910	88%	218,633	10,900	374,960	0	84,910	0	434,433	0	0	746,602

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Capital Works Program
For the Period Ended 30 June 2022

Note 15 Capital Works Program

Description	Adopted Annual Budget	Amended Budget	YTD Actual	% Completed	Capital Funding					
					Muni	Grants	Reserves	Sale of Assets	Loan	Total Funding
					\$	\$	\$	\$	\$	\$
Chambers & Reception Area Upgrade	35,000	25,000	24,045	96%			25,000			25,000
Robinson Road - StreetBins	17,000	17,000	0	0%			17,000			17,000
Landfill Ground Water Monitoring Bores x2	15,000	0	0	0%						0
Ablution Facility at Cemetery	30,000	0	0	0%						0
Memorial Hall upgrade/constuction works	1,000,000	50,000	45,800	92%			50,000			50,000
Railway Station Fencing, signage & crossing improvem	30,000	30,000	0	0%			30,000			30,000
Youth Precinct - Nature Play Ground	0	4,515	4,824							0
Community Garden/Mensshed building	0	3,485	3,286							0
Youth/Girl Guides Building	0	2,900	2,809							0
Aquatic Centre Improvements	30,000	30,000	0	0%			30,000			30,000
Memorial Park Gazebo and Disable access	30,000	30,000	5,572	19%			30,000			30,000
Tourist Information Bay	17,000	17,000	455	3%	17,000					17,000
Caravan Park Upgrade Stage 1	180,000	180,000	190,150	106%		180,000				180,000
West Brookton BFB - Appliance Bay Facility & Amenitie	0	286,906	0	0%		286,906				286,906
Depot Improvements	130,000	130,000	116,211	89%			130,000			130,000
Chambers Chairs x 24	10,000	10,000	7,638	76%			10,000			10,000
CEO Vehicle change over	45,000	52,000	51,536	99%			10,886	41,114		52,000
MCC Vehicle change over	36,000	36,000	36,468	101%			14,000	22,000		36,000
Water Tank & Wood Chipper 6"	50,000	50,000	60,107	120%			50,000			50,000
Single Axle Tipper small Parks & Garden (trade PT13)	65,000	65,000	0	0%			55,000	10,000		65,000
Tandem Truck (trade PT10)	200,000	236,341	0	0%			201,341	35,000		236,341
Bushfire Plant & Equipment	0	459,064	459,090	100%		459,064				459,064
Parks and Garden (trade PU33)	40,000	0	0	0%						0
Standpipe	0	18,897	18,897	100%	18,897					18,897
Brookton-Kweda Road	561,739	561,739	559,429	100%		374,960	186,779			561,739
Richardson Street	218,633	233,633	220,782	94%		233,633				233,633
Davis Road	150,537	100,537	0	0%			100,537			100,537
Koornong Drive	59,117	59,117	0	0%			59,117			59,117
Lefroy Street	20,000	20,000	10,439	52%	20,000					20,000
Collard Street	10,000	10,000	8,625	86%	10,000					10,000
Bartram Road	0	50,000	339	1%	50,000					50,000
Bridge 3154A Davis Road	0	37,930	37,930	100%	37,930					37,930
Cm Whithall, Corberding & Brookton Hwy	8,000	8,000	0	0%			8,000			8,000
Drainage Works Various Roads	40,900	40,900	0	0%		10,900	30,000			40,900
Happy Valley Bore Field	92,000	92,000	88,725	96%		50,000	42,000			92,000
Upgrade- Refurb/Reflining Pipe Network	650,000	50,000	0	0%			50,000			50,000
Oval Renovations	0	22,850	20,565	90%			22,850			22,850
	3,770,926	3,020,814	1,973,721		153,827	1,595,463	1,152,510	108,114	0	3,009,914

Shire of Brookton
STATEMENT OF FINANCIAL ACTIVITY
Grants, Subsidies and Contributions Register
For the Period Ended 30 June 2022

Note 16 Grants

Funding Provider	Project	Operating/Non-Operating	Adopted Annual Budget	Amended Budget OCM	Amount Applied For	Amount Approved	Amount Invoiced/Received	% Received
			\$	\$	\$	\$	\$	
Main Roads WA	Regional Road Group	Non Operating	(374,960)	(374,960)	Recurrent	(374,960)	(367,357)	98%
Federal Government	Roads to Recovery	Non Operating	(218,633)	(218,633)	Recurrent	(218,633)	(218,634)	100%
Department of Water & Environment Regulation	Happy Valley	Non Operating	-	(54,840)	-	-	(54,840)	-
Drought Communities Grant	Brookton Recreational Precinct Upgrade	Non Operating	(50,000)	(50,000)	-	(50,000)	(50,000)	100%
LRCI Phase 3		Non Operating	(606,933)	(96,033)	-	(606,933)	(50,955)	53%
DFES	West Brookton Fire Shed	Non Operating	-	(745,970)	-	-	(459,090)	-
DFES	Bushfire Risk Management Planning Officer Grant	Non Operating	(148,203)	(148,203)	-	(148,203)	-	0%
WA Grants Commission	GPG Grants Commission - General	Operating	(668,176)	(691,193)	Recurrent	(668,176)	(1,068,393)	155%
WA Grants Commission	GPG Grants Commission - Roads	Operating	(382,494)	(289,659)	Recurrent	(382,494)	(514,999)	178%
WA Grants Commission	GPG Grants Commission - Bridges	Operating	-	-	-	-	-	0%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	(56,600)	(56,600)	Recurrent	(56,600)	(58,212)	103%
DFES	ESL Grant - Emergency Services Levy - Operating	Operating	-	-	-	-	-	-
Bendigo Bank	Community Christmas Party	Operating	-	-	-	(1,818)	(1,818)	-
Main Roads WA	Direct Grant	Operating	(84,910)	(84,910)	Recurrent	(84,910)	(90,300)	106%
			(2,590,909)	(2,811,001)		(2,592,727)	(2,934,598)	104%

**SHIRE OF BROOKTON
RESTRICTED CASH RECONCILIATION**

Note 17 Restricted Funds Summary

30 June 2022

Restricted Grants/Funds Received	Projects	GL/Job Account	Total Restricted Funds	Actual Expenditure current year 2021/22	Restricted Funds Remaining
Department of Fire & Emergency Services Queen's Golden Jubilee	Law Order & Public Safety Recreation & Culture	WBSHEDCAP RECGOP	286,905.50 8,114.00	0.00 0.00	286,905.50 8,114.00
National Volunteer Week Grant					
Sub Total					295,019.50
Total Restricted Grant Funds					295,019.50
Available Cash		GL/Job Account	Interest Rate	Balance	
Municipal Bank	Muni Fund Bank	0A011010	0		353,181.99
Municipal Bank	Muni Fund Interest Bearing A/C	0A011010	0.05%		1,098,983.43
Municipal Bank	Till Float	0A011020			350.00
Total Cash					1,452,515.42
Less Restricted Cash					(295,019.50)
Total Unrestricted Cash					1,157,495.92

15.07.22 GOVERNANCE REPORTS**15.07.22.01 APPOINTMENT OF FIRE CONTROL OFFICERS – 2022/23**

File No:	EME 002
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	BFAC
Name of Owner:	N/A
Author/s:	Sandie Spencer – Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is to consider the recommendations of the Shire of Brookton Bush Fire Advisory Committee (BFAC) for appointment of Fire Control Officers (FCOs), including Dual Fire Control Officers with adjoining Local Governments.

Description of Proposal:

The BFAC Recommendation seeks to confirm all of Council's previously appointed FCO's for the Shire of Brookton and to appoint Dual Fire Control Officers from the Shires of Wandering, Pingelly and Corrigin.

The current listing of appointments of CBFCA, Deputy Chief Bushire Fire Control Officer's and FCOs for the Shire of Brookton are:

Position	Proposal
Chief Bush Fire Control Officer	Murray Hall
Deputy Chief Bush Fire Control Officer	Travis Eva
FCO's – Central Brigade	Troy Bassett, Andrew Pike, Les Eyre, Ashley Hobbs, Blair Montague; Neville Messenger, William Wilkinson
FCO's – East Brigade	Bevan Walters, Darrell Turner, Dennis Wilkinson
FCO's – West Brigade	Tim Evans, Jamie Blight, Ross Evans, Len Simmons, Mark Whittington
FCO – Shire of Brookton	Jason Carrall

The recommendations of neighbouring local governments of their Fire Control Officers to be considered for appointment as Dual FCO's for the 2022/23 fire season are:

Neighbouring Shire	Proposal
Shire of Wandering	Anthony Turton, Graeme Treasure
Shire of Pingelly	Rodney Shaddick, Sam MacNamara, Brodie Cunningham, Jeffrey Edwards, Robert Lee, Malcolm Cunningham, Adam Watts
Shire of Corrigin	Greg Evans, Braden Grylls

Background:

Under the *Bush Fires Act 1954*, a FCO has significant authority in a fire emergency where they may assume responsibility of the situation, which will then override any volunteer on the ground including the Brigade Captain. A Brigade Captain is elected by the Brigade and is subject to Council approval, pursuant to Council Policies – 4.4 – Use of Council Equipment and Machinery for Bushfire Control and 4.5 Expenditure Limit – Bush Fire Control Officers. Their authority as Captain is limited to the Brigade area adopted by Council.

An FCO, including the Chief Bush Fire Control Officer (CBFCO) may have their authority suspended by the Department of Fire and Emergency Services Liaison Officer or a Department of Biodiversity, Conversation and Attractions, Parks and Wildlife Service Officer in certain situations.

The *Bush Fires Act 1954* permits the appointment of FCOs to be authorised between adjoining Local Governments. Council has been requested by the Shire's of Wandering, Pingelly and Corrigin to appoint Dual Fire Control Officers under the *Bush Fires Act, 1954*, to empower these volunteers to act in their appointed roles across the municipal boundary to the Shire of Brookton.

Consultation:

The BFAC's Recommendation reflects the minutes of the Shire of Brookton Bushfire Advisory Committee Meeting held on 7th July 2022.

Statutory Environment:

Bush Fires Act 1954

38. Local government may appoint Bush Fire Control Officer

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

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

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

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

Relevant Plans and Policy:

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

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

Financial Implications: Nil

Risk Assessment:

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

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

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

Community & Strategic Objectives: Nil

Comment

Of the recommended appointments, there are no changes to Shire of Brookton FCO's.

BFAC'S RECOMMENDATION

That Council, for the 2022/23, bush fire season appoints:

1. as Fire Control Officer's for the Shire of Brookton:
Chief Bush Fire Control Officer Murray Hall
Deputy Chief Bush Fire Control Officer Travis Eva
FCO's – Central Brigade Troy Bassett, Andrew Pike, Les Eyre,
Ashley Hobbs, Blair Montague; Neville
Messenger, William Wilkinson
FCO's – East Brigade Bevan Walters, Darrell Turner, Dennis
Wilkinson
FCO's – West Brigade Tim Evans, Jamie Blight, Ross Evans, Len
Simmons, Mark Whittington
FCO – Shire of Brookton Jason Carrall
2. Dual Fire Control Officer's for the 2022/23 fire season for the Shire of Brookton.
Shire of Wandering: Anthony Turton, Graeme Treasure
Shire of Pingelly: Rodney Shaddick, Sam MacNamara,
Brodie Cunningham, Jeffrey Edwards,
Robert Lee, Malcolm Cunningham, Adam
Watts
Shire of Corrigin: Greg Evans, Braden Grylls

That Council, for the 2022/23, bush fire season appoints:

3. as Fire Control Officer's for the Shire of Brookton:

Chief Bush Fire Control Officer

Murray Hall

Deputy Chief Bush Fire Control Officer

Travis Eva

FCO's – Central Brigade

**Troy Bassett, Andrew Pike, Les Eyre,
Ashley Hobbs, Blair Montague; Neville
Messenger, William Wilkinson**

FCO's – East Brigade

**Bevan Walters, Darrell Turner, Dennis
Wilkinson**

FCO's – West Brigade

**Tim Evans, Jamie Blight, Ross Evans, Len
Simmons, Mark Whittington**

FCO – Shire of Brookton

Jason Carrall

4. Dual Fire Control Officer's for the 2022/23 fire season for the Shire of Brookton.

Shire of Wandering:

Anthony Turton, Graeme Treasure

Shire of Pingelly:

**Rodney Shaddick, Sam MacNamara,
Brodie Cunningham, Jeffrey Edwards,
Robert Lee, Malcolm Cunningham, Adam
Watts**

Shire of Corrigin:

Greg Evans, Braden Grylls

CARRIED BY SIMPLE MAJORITY VOTE 4/0

**15.07.22.02 ARRANGEMENTS FOR MANAGEMENT OF VOLUNTEER BUSH FIRE BRIGADES
- RESPONSE TO WALGA PROPOSED ADVOCACY POSITION**

File No:	EME 016
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is requested to provide comments to the Western Australian Local Governments Associations (WALGA) in regard to the proposed Advocacy position on Arrangements for Management of Volunteer Bushfire Brigades in order to allow WALGA to provide guidance in its engagement with the State Government on the drafting of the Consolidated Emergency Services Act (CES Act).

Description of Proposal:

The State Government is proposing to consolidate the Fire Brigades Act 1942, Bush Fires Act 1954 and the Fire and Emergency Services Act 1998, into a single piece of legislation, which is anticipated to be released as a Green Bill for consultation in early 2023

The responsibility for Bushfire has traditionally sat with LG because historically LG was the only agency able to provide the services. This is no longer the case.

DFES now has access to ESL resources and funds a significantly higher level of Bushfire service than ever before. The Shire of Brookton has access to a CESM, new fire appliances, new fire shed and a range of new technology.

In reviewing Shire of Brookton Bushfire management there are two very separate considerations –

1. Responsibility; and
2. Funding.

The Shire of Brookton has full responsibility for Bushfire management. Therefore if there is any fire management issue – ie response to a fire, the standard or maintenance of fire fighting equipment, the safety of fire fighters – the Shire of Brookton is responsible. This responsibility only ceases if DFES want to take over an incident - but there is no requirement for them to do so.

While the Shire of Brookton is receiving unprecedented levels of funding from DFES for Bushfire equipment and response activities. The access is via funding through DFES's grant programs. There is no concrete link between responsibility and funding.

DFES restricts access to only DFES specified equipment and uses. If an LG believes that it needs equipment and DFES won't fund the purchase of it, the LG can use its own resources to purchase them.

A comparison between DFES funding levels of DFES responsible emergency services (Fire & Rescue, State Emergency Service, sea rescue) and the DFES grant system for Bushfire would see DFES ensuring that their responsibilities are funded, but LGs told to make do with whatever DFES think is appropriate.

If DFES was responsible for Bushfire Management in the Shire of Brookton, the Shire of Brookton could expect that:

- DFES would fully resource their local volunteer brigades. The long grant process would disappear for LG and DFES;
- DFES would need to meet the management responsibility. The CESM would likely be replaced by a permanent DFES employee;
- DFES would support and manage their local volunteers. Volunteers would have real input into DFES services – appliance specifications and equipment provision are just two areas;
- The entirety of DFES would need to learn about Bushfire. Currently the DFES senior management only ever have responsibility for a large incidents – 2 or 3 incidents each year. With responsibility they would need to be across all the issues all the time;

The Shire of Brookton should also expect support the local bushfire volunteers in the same way that the Shire currently supports our local ambulance volunteers and FRS volunteers.

Background:

In May 2022, the Shire received an information and the Proposed Advocacy Position on Arrangements for Management of Bushfire Brigades Paper from WALGA seeking comments from Local Governments that manage bushfire brigades. WALGA has allowed for a six (6) weeks consultation period (comments to be submitted by 8 July 2022) the item will then go to the WALGA State Council in September 2022.

This is a result of the introduction of the Work Health and Safety Act 2020, which has put on additional responsibilities on Local Government for managing Bush Fire Brigades, along with the State Government drafting the Consolidated Emergency Services Act, which combines the Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 into a single piece of legislation.

In 2021, WALGA undertook a comprehensive Local Government Emergency Management Survey to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey consisting of:

- 36 Chief Executive Officers;
- 18 Community Emergency Services Managers; and
- 50 Local Government officers.

The survey also asked Local Governments about their level of satisfaction with current arrangements for managing Bush Fire Brigades, 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and

- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

WA Local Government Association (WALGA) has prepared a proposed Advocacy Position for the local government consideration. WALGA identified four possible for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

The WALGA has proposed the following Advocacy Position:

1. The Association advocates that the State Government must provide for:
 - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
 - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
 - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
 - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility."

Consultation:

The Shire of Brookton Bush Fire Advisory Committee (BFAC) discussed this issue at their 7th July 2022 meeting and decided:

BFAC 07.22-02

COMMITTEE DECISION

MOVED: B Montague

SECONDED: J Blight

That the Bushfire Advisory Committee supports the responsibility for management of Bushfire Brigades being transferred to a State Government specialist Rural Fire Service that:

1. is consistent with the arrangements in other States and Territories; and

2. includes the retention of:
 - a. a local volunteer bushfire brigade structure;
 - b. local autonomy over fire prevention activities including the imposing of:
 - i. harvest and movement bans; and
 - ii. Fire Break Orders; and
 - iii. Burning season timings and subsequent burning permits controls; within the Shire of Brookton;
 - c. local input into bushfire mitigation planning and activities within the Shire of Brookton; and
 - d. retaining a local operational command system for local level fires and powers as a Fire Control Officer within a local brigade as per existing act.

CARRIED

Statutory Environment:

Sections of the Acts, Regulations and/or Local Laws that apply to this item include:

- The Local Government Act of 1995: Division 3 — Executive functions of local governments, Subdivision 1 — Performing executive functions, s3.18. Performing executive functions: 3(b).
- Work Health and Safety Act 2020, mandates the duty of care to volunteers by the person conducting a business undertaking. Senior Local Government officers with decision making and budget allocation control, have a duty of care to volunteer bush fire brigade members.
- Bush Fires Act 1954, s36 and s41. Provides for local governments to establish, maintain and equip bush fire brigades.

Relevant Plans and Policy:

Council policies relating to the control of bushfires include:

- 4.3 Slasher and Rotary Mower Ban
- 4.4 Use of Council Equipment and Machinery for Bushfire Control
- 4.5 Expenditure Limit – Bush Fire Control Officers

Financial Implications:

Council's 2021/22 Budget allocated operational funding of \$56,600 under DFES's Operational Grant funding to meet the costs of PPE, Insurances, maintenance of buildings, vehicles, plant and equipment. Council will also receive \$510,000 for the construction of a West Brookton Fire Station under DFES's Capital Grant funding.

Risk Assessment:

The risks of Bushfire Management posed to Council, Shire staff and Shire volunteers are Likely and Major.

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:

Community Safety is a key strategic objective of Council.

Comment

Under the Work Health and Safety Act 2020, for Volunteers and Volunteer Organisations, the Shire is responsible for all the volunteers within the Bush Fire Brigades. The Shire is required to ensure that all the Fire Control Officers (FCOs) and Bush Fire volunteers have the skills and capability required to allow them to perform the role safely.

There are very significant fines that now apply to local governments and criminal charges may be imposed on executive staff should they fail in their duty of care under the new WHS Act 2020. A significant increase in the maximum fine is now applicable to executives along with a 20 year jail term. The local government body is now subject to an uninsurable fine up to \$10M.

OFFICER'S RECOMMENDATION

That Council supports the responsibility for management of Bushfire Brigades being transferred to a State Government specialist Rural Fire Service that:

1. is consistent with the arrangements in other States and Territories; and
2. includes the retention of:
 - a. a local volunteer bushfire brigade structure;
 - b. local autonomy over fire prevention activities including the imposing of:
 - i. harvest and movement bans; and
 - ii. Fire Break Orders; and
 - iii. Burning season timings and subsequent burning permits controls within the Shire of Brookton;
 - c. local input into bushfire mitigation planning and activities within the Shire of Brookton; and
 - d. retaining a local operational command system for local level fires and powers as a Fire Control Officer within a local brigade as per existing act.

OCM 07.22-15

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Lilly

That Council supports the responsibility for management of Bushfire Brigades being transferred to a State Government specialist Rural Fire Service that:

- 1. is consistent with the arrangements in other States and Territories; and***
- 2. includes the retention of:***
 - a. a local volunteer bushfire brigade structure;***

- b. local autonomy over fire prevention activities including the imposing of:
 - i. harvest and movement bans; and**
 - ii. Fire Break Orders; and**
 - iii. Burning season timings and subsequent burning permits controls. within the Shire of Brookton;****
- c. local input into bushfire mitigation planning and activities within the Shire of Brookton; and**
- d. retaining a local operational command system for local level fires and powers as a Fire Control Officer within a local brigade as per existing act.**

CARRIED BY SIMPLE MAJORITY VOTE 4/0

15.07.22.03 WESTERN AUSTRALIAN ELECTORAL COMMISSION – EXTRAORDINARY ELECTION - FRIDAY 14TH OCTOBER 2022

File No:	Shire of Brookton
Date of Meeting:	Shire of Brookton
Location/Address:	Western Australian Electoral Commission
Name of Applicant:	N/A
Name of Owner:	Gary Sherry – Chief Executive Officer
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	The author and authorising officer has an impartiality interest in this matter as the default Returning Officer by legislation
Declaration of Interest:	Absolute Majority
Voting Requirements:	N/A
Previous Report:	Shire of Brookton

Summary of Report:

Council's consideration and endorsement have the extraordinary election arising from the resignation of Cr Barry Watts conducted as a postal voting election by the Western Australian Electoral Commission (WAEC).

Description of Proposal:

The WAEC to conduct a postal voting election for the Shire of Brookton to fill the vacancy created by the recent resignation of Mr Barry Watts.

The Shire of Brookton has received a quotation from the WAEC to complete the election for \$12,000. The basis of the quotation is that:

- The Shire having 700 electors;
- Statutory advertising of the election;
- A 60% response rate of electors; and
- The election being conducted in Brookton.

The WAEC quotation does not incorporate costs of:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- one local government staff member to work in the polling place on election day.

In providing the estimate, the WA Electoral Commissioner has, in accordance with section 4.20(4) of the Local Government Act 1995, agreed to be responsible for the conduct of the extraordinary election for the Shire of Brookton on a date to be appointed by Council.

Background:

The WAEC has conducted the Local Government elections in the Shire of Brookton since 2008.

Cr Barry Watts formally resigned from Council on Friday 17th June 2022.

Under Section 4.9 of the Local Government Act 1995, the Shire President has selected the date of an Extraordinary Election of Friday 14th October 2022. A Council decision was not

possible within the time frames from Cr Watts resignation required by Section 4.9 of the Local Government Act 1995.

The extraordinary Election will be held on Friday 14th October 2022. Key dates of the election process are:

- Close of Rolls 5pm Thursday 25th August 2022
- Candidate Nomination Commences Wednesday 31st August 2022
- Candidate Nomination Close 4pm Wednesday 7th September 2022
- Election Day Friday 14th October 2022

The required statutory advertising and additional local advertising will be held during this time period.

Consultation:

Council has released publicity of Mr Watts resignation from Council and alerted the community to a future election.

Statutory Environment:

Local Government Act 1995

4.9. Election day for extraordinary election

- (1) Any poll needed for an extraordinary election is to be held on a day decided on and fixed —
 - (a) by the mayor or president, in writing, if a day has not already been fixed under paragraph (b); or
 - (b) by the council at a meeting held within one month after the vacancy occurs, if a day has not already been fixed under paragraph (a).

4.17. Cases in which vacant offices can remain unfilled

- (3) If a councillor's office becomes vacant under section 2.32 and under subsection (4A) this subsection applies, the council may, with the approval of the Electoral Commissioner, allow* the vacancy to remain unfilled and, subject to subsection (4), in that case, the term of the member who held the office is to be regarded in section 4.6 as ending on the day on which it would have ended if the vacancy had not occurred.
* Absolute majority required.

4.20. CEO to be returning officer unless other arrangements made

- (1) Subject to this section the CEO is the returning officer of a local government for each election.
- (2) A local government may, having first obtained the written agreement of the person concerned and the written approval of the Electoral Commissioner, appoint* a person other than the CEO to be the returning officer of the local government for —
 - (a) an election; or
 - (b) all elections held while the appointment of the person subsists.

* Absolute majority required.

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and
 - (b) has no effect if it is made after the 80th day before an election day.
- (4) A local government may, having first obtained the written agreement of the Electoral Commissioner, declare* the Electoral Commissioner to be responsible for the conduct of an election, or all elections conducted within a particular period of time, and, if such a declaration is made, the Electoral Commissioner is to appoint a person to be the returning officer of the local government for the election or elections.

* Absolute majority required.

4.61. Choice of methods of conducting election

- (1) The election can be conducted as a —
postal election which is an election at which the method of casting votes is by posting or delivering them to an electoral officer on or before election day; or
voting in person election which is an election at which the principal method of casting votes is by voting in person on election day but at which votes can also be cast in person before election day, or posted or delivered, in accordance with regulations.
- (2) The local government may decide* to conduct the election as a postal election.

* Absolute majority required.

Relevant Plans and Policy: Nil

Financial Implications:

While the WAEC have provided an estimate, legislation requires that the WAEC charge the actual cost will be determined by the actual election. Should a candidate be elected unopposed, the cost will be significantly less. If a large number of candidates nominate and the election has a high turnout, the cost will be greater than the estimate.

The estimate of the election cost has been included in the draft 2022/23 Council Budget.

Risk Assessment:

While Council could pursue the possibility of not filling the vacancy on Council until the October 2023 local government elections, there is potential for negative community sentiment of the validity of Council decisions if a position on Council remains vacant for an extended period. Council anticipates several significant funding decisions in the next 12 months. Holding an extraordinary election will mitigate this risk.

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

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

Community & Strategic Objectives: Nil

Comment

Most local governments have gravitated to using the WAEC to conduct postal elections because:

- Postal voting is seen as more convenient, and therefore more likely to engage the electorate and increase participation;
- The broader community places considerable weight on conduct and accountability in relation to an election process. The WAEC presents as impartial and therefore negates any perceptions of interference and conflict of interest by Shire staff; and
- The WAEC are experienced in delivering elections.

OFFICER'S RECOMMENDATION - 1

That Council declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election to be held on Friday 14th October 2022.

OFFICER'S RECOMMENDATION - 2

That Council decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election to be held on Friday 14th October 2022 will be as a postal election.

OCM 07.22-16

COUNCIL RESOLUTION

MOVED Cr Hayden SECONDED Cr Lilly

- 1. That Council declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election to be held on Friday 14th October 2022.***
- 2. That Council decide, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the extraordinary election to be held on Friday 14th October 2022 will be as a postal election.***

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

16.07.22	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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Nil

17.07.22	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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17.07.22.01	Urgent Business – Delegate Authority to Appoint an Acting Chief Executive Officer
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File No:	GOV027A
Date of Meeting:	21 July 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

Council is to consider reviewing a request to delegate authority to appoint an Acting Chief Executive Officer.

Background:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time within the district would be delayed by Council not considering the item.

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Shire of Brookton Policy

1.17 STANDING ORDERS AND MEETING PROTOCOL LOCAL GOVERNMENT (Council Meetings)

5.4 New business of an urgent nature

(1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

(2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

Financial Implications: Nil

Risk Assessment:

There is rare likelihood of issues arising from the appointment of experienced Shire staff over a short period. The consequences of such issues would be insignificant.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider the late agenda item, relating to the delegation to appoint an Acting or temporary Chief Executive Officer.

OCM 07.22-17

COUNCIL RESOLUTION

MOVED Cr Walker SECONDED Cr Lilly

That Council consider the late agenda item, relating to the delegation to appoint an Acting or temporary Chief Executive Officer.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 17.07.22.02A - Council Policy 1.18 APPOINTING ACTING OR TEMPORARY CEO

1.18 APPOINTING ACTING OR TEMPORARY CEO

Directorate:	Executive			
Statutory Environment:	<i>Local Government Act 1995, section 5.36 (2)</i>			
Council Adoption:	Date:	Nov 2016	Resolution #:	13.11.16.04
Last Amended:	Date:	Sept 2021	Resolution #:	OCM 09.21-11
Review Date:	June 2023			

Objective:

To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995* ('the Act'), that details the Shire of Brookton's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

Definitions:

Acting CEO means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed, but is on planned or unplanned leave.

Temporary CEO means a person employed or appointed to fulfil the statutory position of CEO for the period of time between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.

Leave means annual leave, sick leave, long service or personal leave.

Policy Statements:**1. Acting and Temporary CEO Requirements and Qualifications:**

- (a) When the CEO is on planned or unplanned leave, or the CEO's employment with the Local Government has ended, an Acting or Temporary CEO is to be appointed in accordance with this Policy to fulfil the functions of CEO as detailed in Section 5.41 of the *Local Government Act 1995*, and other duties as set out in the Act and associated Regulations.
- (b) Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive position(s) of Manager Corporate and Community is considered suitably qualified to perform the role of Acting or Temporary CEO.

2. Appointment of Acting CEO – Planned and unplanned leave for periods up to 3 weeks

- (a) The CEO is authorised to appoint the Manager Corporate and Community in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Manager Corporate and Community's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.
- (b) The CEO must appoint an Acting CEO for any leave periods greater than 72 hours and less than 3 weeks.
- (c) The CEO is to immediately advise all Council Members when and for what period of time the Manager Corporate and Community is appointed as Acting CEO.

- (d) If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with (b), then the Manager Infrastructure and Assets may be appointed as Acting CEO.
- (e) Council may, by resolution, extend an Acting CEO period under subclause (b) beyond 3 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties, or conversely appoint another external as the Acting CEO subject to 1.(b) being satisfied.

3. Appointment of Acting CEO for extended leave periods greater than 3 weeks but less than 12 months.

- (a) This clause applies to the following periods of extended leave:
 - Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- (b) The Council will, by resolution, appoint an Acting CEO for periods greater than 3 weeks but less than 12 months, as follows:
 - i. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - ii. Conduct an external recruitment process in accordance with clause 5(1)(c)(iii).
- (c) The Shire President will liaise with the CEO, or in their unplanned absence the Manager Corporate and Community or Organisational Development Officer to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- (d) Subject to Council's resolution, the Shire President will execute in writing the Acting CEO appointment with administrative assistance from the Manager Corporate and Community or Organisational Development Officer.

4. Appointment of Temporary CEO – Substantive Vacancy

- (a) In the event that the substantive CEO's employment with the Shire of Brookton is ending, the Council when determining to appoint a Temporary CEO may either:
 - i. by resolution, appoint Manager Corporate and Community as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or
 - ii. by resolution, appoint Manager Corporate and Community as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
 - iii. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.
- (b) The Shire President will liaise with the Manager of Corporate and Community or Organisational Development Officer to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.
- (c) The Shire President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from the Manager of Corporate and Community or Organisational Development Officer.

5. Remuneration and Conditions of Acting or Temporary CEO

- (a) Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 85% of the cash component only of the substantive CEO's total reward package.

- (b) Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.
- (c) Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Explanation:

This Policy:

- Is subject to review every two (2) years or at the time of change of the MCC position.
- Requires an **absolute majority** vote of Council in accordance Clause 5.36(2) of the *Local Government Act 2005*.

17.07.22.02 Urgent Business – Delegate Authority to Appoint an Acting Chief Executive Officer

File No:	GOV027A
Date of Meeting:	21 June 2022
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

The Chief Executive Officer (CEO) has approved Annual Leave and Council is required to either approve the appointment of an Acting CEO or delegate authority to the CEO to appoint an Acting CEO.

Description of Proposal:

Council adopted significant policy amendments in September 2021 relating to the appointment of an Acting or Temporary CEO. This policy is included as at Attachment 17.07.22.02A.

Council's Delegation Register does not include a specific instrument of delegation to the CEO by Council under Section 5.42 of the Local Government Act to allow the CEO to implement the policy. A draft Delegation is included at Attachment 17.07.22.02B. With the adoption of this delegation the CEO intends to appoint the Manager Corporate and Community (MCC) as Acting CEO for the period of annual leave.

It is possible for Council to not adopt the delegation, but specifically appoint the MCC as Acting CEO for the term of the CEO's Annual Leave. Council will then need to consider a future adoption of a delegate authority in line with Council policy.

Background:

The CEO has approved Annual Leave from Friday 22 July 2022 to Sunday 31st July 2022. The CEO will return to work on Monday 1st August 2022.

Consultation: Nil

Statutory Environment:

Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

* Absolute majority required.

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

Relevant Plans and Policy:

Shire of Brookton Policy

1.18 APPOINTING ACTING OR TEMPORARY CEO

Financial Implications:

The Acting CEO will be paid with the guidelines of the Council Policy 1.18 APPOINTING ACTING OR TEMPORARY CEO.

Risk Assessment:

There is rare likelihood of issues arising from the appointment of experienced Shire staff over a short period. The consequences of such issues would be insignificant.

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

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

Community & Strategic Objectives:

This matter relates to the statutory functioning of Council.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopt the delegation 1.51 Appointment of Acting CEO as included at Attachment 17.07.22.02B.

OCM 07.22-18

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Hayden

That Council adopt the delegation 1.51 Appointment of Acting CEO as included at Attachment 17.07.22.02B.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

Attachments

Attachment 17.07.22.02B - Delegation 1.51 Appointment of Acting CEO

1.51 Appointment of Acting CEO

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

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

Compliance References:	✓ Council Policy 1.18 Appointing Acting or TEMPORARY CEO		
Record Keeping:	The delegate must keep a written record of the exercise the power or discharge the duty including the persons or classes of persons directly affected and ensure all evidentiary documents accord with Regulation 19 of the Local Government (Admin) Regulations,1996.		
Version No.	1		

18.07.22 CONFIDENTIAL REPORTS

Nil.

19.07.22 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on 18th August 2022 commencing at 6.00 pm.

There being no further business the Deputy Shire President, Cr Walker, declared the meeting closed at 6.13pm.