



ORDINARY MEETING OF COUNCIL

AGENDA

21 MARCH 2024



NOTICE OF MEETING

21 March 2024

14 White Street
Brookton, WA 6306

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 21st March 2024 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the Agenda.

Gary Sherry
CHIEF EXECUTIVE OFFICER
20 March 2024

DISCLAIMER

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

Living Values

Collaborate

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

I will

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

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

I will

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

Learn

Integrity

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

I will

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

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

I will

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

Resilient

TABLE OF CONTENTS

1.03.24	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	6
2.03.24	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE.....	6
3.03.24	USE OF COMMON SEAL – FEBRUARY.....	7
4.03.24	DELEGATED AUTHORITY – ACTIONS PERFORMED.....	7
5.03.24	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	7
6.03.24	PUBLIC QUESTION TIME.....	7
7.03.24	APPLICATIONS FOR LEAVE OF ABSENCE.....	7
8.03.24	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	7
9.03.24	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	8
9.03.24.01	ORDINARY MEETING OF COUNCIL – 15 FEBRUARY 2024	8
9.03.24.02	LOCAL EMERGENCY MANAGEMENT COMMITTEE – 12 MARCH 2024	8
10.03.24	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	8
11.03.24	DISCLOSURE OF INTERESTS	8
12.03.24	TECHNICAL & DEVELOPMENT SERVICES REPORTS.....	9
12.03.24.01	BROOKTON MEMORIAL HALL ARCHITECTURAL SERVICES PROCUREMENT ...	9
12.03.24.02	HAPPY VALLEY WATER SUPPLY AGREEMENT	35
13.03.24	COMMUNITY SERVICES REPORTS.....	49
13.03.24.01	COMMUNITY CHEST FUNDING APPLICATION – BROOKTON SUB BRANCH OF RSL WA	49
14.03.24	CORPORATE SERVICES REPORTS	61
14.03.24.01	LIST OF PAYMENTS – FEBRUARY 2024.....	61
14.03.24.02	STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024.....	80
14.03.24.03	WRITE OFF RATES DEBTOR	113
14.03.24.04	ADOPTION OF STRATEGIC RESOURCE PLAN 2024/2025 – 2038/2039	117
14.03.24.05	WRITE OFF OF SUNDRY DEBTOR INVOICES - DEBTOR 292	120
15.03.24	GOVERNANCE REPORTS.....	123
15.03.24.01	JOINT COMMUNITY EMERGENCY SERVICES MANAGER – MEMORANDUM OF UNDERSTANDING.....	123
16.03.24	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	136

17.03.24	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	136
17.03.24.01	URGENT BUSINESS – APPOINT A HR CONSULTANT TO COMPLETE A CEO PERFORMANCE REVIEW.....	136
17.24.03.02	APPOINTMENT OF HR CONSULTANT SERVICES TO COMPLETE THE PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER	138
18.03.24	CONFIDENTIAL REPORTS.....	147
19.03.24	NEXT MEETING & CLOSURE.....	147

1.03.24 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

2.03.24 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Leave of Absence

Nil.

Members of the Public

Nil at this time

3.03.24 USE OF COMMON SEAL – FEBRUARY

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

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

4.03.24 DELEGATED AUTHORITY – ACTIONS PERFORMED

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

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
18/23/24	Lot 840 – 82 Langley Road Brookton	Shed/Garage	11/3/2024

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

PLANNING				
File Ref	Application Ref	Subject Land (Inc. Scheme No.)	Purpose	Date Granted
A991	P2024/001	82 Langley Road, Brookton	Shed/Garage to replace damaged shed/garage form the storms.	11/3/2024

5.03.24 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.03.24 PUBLIC QUESTION TIME

Nil at this time.

7.03.24 APPLICATIONS FOR LEAVE OF ABSENCE

Nil at this time.

8.03.24 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil at this time.

9.03.24 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.03.24.01 ORDINARY MEETING OF COUNCIL – 15 FEBRUARY 2024

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 15th February 2024, be confirmed as a true and correct record of the proceedings.

9.03.24.02 LOCAL EMERGENCY MANAGEMENT COMMITTEE – 12 MARCH 2024

That the minutes of the Local Emergency Management Committee Meeting held in the Shire of Brookton Council Chambers, on 12th March 2024, be received by Council.

10.03.24 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time.

11.03.24 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.

12.03.24 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.03.24.01 BROOKTON MEMORIAL HALL ARCHITECTURAL SERVICES PROCUREMENT**

File No:	PRO010
Date of Meeting:	15 February 2024
Location/Address:	Brookton Memorial Hall, White Street, Brookton
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kevin D’Alton Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the appointment of Stephen Carrick Architects (SCA) to provide architectural services in Stage 2 of the Brookton Memorial Hall Upgrade outside of the provisions of Council’s Procurement Policy.

Description of Proposal:

Council has received a proposal for SCA to provide architectural services in Stage 2 of the Brookton Memorial Hall Upgrade. The proposal is included at Attachment 12.03.21.01A and offers the services at a cost of \$41,987 (GST Inclusive).

Council’s Procurement Policy, included at Attachment 12.03.21.01B, requires that purchases of between \$15,001 and up to \$40,000 require at least three (3) written quotations from a supplier after providing a brief, outlining the specified requirements.

Shire administration has not sought competitive quotations at this time because:

- SCA retain a significant amount of intellectual property relating to the development of the project. SCA completed the initial project concept design and provided Architectural Services for Stage 1. In preparation for Stage 2, SCA has already consulted with various experts to assess the current condition of the building. They are well-positioned to provide a detailed scope of work for this upcoming phase of the refurbishment. This information is would not be available to any other business lodging a submission in a competitive process; and
- SCA’s good performance over the delivery of the initial design and Stage 1 of the project;

Throughout the entire project, the Shire of Brookton has collaborated closely and SCA has devoted significant time to develop and adapt refurbishment proposals, working in tandem with the Shire to ensure a phased and strategic approach to the project.

Should an alternative Architect be appointed to provide services for Stage 2, some delay in the project timeline is expected due to:

- requirements for site inspections.
- preparations of new plan; and
- the likely appointment of alternative sub consultants unfamiliar with the site.

Background:

Stage 1 of the Brookton Memorial Hall Refurbishment was practically completed on 29 January 2024. This stage encompassed a comprehensive set of improvements, including the replacement of the Hall Roof, stabilization, and painting of the ceiling, electrical upgrades, as well as asbestos removal. This stage included significant input and guidance from Stephen Carrick Architects

Moving forward, Stage 2 of the refurbishment project is underway, and it involves the following key components:

1. Restumping and Foundation Repair:
 - Implementation of restumping for structural reinforcement.
 - Foundation repair work to ensure the stability and longevity of the Hall.
2. Stormwater and Drainage Enhancement:
 - Extension of stormwater and drainage systems to improve overall infrastructure.
3. Remedial Works for Damp Areas:
 - Addressing specific areas prone to dampness through targeted remedial measures.
4. Civil and Landscape Works:
 - Transformation of street fronts surrounding the building through gentrification.
 - Enhancing the overall aesthetic appeal and functionality of the surrounding areas.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995

Sections 5.42, 5.44, 6.2(4a) Local Government (Financial Management) Regulations 1996

Relevant Plans and Policy:

Council's Procurement Policy is included at Attachment 12.03.21.01B.

Financial Implications:

In addition to architectural design services, Stage 2 of the Hall design will require sub consultants for Structural, Hydraulic, Civil and Landscaping services. These fees will be in the region of \$25,000.

Risk Assessment:

In accordance with Council's Risk Framework, consequence ratings for Financial and Reputational are rated as Minor and Moderate, with the likelihood as Possible.

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:

The refurbishment of the Brookton Memorial Hall is a key strategic project for the Shire of Brookton.

Comment:

The commitment and collaboration between all parties involved have been instrumental in the successful completion of Stage 1, and we look forward to achieving continued success in the subsequent stages of the Brookton Memorial Hall Refurbishment.

OFFICER’S RECOMMENDATION

That Council appoints Stephen Carrick Architects to provide Architectural Services for Stage 2 of the Brookton Memorial Hall Refurbishment at a cost of \$41,987 (GST Inclusive) as per the proposal is included at Attachment 12.03.21.01A.

(Simple majority vote required)

Attachment

Attachment 12.03.24.01A – Proposal from SCA

Attachment 12.03.24.01B – Council Policy 2.36 PROCUREMENT



Fee Proposal

BROOKTON MEMORIAL
HALL STAGE 2

ARCHITECTURAL CONSULTANCY
SERVICES

PREPARED FOR

SHIRE OF BROOKTON
12 FEBRUARY 2024





stephen
carrick
architects

t 0457 309 201
a PO Box 578, Scarborough WA 6922
e stephen@stephencarrickarchitects.com.au
w stephencarrickarchitects.com.au

12 February 2024

Kevin D'Alton
Manager Projects
Shire of Brookton
14 White Street
BROOKTON WA 6306

Dear Kevin,

**BROOKTON MEMORIAL HALL STAGE 2
FEE PROPOSAL**

Thank you for the opportunity to provide a fee proposal to further assist the Shire with the Stage 2 Works at the Brookton Memorial Hall.

After working with the Shire with the initial design phase and having completed the Stage 1 works, we are very familiar with the site and building.

We understand that Stage 2 for the Brookton Memorial Hall is to include:

- Restumping of halls and foundation repair work;
- External storm water and drainage works;
- Remedial works to address areas of damp; and
- Civil and landscape works to the street fronts of the buildings that require gentrification following the perimeter drainage works.

Attached to this letter is further information on our experience, our proposed scope and professional fee.

Please do not hesitate to contact me on 0457 309 201 or email (stephen@stephencarrickarchitects.com.au) if any clarification of this quotation or any additional information is required. We look forward to working with you again on this project should our proposal be accepted.

Yours Sincerely,

Stephen Carrick
Director



Stephen Carrick Architects Pty Ltd as Trustee for the S & S Carrick Family Trust trading as Stephen Carrick Architects

ABN 87 575 110 212

We believe that all buildings have a story, with ties to the past that importantly provides people with a sense of place.



OUR EXPERIENCE

Stephen Carrick Architects is an award winning architectural practice that specialises on all aspects of heritage and contemporary architecture. The practice has specific expertise in the adaptive reuse of buildings including alterations and additions. We also have expertise with new buildings located in heritage streetscapes as well as conservation planning and all aspects of built heritage management.

Stephen Carrick Architects has experience working on projects in both metropolitan and regional Western Australia.

Stephen Carrick is a registered architect with over 30 years experience in conservation and management of heritage sites. Prior to establishing his own practice, Stephen worked in

Contemporary heritage solutions.

Sydney and later for the Western Australian Government. While working for the Western Australian Government, Stephen was the Acting Director of the Heritage Council, where he was responsible for managing the Development Referrals Program, Assessment and Registration Program, Grant Funding and the Heritage Advisory Program. He has previously been responsible for conservation programs for sites such as the World Heritage listed Fremantle Prison.

Since 2010, Stephen has built a team of Registered Architects and Architectural Graduates that have a like minded approach to conservation and design.

Kalgoorlie Train Station

In late 2020, Stephen Carrick Architects were commissioned by the WA Public Transport Authority to undertake conservation works and refurbish the interior spaces of the station.

The platform canopies to the station stretches to just under 400 metres.

The canopy columns required structural repair, each column was categorised and documented by SCA. The building and platform canopies were re-roofed entirely as part of the works. The stone building suffered from significant rising damp, promoted by an introduced (c1930s) concrete plinth. This low plinth was removed, and stone repair work occurred to the base of the building, a breathing strip was also introduced to increase ventilation to the stonework and limit the possibilities of further damp issues. In addition to these conservation works, SCA assisted with the landscape plan for the station front and the design of upgrades to a number of interior spaces.

DETAILS

LOCATION
Kalgoorlie

PROJECT LIFE
2020-2023

SCOPE
Conservation
Interior Fit Out



Holy Trinity Anglican Church

Stephen Carrick Architects (SCA) assisted the Anglican Diocese of North West Australia with conservation works to the Holy Trinity Anglican Church in Roebourne from 2018-2020.

The Church, built in 1895, is the oldest church in the Pilbara district. These conservation works were part funded by the Heritage Council of Western Australia's Grant Program and the National Trust of Western Australia's Heritage Appeal. Throughout the works, SCA inspected the works and maintained regular liaison with the Diocese, the Building Contractor, the National Trust and the HCWA to ensure that all parties were updated and kept informed on the progression of the works and completion within budget. The Church remains a symbol of Roebourne's past and future. The 125th anniversary was held in 2021 after the works were completed. Some travelled over 1,600 kilometres to mark its re-opening.

DETAILS

LOCATION
Roebourne

PROJECT LIFE
2018-2020

SCOPE
Conservation
Interior Works



Cue Post Office (fmr)

In 2018, SCA in association with Suzanne Hunt Architect completed conservation and adaptation works to the former Cue Post Office (1895).

The works transformed the heritage building into a multifunctional space. It now serves as a Community Resource Centre and includes a visitor center, library, op shop, interpretation/exhibition areas, a versatile social space, and offices. As a State Registered Heritage Place, the former post office holds aesthetic, historic, social, and landmark values. The project was recognized at the 2018 WA Heritage Awards, receiving two awards for the:

- Adaptive Re-use of State Registered Place award; and
- the Gerry Gauntlett Award for Excellence in conservation and adaptive re-use

DETAILS

LOCATION
Shire of Cue

PROJECT LIFE
2016-2018

SCOPE
Conservation
Adaptation



THE TEAM

Since 2010, Stephen has built a team of Registered Architects and Architectural Graduates that have a like minded approach to conservation and design.

We pride ourselves on our ability to work collaboratively with clients, builders and communities to achieve contemporary heritage solutions.



Stephen Carrick
SCA DIRECTOR

Stephen is an architect that has devoted his professional career to all aspects of heritage and conservation architecture. With specific expertise in conservation planning, conservation works, heritage advice, adaptive reuse of buildings and liaison with regulatory authorities. As the Practice Director, Stephen oversees all SCA projects. He is primarily based at the SCA office in Innaloo; however travels regularly with his team for regional projects.

Qualifications / Professional Memberships

Architect - Architects Board (WA) (Reg No.1566)
A+ Member Australian Institute of Architects (AIA)
Member ACA Association of Consulting Architects
Australian ICOMOS Member
B.Arch - University of New South Wales (1986)



Nicola Marchesi
SCA ARCHITECT

Nicola Marchesi has worked with SCA since January 2017 and has recently registered as an Architect. She is currently working on the Goldfields Water Supply Scheme Heritage Management Plan and a development in Karridale.

Qualifications / Professional Memberships

Architect - Architects Board (WA) (Reg No.3441)
M.Arch - Curtin University (2014)
BAppSc (Architecture) - Curtin University (2012)
A+ Member. Australia Institute of Architects (AIA)



Michelle Cumming
SCA ARCHITECT

Michelle Cumming is a Registered Architect that joined the SCA team in October 2023. Michelle is experienced working as a Project Lead and contributes to design and project coordination across Current Projects and Heritage Conservation Works

Qualifications / Professional Memberships

Registered Architect (Reg No. 3575)
M.Arch - Curtin University (2017)
BAppSc - Curtin University (2015) Australia)
A+ Member Australian Institute of Architects



Hannah Tan
SCA
ARCHITECTURAL
GRADUATE

Hannah has worked with SCA since October 2020. Hannah is our graphic lead on all projects and is currently assisting with the Shire of Brookton with the former Railway Station building

Qualifications / Professional Memberships

M.Arch - Curtin University (2019)
BAppSc (Architecture) - Curtin University (2016)
A+ Member Australian Institute of Architects



Eoin McAullife
SCA
ARCHITECTURAL
GRADUATE

Eoin is an architectural graduate that has worked with SCA since May 2021. He has been involved in Heritage Assessment as well as the preparation of documentation for a number of design projects. He was previously involved in documenting the restoration and upgrade works to the Old Sergeants Quarters, Fitzroy Crossing. He is currently involved in documenting Accessible Upgrade works to Glen Forrest and Parkerville Halls for the Shire of Mundaring.

Qualifications / Professional Memberships

M.Arch - Curtin University (2018)
BAppSc (Architecture) - Curtin University (2016)
A+ Member Australian Institute of Architects



Priyanka Pereira
SCA
ARCHITECTURAL
GRADUATE

Priyanka Pereira is an architectural student that joined the SCA team in January 2022. Priyanka works closely with Stephen to prepare Heritage Advice and Heritage Strategies. She is currently working on the Riverbank Detention Centre Building Condition Report.

Qualifications / Professional Memberships

M.Arch - University of Western Australia (Current Student)
B.Design (Architecture) - Deakin University VIC (2021)



Ananya Erande
SCA
ARCHITECTURAL
GRADUATE

Ananya is an architectural graduate who recently joined SCA in January 2024. Ananya is currently assisting in documentation drawings for heritage advisory projects within the City of Bayswater

Qualifications / Professional Memberships

M.Arch - Curtin University (2023)
BAppSc (Architecture) - Curtin University (2021)
Dip. Building Construction - South Metro TAFE (2021)
Dip. Civil & Structural Engineering - North Metro TAFE (2017)



Project Scope

We understand the Shire of Brookton wishes to undertake the following works for the Stage 2 scope:

- Restumping the three halls and foundation repair works
- Remedial works to address instances of damp in the building
- External drainage including perimeter air drains for ventilation, storm water connection for new downpipes and civil works to direct water away from the building.
- Hard and soft landscaping to improve the presentation of the street fronts of the building and the storm water drainage.

Our proposed process to complete this scope of work will be to:

1. Brief development
 - Produce an updated schematic plan itemizing the stage 2 scope clearly for the Shire. Confirm full extent of works for stage 2 scope and intention for changes to building exterior.
2. Consultant Coordination
 - Manage Consultant Coordination based on the updated plan for the stage 2 works. Consolidate their advice for documentation.
 - Sub-consultants to include structural, hydraulic, civil and landscape.
3. Documentation
 - Prepare a drawing package, schedules and specifications for tender.
4. Tender Period Assistance
 - Provide assistance to the Shire during the Tender period by responding to any RFIs and providing a tender analysis on prospective building contractors.

5. Contract Administration
 - Prepare contract between Shire and selected builder.
 - Manage RFIs and contract queries during the construction period.
 - Liaise with sub-consultants on specific works.
 - Monitor progress and manage assessment of Progress Claims and Practical Completion.
 - We have estimated a 4.5 month construction period for this work and have allowed for a total of 5 site visits during the contract period.
 - Prepare an 'As constructed drawing set' at completion of the contract.



Professional Fee

We have provided below a break-down of our fee for the Stage 2 works :

TASK	ALLOWANCE
BRIEF DEVELOPMENT & SUB-CONSULTANT COORDINATION	\$ 5,115.00
DOCUMENTATION & SUB-CONSULTANT COORDINATION	\$ 16,165.00
TENDER PERIOD ASSISTANCE & CONTRACT ADMINISTRATION INCLUDES 5NO. SITE INSPECTIONS	\$ 16,890.00
SUBTOTAL	\$ 38,170.00
GST	\$ 3,817.00
TOTAL INCL GST	\$ 41,987.00



Terms and Conditions of Engagement

1. The Client is as detailed in the fee proposal.
2. The fee proposal is valid for a period of 30 days from the date of issue.
3. The Client shall pay Stephen Carrick Architects Pty Ltd for the Fee as set out in the fee proposal.
4. GST will be charged to all goods and services to which it is applicable as required by Federal Law. This will be payable with the invoice under the Terms set herein.
5. Additional work required by the Client (items not included in the quotation or beyond the original scope of works) shall be invoiced to the Client as a variation. All requests for variation are to be advised to Stephen Carrick Architects Pty Ltd in writing. Additional work shall be charged out at a rate of:
 - Principal Architect \$275 + GST per hour
 - Project Architect \$220 + GST per hour
 - Architectural Graduate \$165 + GST per hour
6. Copyright in all deliverables, including but not limited to drawings, reports and specifications provided by Stephen Carrick Architects Pty Ltd in connection with the project shall remain the property of Stephen Carrick Architects Pty Ltd.
7. Subject to Clause 8, the Client alone shall have a license to use the documents referred to in Clause 6 for the purpose of completing the project but the Client shall not use, or make copies of, such documents in connection with any work not included in the project.
8. If the Client is in breach of any obligation to make a payment to Stephen Carrick Architects Pty Ltd, Stephen Carrick Architects Pty Ltd may revoke the license referred to in Clause 7, and the Client shall cause to be returned to Stephen Carrick Architects Pty Ltd all documents referred to in Clause 6 and all copies thereof.
9. The Client may terminate its obligations under this Agreement:
 - In the event of a substantial breach by Stephen Carrick Architects Pty Ltd of its obligations hereunder which breach has not been remedied within 14 days of written notice from the Client requiring the breach to be remedied; or
 - Upon giving Stephen Carrick Architects Pty Ltd written notice of its intention to do so.
10. Stephen Carrick Architects Pty Ltd may terminate their obligations under this Agreement:
 - In the event of monies payable to Stephen Carrick Architects Pty Ltd hereunder being outstanding; or
 - In the event of another substantial breach by the Client of its obligations hereunder which breach to be remedied within 14 day of written notice from Stephen Carrick Architects Pty Ltd requiring the breach to be remedied; or
 - Upon giving the Client written notice of its intention to do so.

Thank you



 stephen
carrick
architects

2.36 PROCUREMENT

Directorate:	Corporate			
Statutory Environment:	<i>Local Government Act 1995 (as amended) sections 5.42, 5.44, 6.2(4a)</i> <i>Local Government (Financial Management) Regulations 1996, Part 4</i> <i>Corruption, Crime and Misconduct Act 2003 (CCC legislation)</i> <i>Shire of Brookton Employee Code of Conduct</i>			
Council Adoption:	Date:	Nov 2018	Resolution #:	13.11.18.02
Last Amended:	Date:	Feb 2022	Resolution #:	OCM 02.22-05
Review Date:	June 2023			

Objective:

The objectives of this policy are to ensure all purchasing activities:

- Demonstrate that best value for money is attained for the Shire,
- Are compliant with relevant legislation including any Acts and Regulations that apply to procurement,
- Are documented and recorded in compliance with the *State Records Act 2000* and associated records and information management policies and procedures as adopted by the Shire from time to time,
- Mitigate probity risk by establishing consistent and demonstrated processes that promote openness, transparency, fairness, and equity to all potential suppliers,
- Deliver sustainable benefits such as environmental, social, and local economic factors in the context of overall value for money assessment; and
- Are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

Statement:

The Shire of Brookton (the Shire) is committed to delivering best practice in the procurement of goods, services and works that align with the principles of transparency, probity and good governance as promoted in the *Local Government Act, 1995* and subsidiary regulations.

The procurement processes and practices to be complied with are defined within this Policy.

Policy Scope:

This policy encompasses all procurement undertaken by the Shire.

Ethics & Integrity**Misconduct**

All employees of the Shire authorised to undertake purchasing activities must:

- Apply accountable and ethical decision-making principles within the work environment.
- Behave in accordance with legislation, the Shire of Brookton Code of Conduct and the Shire of Brookton adopted policies.

- Understand and observe the definitions, guidelines and legislative obligations in the *Corruption Crime and Misconduct Act 2003* and any Auditor General (WA) recommendations or guidelines as issued from time to time.
- Report any information about actual or potentially fraudulent, corrupt, or illegal activities including breaches of the Shire Code of Conduct to the CEO.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure fair and equitable treatment of all parties:

- All purchases of goods and services must have an allocated Council budget prior to purchase.
- Full accountability shall be taken for all purchasing decisions and the efficient, effective, and proper expenditure of public monies based on achieving value for money
- All purchasing practices shall comply with relevant legislation, regulation, and requirements consistent with the Shire's policies and Code of Conduct.
- Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honesty and consistently.
- All process, evaluation and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.
- Any actual or perceived conflict of interest are to be identified, disclosed, and appropriately managed.

Value for Money

Value for money is determined when the consideration of price, risk and qualitative factors are assessed to determine the most advantageous outcome to be achieved for the Shire. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

An assessment of the best value for money outcome for any purchasing process should consider:

- All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance, supplier changeover costs and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.;
- Financial viability and capability and capacity to supply to the Shire without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;

- Purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- Providing opportunities for businesses within a fifty (50) kilometre radius of the Shire of Brookton municipal boundary are to be given the opportunity to quote for providing goods and services wherever possible and where the supplier can demonstrate compliance with the principles of this policy.

Purchasing Requirements

Legislative/Regulatory Requirements

The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.

Purchasing that is \$250,000 or below in total value for the life of the contract (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined in this Procurement Policy. Purchasing that exceeds \$250,000 in total value for the life of the contract (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption is not deemed to be suitable - refer to Purchasing Value Definition below.

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three (3) years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

Purchasing from Existing Contracts

Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register through the Finance Team in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

The table below prescribes the purchasing process that the Shire must follow, based on the purchase value:

Purchase Value Threshold	Purchasing Requirements
\$0 up to \$1,000	Purchase of a good or service using a Purchase Order or Corporate Credit Card issued by the Shire following at least one (1) <u>oral or written</u> quotation being requested, and the officer being satisfied with: <ul style="list-style-type: none"> • Quality of the good or service to an adequate industry/trade standard;

	<ul style="list-style-type: none"> • Delivery of the good or service within a timely manner based on need; • Level of customer service being attentive, respectful, and friendly; • Cost of the good or service is competitively priced taking into account the price preference section of this policy. <p>Where goods and services can be acquired <u>locally</u>, the officer is to request a local price and acquire the good or service from the <u>local</u> supplier providing the above criteria is met.</p>
\$1,001 up to \$3,000	<p>Request at least one (1) <u>written</u> quotation from a supplier after providing a brief, outlining the specified requirements, and the officer being satisfied with:</p> <ul style="list-style-type: none"> • Quality of the good or service to an adequate industry/trade standard; • Delivery of the good or service within a timely manner based on need; • Level of customer service being attentive, respectful, and friendly; • Cost of the good or service is competitively priced taking into account the price preference section of this policy. <p>Where goods and services can be acquired <u>locally</u>, the officer is to request a local price and acquire the good or service from the <u>local</u> supplier providing the above criteria is met.</p>
Over \$3,001 and up to \$15,000	<p>Request at least two (2) written quotations from a supplier after providing a brief, outlining the specified requirements either through:</p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA) or • From the open market. <p>Where the value of the procurement is considered high risk, the Officer shall seek advice from the CEO to establish if a formal contract process is required.</p> <p>Where the value of the procurement is considered high risk, the Officer shall seek advice from the CEO to establish if a formal contract process is required.</p>
\$15,001 and up to \$40,000	<p>Request at least three (3) written quotations from a supplier after providing a brief, outlining the specified requirements either from:</p> <ul style="list-style-type: none"> • An existing panel of pre-qualified suppliers administered by the Shire or • A pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA) or • From the open market.

	<p>Where the value of the procurement is considered high risk, the Officer shall seek advice from the CEO to establish if a formal contract process is required.</p> <p>Where three (3) written quotations cannot be provided, the Officer must provide written evidence of why quotations could not be provided. The Officer must also demonstrate that every attempt was made to source written or verbal quotations.</p>
\$40,001 and up to \$250,000	<p>Request at least three (3) <u>written</u> quotations from suppliers by formal invitation under a <u>Request for Quotation</u>, containing price and detailed specification of goods and services required.</p> <p>The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy. The Finance Team shall facilitate the quotation process. Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire; or • a pre-qualified supplier on the WALGA; • Preferred Supply Program or State Government CUA; or • from the open market utilising the electronic tendering portal and placing an advertisement in the local paper. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be requested.</p>
\$250,000 and above	<p>Conduct a public tender process.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender exempt arrangement, conduct a public Request for Tender process in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

Approval Limits

- The Chief Executive Officer has delegated authority from Council to undertake purchases of goods and services which are, or expected to be, up to the value of \$250,000.
- The Chief Executive Officer may on delegate authority from Council to any employee to maintain efficient and effective purchasing operations.

Purchasing Exemptions

Certain circumstances may arise where it is not reasonably practicable to adhere to the requirements of this Policy. The following purchases are specifically exempt from the requirements of this policy:

- a) The supply of goods or services obtained through the Western Australian Local Government Association ("WALGA") Preferred Suppliers Program.
- b) Purchased where a legitimate sole source of supply exists.
- c) An emergency event as defined by the Local Government Act 1995 and detailed below under 'Emergency Purchases'.
- d) The purchase is under public auction and has been authorised by Council.
- e) The purchase is for petrol, oil, or other liquid, or gas, used for internal combustion engines.
- f) Reactive maintenance of plant and machinery which does not exceed \$5,000.00 (ex. GST), per transaction. Reactive maintenance is defined as unscheduled maintenance, such as machinery break down, or where a routine inspection identifies additional works are required.
- g) Shelf acquired, non-bulk, grocery, alcohol, and sundry hardware. No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol and sundry hardware products sourced off the shelf from retail stores that are open to the public. It is considered that the nonnegotiable pricing, together with strong competition within the grocery and hardware sector is sufficient to provide best pricing.

***Note:** The Shire issued monthly purchase orders to some retail businesses in Brookton, with a limit on the dollar amount allowed per transaction, to allow for efficient work operations to continue.*

- h) Annual memberships and subscriptions.
- i) Artwork.
- j) Procurement of performing arts defined as forms of creative activity that are performed in front of an audience, such as drama, music, or dance.
- k) Eligible staff reimbursements (TAFE, Training Course Fees, eligible travel costs, including meals, and accommodation, telephone, and internet).
- l) Purchases from Original Equipment Manufacturer, or a sole agent thereof, where warranty provisions may otherwise be void.
- m) Provision of contributions to community groups, in accordance with agreements to assist with their administrative, and operating costs, or as directed by as resolution of Council.
- n) Software support/ licences/ renewals/ maintenance. No quotations are required for contracts for the provision, licensing, annual renewal, annual leave payment, maintenance, or support of information technology hardware, or software, where:
 - i. The value of the contract is less than \$100,000.00 (ex GST); and
 - ii. The responsible officer has good reason to believe that because of the unique nature of the product and/or services, it is unlikely that there is more than one potential supplier.

***Note:** This exemption must be approved by the Chief Executive Officer, or Manager Corporate and Community.*

- o) At the discretion of a Manager, or the CEO, which may be applied upon receiving written justification for the waiver, and only in the following situations.
 - i. The purchasing officer has sought the required number of quotations from suitable suppliers; however, an insufficient number of suppliers were willing to provide a valid quotation.

- ii. The goods or services are to be supplied by, or obtained through, the Government of the State, or Commonwealth, or any of its agencies, or by another Local Government, or Regional Local Government.
- p) In an instance where any of the exemptions, or exclusions, under r.11 of the Local Government (Functions and General) Regulations, apply.

Inviting Tenders under the Tender Threshold

Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, and timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$250,000 or less in value, the Shire's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$1,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Chief Executive Officer of the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into.

From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

CEO Discretion

Where it is not practical to obtain multiple written and/or verbal quotations for amounts between \$1,000 and less than \$250,000 the Chief Executive Officer may approve the purchase of goods and services where deemed appropriate after approving a written request from the Officer justifying the reasons for the purchase.

Anti-Avoidance

The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

Emergency purchases are defined as the supply of goods, or services, associated with:

- a) A local emergency and the expenditure are required (within existing budget allocations), to respond to an imminent risk to public safety, or to protect, or make safe, property, or infrastructure assets; or
- b) A local emergency, and the expenditure is required, (with no relevant available budget allocation), to respond to an imminent risk to public safety, or to protect, or make safe, property, or infrastructure assets, in accordance with s.6.8 of the *Local*

Government Act 1995, and the Local Government (Functions and General) Regulations r.11(2)(a); or

- c) A State of Emergency is declared under the *Emergency Management Act 2005*, and therefore, the *Local Government (Functions and General) Regulations r.11(2)(aa)*, and *r.11(3)*, apply to vary the application of this policy.

Time constraints, administrative omissions, and errors **DO NOT** qualify for definition as an emergency purchase. Instead, every effort must be made to research, and anticipate purchasing requirements, in advance and to allow sufficient time for planning and scoping proposed purchases, and to then obtain quotes, or tenders, as applicable.

Records Management

Records of all purchasing activity must be retained in compliance with the *State Records Act 2000* (WA).

Buy Local

As much as practicable, the Shire will:

- Where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
- Consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
- Ensure that procurement plans address local business capability and local content; and
- Provide adequate and consistent information to potential suppliers.

Buy Local Eligibility

- A preference is applicable to locally based contractors and suppliers within a fifty (50) kilometre radius of the Shire of Brookton town centre; and
- To qualify as a local contractor a supplier must have had a permanent office and staff within the fifty (50) kilometre radius for a period of at least six (6) months prior to the closing date of the quotation/tender submission.

Price Preference for Local suppliers/contractors

- A 10% price preference of up to a maximum of \$1,000 in value applies to all goods and services for those supplier(s) that meet the eligibility requirements (as above);
- Where the procurement is for goods and services for a period exceeding twelve (12) months, the 5% price preference of up to a maximum of \$500 shall be applied per annum.

Purchasing from Disability Enterprises & Aboriginal Businesses

Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire may purchase from Disability Enterprises and Aboriginal Business contingent upon demonstration of value for money.

Panels of Pre-Qualified Suppliers

Objectives for Panels

In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- The Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- There are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of ‘value for money’;
- The purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- The Panel will streamline and will improve procurement processes; and
- The Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel. Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire. Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each category, on the basis that best value for money is demonstrated. In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work amongst Panel Members

To satisfy Regulation 24AD (5) of the Regulations, when establishing a Panel of prequalified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:

- a) Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases; and/or
- b) Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
- c) Purchase goods and services on a rotational basis from each pre-qualified supplier and endeavour to provide an even amount of work amongst prequalified suppliers.

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) Each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
- b) Service requests that are not possible to obtain a fixed price may be rotated between pre-qualified supplier(s) to obtain the most advantageous result for the Shire which

may take into account the existing familiarity with a supplier's previous work on a specific Council asset; and/or

- c) Should the list of panel members be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not on the panel to provide the goods/services in line with the purchasing thresholds. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond twelve (12) months, which includes options to extend the contract.

Purchasing from the Panel

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise. Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

Recordkeeping

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created.

Procurement planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel including (but not limited to);

- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;

must be kept.

Legislation and other References:

- *Local Government Act 1995*
- *Local Government Act (Financial Management) Amended Regulations 2015*
- *Local Government (Functions and General) Regulations 1996*
- *Shire of Brookton Employee Code of Conduct*
- *Corruption Crime and Misconduct Act 2003*
- *State Records Act 2000*

12.03.24.02 HAPPY VALLEY WATER SUPPLY AGREEMENT

File No:	Not Applicable
Date of Meeting:	21 March 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kevin D’Alton Manager Projects
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council to consider endorsing the use of the Common Seal to a Water Supply Agreement between the Minister of Education and the Shire of Brookton for the supply of water to Brookton District High school (DHS).

Description of Proposal:

The draft Water Supply Agreement, included at Attachment 12.03.24.02, sets the conditions of Council’s supply of water from the Happy Valley Water Supply (HVWS) to the Brookton DHS.

This agreement formalises the supply and charge of supplying water from the HVWS to Brookton DHS.

Background:

The Shire has been providing water to the Brookton DHS for over two years.

The Shire has previously charged the School \$2,500 per annum to provide water. This is a significant saving for Brookton DHS from the use of scheme water to water the school oval and garden.

Consultation:

Department of Education
Brookton DHS

Statutory Environment:

Nil

Relevant Plans and Policy:

Brookton Strategic Community Plan 11.1

Financial Implications:

Annualized payment for supply of water from HVWS to Brookton District High School expressed as:

$$C = A/B \times SF \text{ where}$$

C = Amount payable by the minister

A = the amount of water supplied to the school’s tank

B = the total amount of water pumped out of the HVWS
 SF = the Service Fee

Risk Assessment:

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

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

Community & Strategic Objectives:

Amenities- Water Supply Improvement Project

Comment: Nil

OFFICER'S RECOMMENDATION

That Council approve the use of the Common Seal and signing of the Agreement, included at Attachment 12.03.241.02A, between the Minister of Education and the Shire of Brookton.

(Simple majority vote required)

Attachments

Attachment 12.03.24.02A - Water Supply Agreement Brookton.

2023

MINISTER FOR EDUCATION

AND

SHIRE OF BROOKTON

**AGREEMENT
SUPPLY OF WATER HAPPY VALLEY TO
BROOKTON DISTRICT HIGH SCHOOL**

**STATE SOLICITOR'S OFFICE
COMMERCIAL AND CONVEYANCING
PERTH**

TELEPHONE : (08) 9264 1176

INDEX

1.	Definitions and Interpretation.....	4
2.	Supply	7
3.	Connection.....	7
4.	Maintenance	7
5.	Indemnity	7
6.	Assignment	7
7.	Waiver.....	8
8.	Variation.....	8
9.	Termination.....	8
10.	Notices.....	8
11.	Debts	9
12.	Costs.....	9
13.	GST	10
14.	Miscellaneous	10

SCHEDULE

Item 1 (Clause 1.1) Land

Lot 500 on Deposited Plan 415061 and being the whole of the land in Qualified Certificate of Crown Land Title Volume LR3169 Folio 883 also known as Reserve 22679

Item 2 (Clause 1.1) School

Brookton District High School 20 Tiller St, Brookton WA 6306

Item 3 (Clause 1.1) Term

5 years commencing on 1 February 2022 and expiring on 31 January 2027

Item 4 (Clause 1.1) Commencement Date

1 February 2022

Item 5 (Clause 9.1) Notices

Minister: Asset Planning and Services,
Department of Education
151 Royal Street
EAST PERTH WA 6004

Shire: Chief Executive Officer
Shire of Brookton
P O Box 42
BROOKTON WA 6306

THIS AGREEMENT is made the day of 202

BETWEEN:

SHIRE OF BROOKTON a local government and body corporate under the *Local Government Act 1995* of 14 White Street Brookton Western Australia (**Shire**)

AND

MINISTER FOR EDUCATION a body corporate pursuant to the provisions of the *School Education Act 1999* of 151 Royal Street, East Perth Western Australia (**Minister**).

RECITALS

- A. The Minister has care, control and management of the Land.
- B. The School is situated on the Land.
- C. The Shire has agreed to supply water for use by the School to irrigate the oval on the Land from the Happy Valley water supply (**HVWS**) on the terms and conditions contained in this Agreement.

OPERATIVE PART

IT IS HEREBY AGREED:

1. Definitions and Interpretation

- 1.1 In this Agreement unless the contrary intention appears:

Authority means any entity, person or group of persons empowered by Statute or otherwise to perform and carry out public regulatory administrative or executive functions of Commonwealth State or Shire.

Business Day means any day other than a Saturday, Sunday or public holiday in Perth Western Australia.

Commencement Date means the date specified in item 4 of the Schedule.

Department means the Department of Education.

GST has the same meaning and usage as that contained in the GST Act.

GST Act means *A New Tax System (Goods and Services Tax) Act 1999*.

Input Tax Credit has the meaning given in section 195-1 of the GST Act.

Land means the land described in item 1 of the Schedule.

Loss means any loss, cost (including legal costs), expense, liability (whether arising in negligence or otherwise) or damage whether direct, indirect or consequential (including pure economic loss), present or future, ascertained, unascertained, actual prospective or contingent or any fine or penalty.

Party depending on the context means the Shire or the Minister and

Parties means both of them.

Primary Payment means any payment by the Minister to the Shire under this Agreement.

Schedule means the schedule annexed to this Agreement.

School means the School specified in item 2 of the Schedule.

Service Fee means the sum of \$8,000.00 per annum.

State means the State of Western Australia and any government department, agency and instrumentality thereof.

Statute includes all Statutes (State and Federal) for the time being enacted or modifying any Statutes and all regulations, bylaws and other statutory orders and instruments made under any Statute.

Taxable Supply has the meaning given in section 195-1 of the GST Act.

Tax Invoice has the meaning given in section 195-1 of the GST Act and in the *A New Tax System (Goods and Services Tax) Regulations 1999*.

Term means the term specified in item 3 of the Schedule and where the context so permits includes any extended or renewed term.

Works means the connection from the HVWS to the School's water tank and the upgrade of the School's irrigation system so that it can utilise that water.

1.2 In this Agreement unless a contrary intention appears:

- (a) references to a person include that person's legal personal representatives, assigns and successors;
- (b) an obligation on the part of two or more parties shall bind them jointly and severally and a right in favour of two or more parties shall be enforceable by them jointly and severally;
- (c) references to this Agreement include its schedules and annexures;
- (d) references to a person which has ceased to exist or has been reconstituted, amalgamated, reconstituted or merged or the functions of which have become exercisable by any other person or body in its place, shall be taken to refer to the person or body established or constituted in its place or by which its functions have become exercisable;

- (e) words importing any gender include the other genders;
- (f) headings shall be ignored in the construction of this Agreement;
- (g) reference to any thing is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them but this is not to be taken as implying that performance of part of an obligation is the performance of the whole;
- (h) where time is to be calculated from a day or event, such day or the day of such event shall be excluded;
- (i) words importing the singular include the plural and vice versa;
- (j) references to writing include any mode of representing or reproducing words in tangible and permanently visible form, and includes telex and facsimile transmission;
- (k) references to persons include corporations and vice versa;
- (l) references to time are to local time in Perth, Western Australia;
- (m) references to this Agreement or any other document include the document as varied, extended, renewed or replaced, and notwithstanding any change in the identity of the parties thereto;
- (n) references to a statute whether by name or otherwise includes the amendments to the statute for the time being in force and also any statute passed in substitution for it or in lieu of it and all subsidiary or subordinate legislation for the time being in force under it;
- (o) if a word or phrase is defined, cognate words and phrases have corresponding definitions;
- (p) reference to a contractor is to a contractor or consultant at any tier;
- (q) reference to a clause means a clause of this Agreement;
- (r) all the provisions in the Schedule are incorporated in and form part of this Agreement.
- (s) no rules of construction apply to disadvantage a Party on the basis of that Party being responsible for the preparation of this Agreement or any part of it; and
- (t) reference to \$ or Dollars is a reference to Australian dollars.

2. Supply

- 2.1 The Shire agrees to supply water from the HVWS to the School for the Term or until such time as the Minister divests itself or is divested of its rights over or in the Land (whichever occurs sooner).
- 2.2 The Shire has an existing water licence to take water from HVWS and the water supplied to the School will form part of the Shire's water licence. The Shire will amend that licence to include the Land.

3. Connection

- 3.1 The Shire will at its cost arrange for the Works to be done (noting that the Water Corporation has provided the Shire with \$25,000.00 to arrange the connection and upgrade).
- 3.2 The Shire will carry out the Works in a safe and proper manner using good quality materials and qualified tradespeople.

4. Maintenance

- 4.1 All maintenance of the equipment used to supply water from the HVWS to the School will be carried out by the Shire at the cost of the Minister. The Shire will provide the Minister with an estimate of the cost of any such maintenance and obtain the Minister's approval to same before carrying out such maintenance.
- 4.2 The Shire will ensure that all its employees, agents, workmen and contractors contact the Principal of the School prior to carrying out the Works or any maintenance on the Land and comply with any required conditions of entry onto the Land.

5. Indemnity

Each Party shall indemnify and keep indemnified the other Party (including its officers, employees, agents, contractors, licensees, invitees or representatives) and the Minister for Lands from and against all Loss incurred or suffered by or brought against any of those indemnified to the extent that the same was caused or contributed to by any negligent, tortious or other unlawful act or omission (including breach of a contractual term, condition or warranty) by the first mentioned Party or any of its officers, employees, agents, contractors, licensees, invitees or representatives in respect of that Party's obligations under this Agreement.

6. Assignment

This Agreement must not be novated or assigned by either Party without the prior written consent of the other Party (which consent may not be unreasonably withheld).

7. Waiver

- 7.1 No right of any Party under this Agreement shall be deemed to be waived except where such a waiver is in writing signed by or on behalf of that Party.
- 7.2 A waiver by a Party shall not prejudice the rights of that Party in respect of any subsequent or other breach of the Agreement by the other Party.
- 7.3 A failure by a Party to enforce any provision of this Agreement or any forbearance, delay or indulgence granted by a Party to the other shall not be construed as a waiver of the first mentioned Party's rights under this Agreement.

8. Variation

This Agreement may only be varied by agreement signed in writing by both Parties.

9. Termination

- 9.1 Notwithstanding anything expressed or implied in this Agreement to the contrary, either Party may, by giving 6 months notice in writing to the other Party, terminate this Agreement for any reason whatsoever and upon the expiration of that 6 month period, this Agreement shall terminate but any rights of action or claims which accrued or arose to either Party prior to such termination are hereby preserved.
- 9.2 If a Party breaches or fails to comply with any term of this Agreement and after having been served with a written notice by the other Party:
- (a) specifying the breach or failure; and
 - (b) requiring that breach or failure to be rectified within a reasonable period specified in the notice (being not less than 14 days),

fails or refuses to so rectify that breach or failure within that period, then the Party giving the notice shall be entitled to terminate this Agreement and such termination shall take effect immediately upon the service of a notice of termination on the other Party.

10. Notices

- 10.1 Notices that may or must be sent under or in connection with this Agreement shall be in writing, signed by the Party or representative of the Party giving notice, and may be delivered by pre-paid post or by hand to the other Party at the relevant address set out in item 6 of the Schedule.
- 10.2 Notices shall be deemed to be received:
- (a) (in the case of delivery by pre-paid post) six Business Days after deposit in the mail; or

(b) immediately upon delivery by hand.

11. Debts

If under this Agreement a Party is claiming monies owing as a debt from the other Party, the claiming Party will provide the other Party with an invoice and true copies of all documentation in support of the debt being claimed.

12. Costs

12.1 Each Party shall pay its own legal costs in connection with the negotiation and preparation of this Agreement.

12.2 The Minister will pay the Shire a share of the Service Fee to cover the cost to the Shire of pumping water into the School's water tank calculated as follows:

$$C = \frac{A}{B} \times SF$$

Where

C = the amount payable by the Minister;

A = the amount of water pumped to the School's tank;

B = the total amount of water pumped by the Shire out of the HVWS;

SF = the Service Fee.

12.3 The Minister will reimburse the Shire for the amount referred to in clause 12.2 annually in arrears commencing on the first anniversary of the Commencement Date within 28 days after receiving an invoice from the Shire. The Shire must at the same time as it provides an invoice to the Minister provide the Minister with all information reasonably necessary to enable to verify the amount charged to the Minister. All invoices to the Minister are to be addressed to:

Asset Planning and Services
Department of Education
151 Royal Street
EAST PERTH WA 6004

12.4 The Shire shall pay 100% of all costs charges and expenses for which the Minister shall become liable in consequence of or in connection with any default by the Shire in performing or observing any covenants conditions or stipulations herein contained or implied and on the part of the Shire to be performed or observed except to the extent that the same was caused or contributed to by any tortious or other tortious act or omission (including breach of a contractual term, condition or warranty) by the Minister.

13. GST

- 13.1 The amount of all Primary Payments specified in this Agreement are exclusive of GST except where stated otherwise.
- 13.2 If GST is payable by the Shire in respect of a Primary Payment or any part in connection with a Taxable Supply provided under this Agreement:
- (a) the Primary Payment is increased by an amount equal to the applicable GST; and
 - (b) the Minister must pay the amount of the increase in the same manner and on the same date as the Minister is required to pay the Primary Payment.
- 13.3 If the Primary Payment consists (wholly or partly) of the recovery by the Shire of all or a portion of the Shire's costs, the Primary Payment is to be reduced by the amount (or corresponding proportion) of the Input Tax Credits available to the Shire in respect of these costs and then increased by any applicable GST payable under clause 13.2.
- 13.4 If a Primary Payment is to be increased to account for GST under clause 13.2 the Shire must, at least one month before the date on which the increased Primary Payment is to be paid, issue a Tax Invoice to the Minister.

14. Miscellaneous

- 14.1 Whenever the consent of the Minister is required under this Agreement:
- (a) that consent may be given or withheld by the Minister in the Minister's absolute discretion and may be given subject to such conditions as the Minister may determine;
 - (b) the Minister is not required to provide a reason or reasons for giving or refusing its consent; and
 - (c) the Shire agrees that any failure by it to comply with or perform a condition imposed under clause 14.1(a) will constitute a breach of a condition by the Shire under this Agreement.
- 14.2 The Parties must do everything reasonably necessary, including signing further documents, to give full effect to this Agreement.
- 14.3 Nothing in this Agreement may be construed to make the Shire a partner, agent, employee or joint venturer of the Minister.
- 14.4 The Shire must not represent that the Shire or any of its employees, agents, contractors, licensees or representatives are the employees, agents, partners or joint venturers of the Minister.
- 14.5 The rights, powers and remedies in this Agreement are in addition to, and not exclusive of, the rights, powers and remedies existing at law or in equity.

- 14.6 This Agreement supersedes all prior negotiations, understandings and agreements between the Parties relating to the matters covered by this Agreement and constitutes the full and complete agreement between the Parties relating to the matters covered by this Agreement.
- 14.7 This Agreement is governed by the laws of the State of Western Australia. The Parties irrevocably submit to the exclusive jurisdiction of the courts of Western Australia.

EXECUTED by the Parties.

SIGNED for and on behalf of the)
MINISTER FOR EDUCATION by)
PHILIPPA LEE BEAMISH BURTON)
A/Deputy Director General of the)
Department of Education,)
the officer delegated this authority)
pursuant to section 230 of the)
School Education Act 1999 (WA))
in the presence of)

____/____/____

Witness signature

Witness Full Name (Please print)

Witness address (Please print)

Witness occupation (Please print)

THE COMMON SEAL of the)
SHIRE OF BROOKTON)
was hereunto affixed in the presence of:)

Shire President

Chief Executive Officer

Print full name

Print full name

13.03.24 COMMUNITY SERVICES REPORTS**13.03.24.01 COMMUNITY CHEST FUNDING APPLICATION – BROOKTON SUB BRANCH OF RSL WA**

File No:	COM013
Date of Meeting:	21 March 2024
Location/Address:	117 Robinson Road, Brookton
Name of Applicant:	Brookton Sub-branch of RSL WA
Name of Owner:	Brookton Sub-branch of RSL WA
Author/s:	Kylie Freeman – Brookton CRC Coordinator
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:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the application made by the Brookton Sub-branch of RSL WA for the Community Chest Funding under the Policy 2.34 – Annual Grant – Community Support Grants.

Description of Proposal:

The Brookton Sub-branch of RSL WA has applied for a grant of \$3,300.00 (GST Exclusive) under the Community Chest Fund to assist with a partial payment for the replacement of windows and installation of blinds and security screens.

The Community Chest Fund Application form is included at Attachment 13.03.24.01A.

Background:

Brookton Sub-branch of RSL WA have been upgrading their building over a number of years and this current project is the next in sequence of previous works to replace the windows and install blinds and security screens.

Consultation:

There was no consultation in relation to this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

Policy 2.34 – Community Funding and Donations applies.

On assessment the application partially aligns with the Community Support Grant for the installation of blinds.

However the capital window works, while not aligning with the Community Support Grant selected in the application, does align with an alternative funding category – Community and Strategic Partnership Grant. Both relevant selection criteria's are detailed below:

Funding category	Funding Amount	Guidelines
Community & Strategic	Maximum of 50% of the total fund (prescribed within	<ul style="list-style-type: none">• Only available to groups and organisations within an incorporated body framework.

Partnership Grants	the Shire's annual budget) to a maximum of \$10,000 per application as cash support per financial year.	<ul style="list-style-type: none"> • Designed to increase community access to essential events, programs, capital projects and improvements to buildings and structures [refer to notation c)], and services offering broad benefit to the local community. • Demonstrates a high level of community support or need for the event, program, capital project or service. • Organisations with existing partnerships will be required to provide proof of all acquittals for the previous funding term and an audited financial statement from the previous financial year as a part of the application. • Applications for this category are limited to <u>one</u> application per organization every year. • Applications can be made at any time throughout the year.
Community Support Grants	Maximum \$6,000 cash support per financial year. With matched funding of 1/3 – Community Group 2/3 Shire Grant.	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Available to applicants to support a community project, program, or event (excludes capital works to buildings). • Applicants must demonstrate their ability to <u>match</u> (cash/in-kind) Shire of Brookton grant support. • Applications can be made at any time throughout the year.

Financial Implications:

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

The amount expended to date in 2023/24 is \$1,500.

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

Comment:

The Brookton RSL Sub-branch plays a vital role in benefiting our community, particularly veterans and their families. They provide a support network and sense of community, as well as actively participating in the Brookton ANZAC Day Service and Gun Fire Breakfast. It is recommended Council endorse the grant of \$3,300.00 (GST Exclusive) from the Community Chest Fund – Community and Strategic Partnership Grants.

OFFICER’S RECOMMENDATION

That Council in relation to the application from the Brookton Sub- branch of RSL WA under Policy 2.34 – Community Funding and Donations grant approval for \$3,300 (excl. GST) financial grant from the Community Chest Fund to be part payment for the replacement of windows and installation of blinds and security screens.

(Absolute majority vote required)

Attachments

Attachment 13.03.24.01A - Community Chest Application Brookton Sub Branch of RSL WA.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to:

mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton Sub-branch of RSL WA

CONTACT PERSON: Carina Whittington

POSITION: Secretary/Treasurer

POSTAL ADDRESS: PO Box 175 Brookton 6306

PHONE: 0448 663 730 **MOBILE:** 0448 663 730

EMAIL: brooktonrsl@gmail.com

ORGANISATION'S ABN: 59 263 172 184

REGISTERED FOR GST? YES NO

IS YOUR ORGANISATION INCORPORATED? YES NO

NAME OF PROJECT OR EVENT: RSL Hall Redevelopment - Windows Upgrades

ESTIMATED START DATE: May 2024

ESTIMATED COMPLETION DATE: July 2024

REQUESTED COMMUNITY CHEST FUNDS: \$3,300

Please tick which funding category you are applying for	
Annual Grants	Community Donations
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input checked="" type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

We have been progressively updating the Brookton RSL Hall over a number of years, through a mix of grants, our own funds, and donations. Our members were clear that they would like to maintain the heritage of the building, and preferred to progressively tackle the upgrades.

So far we have made public building compliant, installed airconditioning, CCTV and an external defibrillator; painted internally and externally; replaced the roof, ceiling, insulation, electric cabling, front door, and resurfaced the wooden floors. In addition we have had offsite projects with replacement of the flagpole in Memorial Park, installation of additional memorials as well as restoration of artifacts.

The current project is the next in sequence of previous work and is to replace the windows and install blinds and security screens. The current windows are wood louvres which require either maintenance or upgrade. The louvres let in a lot of dust, and to have the current wooden frames returned to working condition is expensive exercise for a sub-par outcome. Despite installing CCTV we have also had semi-regular nuisance vandalism with mostly young children breaking windows as they walk past so would like to install unobtrusive security screens - which is not an option with louvres.

We have received quotes for replacement aluminium frames with security screens that would imitate the current form of the louvred windows and heritage look. We would also like to complement this with blinds - at present we dont have window coverings and the light is deteriorating historic memorabilia located inside the hall.

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

The funds will go toward the purchase of aluminium framed windows with security screens, local builder to fit, and cost of roller blinds to all windows.

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

The project will benefit the Brookton community by:

* Supporting the volunteers of the Brookton RSL - by completion of the project which will reduce volunteer time spent in maintenance of the building, and also in reduction of effort in other fundraising activities.

* Supporting the health and wellbeing of Brookton veterans. The 2021 census notes that there are 20 veterans in the Brookton LGA - or 2.6 of the population. While some of these veterans opt not to engage with the RSL, the ones who do have access to camaraderie, advocacy, welfare support directly and indirectly.

* Supporting the commemoration of our veterans - one of the objects of the RSL is to "assist in the preservation of the memory, honour and records of those who have served, suffered and died for Australia"

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and the Brookton RSL does this through hosting Anzac Day, Remembrance Day community events, as well as acknowledgement of other significant days - eg recently 50th anniversary of Vietnam War.

* Maintain the history and fabric of Brookton. The Brookton RSL was chartered in 1919 and historic records demonstrate the integral role our organisation has played over time. From Memorial Hall, Memorial Park as well as many fundraising, community events and community advocacy actions. This continues to this day and Brookton RSL fosters wide ranging relationships with the school, Guides, VFRS, Performing Arts, CWA.

* Adds to the diversity of facilities available to the community. We currently share with the RAOB and have previously hosted ballet, school holiday programs, coding classes, CRC activities, wakes. Sometimes community desire a more intimate space than the Shire provided halls and facilities.

* Maintains the historic presentation of the main street of Brookton in good order.

* Reduces criminal damage, police time etc.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE SHIRE OF BROOKTON STRATEGIC COMMUNITY PLAN JULY 2022 - JUNE 2032

8. Volunteer engagement

8.1 Volunteer support project. Brookton RSL is run entirely by volunteers, including the hosting of Anzac Day and Remembrance Day events, and routine maintenance of the RSL Hall.

10. All age wellbeing

10.4 Community health program. RSLWA has a role in supporting the health of veterans and their families. Brookton RSL provides support and camaraderie for the its service members, and supports Northam RSL in providing a local welfare and advocacy hub.

13. Built form

13.2 Visitor Precinct Phase B project. The RSL is located in the main street precinct, opposite the toilets and where many visitors park to access the main street facilities. In such a visible location, having well maintained and presented facilities is key to achieving this outcome.

14. Environment

14.2 Streetscape beautification and branding project. As per above.

15. Cultural

15.3 Built form cultural activation project. Previously the RSL have hired out their rooms to activities such as ballet, school holiday programs and coding classes. A more user friendly and contemporary facility will enhance these opportunities and provide a diverse array of community facilities for local use.

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

We are happy to work with the grant funders to an agreed plan of recognition. In the past this has included promotion in the local paper and on our facebook page. While our membership is small, our reach is not – with over 3,500 people reached with our main 2023 Anzac Day post and nearly 800 ‘clicks’. Our 2023 Remembrance Day

Poppy Stall post had reach of 575. We would anticipate acknowledgement in posts on grant success announcement, project commencement, progress photos and project completion.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

It is a requirement of funding that the words "Sponsored by the Shire of Brookton" and the Shire's logo be displayed at your project/event.

Please advise the ways you will be able to acknowledge the Shire of Brookton's sponsorship:

- Display "Shire of Brookton" Logo: on your website and posters, in newspaper advertisements, on event signage, programs and flyers.
- Display the "Shire of Brookton" flag or banner at your event if possible. (Available from the Shire).
- Verbal announcements at the project/event.
- Other.

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	1937	Materials	13,037
Sponsorship	Click or tap here to enter text.	Labour	2,000
Donations in cash	1,500	Hire of Equipment	Click or tap here to enter text.
Other grants	8,300	Office/Administration	Click or tap here to enter text.
Catering Sales	Click or tap here to enter text.	Venue hire	Click or tap here to enter text.
Fees and Charges e.g. stalls	Click or tap here to enter text.	Advertising	Click or tap here to enter text.
Gate/Door entry fees	Click or tap here to enter text.	Catering Costs	Click or tap here to enter text.
		Entertainment	Click or tap here to enter text.
Other Income (Please List)	Click or tap here to enter text.	Other Expenditure (Please List)	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in cash*	3,300	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
TOTAL INCOME	15,037	TOTAL EXPENDITURE	15,037

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

PLEASE INCLUDE SUPPORTING DOCUMENTATION (letters of support, quotes etc)

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR YES NO

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? YES NO

IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

Click or tap here to enter text.

8. PLEASE LIST BELOW ANY IN-KIND CONTRIBUTIONS IF APPLICABLE (e.g. volunteer or donated labour, materials etc.) HOWEVER, DO NOT INCLUDE IN YOUR BUDGET ABOVE.

Volunteers will install the blinds.

Volunteers will assist with transport, clean-up, preparation for the works.

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME: Carina Whittington

POSITION: Secretary/Treasurer

SIGNATURE: 

DATE: 27/02/2024

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Your shopping basket

Items	Price	QTY	Total
Titan Blackout Alabaster Roller Blind 1980mm width x 920mm drop (recess) Front rolled Pure White Bottom Bar Left hand control Australia Day Sale offer applied SureSize Insured Name your window[s] optional	\$172.90 <small>\$182.00</small>	6	\$1,037.40 <small>\$1,092.00</small>
SureSize Insurance We have applied our Worry-Free Measurement Guarantee to the indicated products. Replace up to 5 blinds from this order for free. T&C's apply	\$29.99		\$29.99
Delivery Fully insured courier service, free for orders over \$499.00	Free		Free

Hi Carla,

I have priced you a few options below. If you wish to maintain the heritage look, I would advise going for a 3 panel window over the single panel horizontal window, which is more of a modern configuration.

The security screens come in stainless steel (less visible, easier to clean) and perforated aluminium. Note that panels behind security screens will have to be washed down through the screens - these have either concealed or security fixings. All window panels are screened, with a border to each screen that will balance nicely with the thinner frame profile.

The price estimates below are for supply only, toughened 5mm clear safety glass, security screens as noted, choice of two white powdercoat colours, Perth metro delivery included. Price is for each window assembly, 6 of which have been requested. (Indicative images only)

Option 1 - fixed window - single panel:
 Aluminium screens - \$950 each (\$5,400 total)
 Stainless screens - \$1070 each (\$6,420 total)



Option 2 - Fixed window - three panels:
 Aluminium screens - \$1250 each (\$7,500 total)
 Stainless screens - \$1470 each (\$8,820 total)



Option 3 - 3 panel slide, middle panel to slide:
 Aluminium screens - \$1360 each (\$8,160 total)
 Stainless screens - \$1550 each (\$9,300 total)



Please let me know if I can assist you further.

You could upgrade to our semi-commercial frames for approx. \$740 each for the fixed 3-panel windows (option 2), or approx. \$150 each for the fixed 1-panel window (option 1). Our commercial frames are not available for supply only, unfortunately.

Kind regards,
Wesley

Wesley Pendlebury
Sales Consultant
wesley.pendlebury@jasonwindows.com.au



31 Sheffield Rd
Wembley WA 6106
Phone 08 9351 3400
jasonwindows.com.au



14.03.24 CORPORATE SERVICES REPORTS

14.03.24.01 LIST OF PAYMENTS – FEBRUARY 2024

File No:	N/A
Date of Meeting:	21 March 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Kathy Muller – 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:	15 February 2024

Summary of Item:

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

Description of Proposal:

The accounts paid under Delegation 1.1, Power to Make Payments, are included at within Attachment 12.03.2024.01A.

Contained within Attachment 12.03.2024.01B is a detailed transaction listing of credit card expenditure paid for the period ended 29 February 2024.

Contained within Attachment 12.03.2024.01C is a detailed transaction listing of fuel purchasing card expenditure paid for the period ended 29 February 2024.

Background:

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

Consultation:

There has been no consultation on this matter.

Statutory Environment:

Local Government (Financial Management) Regulations 1996

13. *Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

(2) *A list of accounts for approval to be paid is to be prepared each month showing —*

- (a) *for each account which requires council authorisation in that month —*
 - (i) *the payee's name; and*
 - (ii) *the amount of the payment; and*

- (iii) *sufficient information to identify the transaction; and*
 - (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under sub-regulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
 - (b) *recorded in the minutes of that meeting.*

13A. *Payments by employees via purchasing cards*

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

Local Government (Administration) Regulations 1996

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

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

Relevant Plans and Policy:

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

Financial Implications:

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

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

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

OFFICER’S RECOMMENDATION

That Council receive:

1. *the list of accounts, totalling \$1,578,580.39 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of February 2024, as contained within Attachment 12.03.2024.01A; and*
2. *the list of credit card transactions, totalling \$1,059.57 paid in February 2024, as contained within Attachment 12.03.2024.01B; and*
3. *the list of fuel card transactions, totalling \$1,341.64 paid in February 2024, as contained within Attachment 12.03.2024.01C.*

(Simple majority vote required)

Attachments

Attachment 12.03.2024.01A – List of Payments for February 2024.

Attachment 12.03.2024.01B– List of Credit Card Transactions for February 2024.

Attachment 12.03.2024.01C– List of fuel Card Transactions for February 2024.

List of Payments for February 2024

Chq/EFT	Date	Name	Description	Amount
EFT15327	02/02/2024	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PG8 GRADER - REMOVE AND REPLACE ACTUATOR, WORN CIRCLE SLIDES, RHF INDICATOR AND REPLACE MISSING SAFETY ALARM - 18.12.2023	\$5,585.00
EFT15328	02/02/2024	ALCOLIZER TECHNOLOGY	SUPPLY NEW DRUGLIZER LE5 DRUG TESTER INCLUDING COVER AND CARTRIDGES, STAFF TRAINING - GO - J. MASON - ONLINE TRAINING DRUGLIZER CERTIFIED OPERATOR	\$4,934.38
EFT15329	02/02/2024	ANDROIT INFORMATION MANAGEMENT	PROVIDE ASSISTANCE WITH RECORD MANAGEMENT - ARCHIVE PROGRAM X 7HRS, READYTECH KFC CONVERSION WORK X 8 HRS - 15.01.2024 - 21.01.2024	\$1,864.50
EFT15330	02/02/2024	AUSTRALIA POST	MONTHLY POSTAGE CHARGES - CRC AND ADMINISTRATION OFFICE - DECEMBER 2023	\$392.33
EFT15331	02/02/2024	BEVERLEY TRANSPORT	PROVIDE TOWING SERVICES - RELOCATE 4 ROLLERS FROM MATTHEWS ROAD TO SHIRE OF BROOKTON DEPOT 10HRS WORK OVER 15.01.24 AND 21.12.24	\$1,760.00
EFT15332	02/02/2024	BOC GASES	MONTHLY CHARGES - HIRE FEE FOR 3 X CYLINDERS, OXYGEN, ACETYLENE, ARGOSHIELD AND 3 X MEDICAL OXYGEN CYLINDERS - JANUARY 2024	\$56.25
EFT15333	02/02/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	SUPPLY MEDICAL SERVICES FOR STAFF MEMBER - 23.01.2024	\$30.00
EFT15334	02/02/2024	BROOKTON 24/7 TOWING	PTR4 SKID STEER - TOW FROM SHIRE DEPOT TO MCINTOSH AND SONS IN REDCLIFFE, REMOVE RAKE BUCKET AND LOAD GENERAL PURPOSE BUCKET, SUPPLY 4 X 10L OF ADBLUE FOR VARIOUS VEHICLES, CUB CADET MOWER PM9 - REPLACE 3 BLADES AND REMOVE AND EXAMINE ALL ROTORS AND ROTOR MOUNTINGS TO CHECK FOR DAMAGE	\$1,663.20
EFT15335	02/02/2024	BROOKTON MEATS	SUPPLY 150 X RAW SAUSAGES FOR COMMUNITY CHRISTMAS PARTY ON 22.12.23	\$202.65
EFT15336	02/02/2024	BROOKTON PLUMBING	CARAVAN PARK TOILETS - INVESTIGATE NO HOT WATER, ADJUST REGULATOR AND PURGED LINE IN UNISEX TOILET	\$220.00

Chq/EFT	Date	Name	Description	Amount
EFT15337	02/02/2024	BROOKTON TYRE SERVICE	GRADER PG9 - SUPPLY AND FIT 1 X NEW TYRE INCLUDING DISPOSAL OF OLD TYRE AND O RINGS	\$2,867.70
EFT15338	02/02/2024	CARROLL & RICHARDSON FLAGWORLD PTY LTD	SUPPLY 2 X CHRISTMAS FLAGS	\$333.00
EFT15339	02/02/2024	COLAS	YORK-WILLIAMS ROAD WORKS - COMPLETE TWO COAT SEALING OF ROAD	\$221,257.93
EFT15340	02/02/2024	COLGAN INDUSTRIES PTY LTD	BCI BUILDING - RESKIMMING OF CEILINGS IN KITCHEN DUE TO SAGGING - 24.01.2024	\$7,150.00
EFT15341	02/02/2024	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	SUPPLY AND FIT NEW SIDE WINDOW FOR HINO 300 TRUCK PT15 - 12.12.23	\$462.00
EFT15342	02/02/2024	CUTTING EDGES EQUIPMENT PARTS PTY LTD	SUPPLY AND DELIVER GRADER BLADES CURVED X 40, PLOWBOLT X 16, NUTS X 16 FOR GRADER PG8	\$6,396.10
EFT15343	02/02/2024	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	UNIT 3/28 WILLIAMS STREET - INVESTIGATE BLOCKAGE IN TOILET - FOUND SEPTIC TANK NEEDS TO BE EMPTIED - 16.01.2024, UNIT 2/28 WILLIAMS STREET - PUMP OUT UNIT SEPTIC TANK INCLUDES HIRE OF VACUUM TRUCK	\$3,028.19
EFT15344	02/02/2024	DOCUMENT DYNAMIX AUSTRALIA	SUPPLY AND DELIVER PAPER SHREDDER FOR ADMINISTRATION OFFICE	\$1,789.00
EFT15345	02/02/2024	ERGOLINK	SUPPLY VARIOUS FURNITURE AND EQUIPMENT TO IMPROVE STAFF ERGONOMIC SAFETY - INCLUDES CHAIRS, LUMBAR SUPPORT, FOOTREST, STANDING DESKS, MONITOR STANDS	\$9,337.48
EFT15346	02/02/2024	HICKMAN CONTRACTING	EAST BROOKTON FIRE BRIGADE SHED - REMOVE STUMPS AND EXISTING TREES AT ALDERSYDE SITE FOR CONSTRUCTION TO BEGIN	\$4,675.00
EFT15347	02/02/2024	INDUSTRIAL AUTOMATION GROUP PTY LTD (WATERMAN IRRIGATION)	6 MONTHLY SUBSCRIPTION - STANDPIPE ACCESS FOR BROOKTON STANDPIPE AND HAPPY VALLEY STANDPIPE INCLUDES SUPPORT, CLOUD ACCESS AND IRRIGATION CONTROLLER	\$2,170.85
EFT15348	02/02/2024	INTEGRATED ICT	MONTHLY CHARGES - TELEPHONY SERVICE AND EQUIPMENT FEES, NBN PHONE LINK SYSTEM, NBN DATA CONNECTIONS FOR ADMINISTRATION AND CRC OFFICE - JANUARY 2024	\$783.29

Chq/EFT	Date	Name	Description	Amount
EFT15349	02/02/2024	INTERFIRE AGENCIES (AUST) PTY LTD	SUPPLY PPE AND EQUIPMENT FOR VOLUNTEER FIRE OFFICERS - INCLUDING BOOTS, JACKETS, TROUSERS, RESPIRATORS AND GLOVES	\$9,262.09
EFT15350	02/02/2024	LG CORPORATE SOLUTIONS PTY LTD	PROVIDE PROFESSIONAL ASSISTANCE WITH UPDATING STRATEGIC RESOURCE PLAN 2024 - 2039	\$8,250.00
EFT15351	02/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - CONTRACT MANAGEMENT WORKSHOP ATTENDED BY MP K. DALTON, EXCEL WORKSHOP ATTENDED BY SFO C. COOKE AND FO-C K. MULLER	\$2,350.00
EFT15352	02/02/2024	MOORE AUSTRALIA (WA) PTY LTD	STAFF TRAINING - 2024 BUDGET WORKSHOP MCC D. SWEENEY - 23.02.2024	\$1,320.00
EFT15353	02/02/2024	OFFICEWORKS BUSINESS DIRECT	SUPPLY STATIONERY ORDER FOR ADMINISTRATION AND CRC OFFICE - ITEMS INCLUDE MOUSE PAD, MOUSE, TAPE, HIGHLIGHTER, PENS, AND DIVIDERS - JANUARY 2024	\$138.65
EFT15354	02/02/2024	QUALITY PRESS	SUPPLY PRINT AND DELIVER 22/23 ANNUAL REPORT X 20 COPIES IN FULL GLOSS COLOUR	\$440.00
EFT15355	02/02/2024	RECORDS AND INFORMATION MANAGEMENT PRACTITIONERS ALLIANCE GLOBAL	STAFF TRAINING - ONLINE TRAINING, RECORDS AND INFORMATION MANAGEMENT FUNDAMENTALS ARO S. FISHER - 30.01.24	\$300.00
EFT15356	02/02/2024	RSEA PTY LTD	SUPPLY AND DELIVER ELECTROLYTE DRINK MIX PACKETS X 100 FOR OUTDOOR CREW	\$119.98
EFT15357	02/02/2024	SHERRIN RENTALS PTY LTD	DAGIN-MEARS ROAD WORKS - HIRE OF MULTI ROLLER AND SMOOTH DRUM ROLLER FOR 4 X DAYS 01.01.2024 - 08.01.2024 INCLUDES FUEL	\$3,417.70
EFT15358	02/02/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	WEST BROOKTON FIRE BRIGADE SHED - 1ST PROGRESS CLAIM INCLUDES PRELIMINARIES, EARTH AND SITE WORKS, STRUCTURAL STEEL DOORS - JANUARY 24	\$134,340.76
EFT15359	02/02/2024	TOLL TRANSPORT PTY LTD	DELIVERY CHARGES - DELIVERY OF POOL WATER SAMPLES FROM BROOKTON TO PATHWEST IN NEDLANDS, DELIVERY FROM INTERFIRE LANDSDALE TO BROOKTON SHIRE OFFICE, DELIVERY FROM SGS PERTH TO SHIRE OFFICE	\$122.41

Chq/EFT	Date	Name	Description	Amount
EFT15360	02/02/2024	WA HINO SALES & SERVICES	PT14 HINO TIP TRUCK - INVESTIGATE AND REPAIR ADBLUE PRESSURE FLUCTUATION AND ENGINE LIGHT ON, PT17 HINO TRUCK - INVESTIGATE AND REPAIR FAULT WITH REVERSE CAMERA	\$594.00
EFT15361	16/02/2024	3E ADVANTAGE PTY LTD	MONTHLY CHARGES - CRC AND ADMIN OFFICE - PRINTING AND PHOTOCOPIER COST - JANUARY 2024	\$2,893.72
EFT15362	16/02/2024	ARTISTIC SWIMMING WA	AUSTRALIA DAY EVENT - COME AND TRY INTERACTIVE SESSION AT BROOKTON AQUATIC CENTRE - 26.01.2024	\$220.00
EFT15363	16/02/2024	ATO	BAS PAYMENT FOR THE MONTH OF JANUARY 2024	\$58,399.00
EFT15364	16/02/2024	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES - CRC AND ADMINISTRATION OFFICE - ITEMS INCLUDE CERTIFICATE FRAMES, DYMO LABEL REFILLS, PAPER, AND DESK CALANDER - JANUARY 24	\$161.70
EFT15365	16/02/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PROVIDE MEDICAL SERVICE FOR SHIRE EMPLOYEE AS PER CEO	\$50.00
EFT15366	16/02/2024	BROOKTON 24/7 TOWING	FIRE TENDER PF9 - SERVICE TRUCK AND WATER PUMP TO DFES CHECKLIST 09.02.2024, TRITON UTE PAV3 - 45 000KM LOGBOOK SERVICE 09.02.2024, HINO TRUCK PT18 - DIAGNOSE HYDRAULIC ISSUE WITH TRUCK AND TRAILER, PPT1 TRAILER - CHANGE HYDRAULIC FITTING ON TRAILER TO MATCH HINO TRUCK PT18, GRADER PG8 - REMOVE EXTRA TRANSMISSION FLUID IN TANK SO THAT FLUID IS AT CORRECT LEVEL	\$4,177.80
EFT15367	16/02/2024	BROOKTON COUNTRY CLUB	HIRE OF BROOKTON COUNTRY CLUB FACILITIES FOR COUNCILLOR TRAINING SESSION - 13.02.2024	\$165.00
EFT15368	16/02/2024	BROOKTON GIRL GUIDES	SHIRE DONATION TO BROOKTON GIRL GUIDES, TO ASSIST WITH HOSTING AUSTRALIA DAY CELEBRATION/CEREMONY	\$400.00

Chq/EFT	Date	Name	Description	Amount
EFT15369	16/02/2024	BROOKTON PLUMBING	RAILWAY STATION - USE CAMERA TO MAP TOILET DRAINS AND LOCATE TANK, BROOKTON AQUATIC CENTRE - PERFORM ANNUAL BACKFLOW RPZD TESTING OF 50MM METER AT POOL, TOWN OVAL - INVESTIGATE AND REPAIR LEAK FOUND IN BUSH AT TOWN OVAL, MEMORIAL PARK - REPAIR COPPER PIPES RUNNING OFF PARK METER SO THAT ONLY THE PARK TAP AND FOUNTAIN WORK, HAPPY VALLEY WATER PROJECT - DISCONNECT 2 X SOLENOIDS IN HAPPY VALLEY CONNECTION	\$2,846.00
EFT15370	16/02/2024	BROOKTON PROFESSIONAL SERVICES CENTRE	MONTHLY CHARGES - RENT PAYMENT FOR CRC OFFICE - FEBRUARY 2024	\$991.10
EFT15371	16/02/2024	BUILDING & ENERGY	PAYMENT OF BUILDING SERVICES LEVY - 2 X LEVY COLLECTED - FOR THE MONTH OF DECEMBER 2023	\$1,458.95
EFT15372	16/02/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15373	16/02/2024	COLGAN INDUSTRIES PTY LTD	MEMORIAL HALL - REPAIRS TO HALL ROOF INCLUDING ELECTRICAL UPGRADES, REMOVAL OF WALLS AND CEILINGS, REPLACE SMOKE DETECTORS, NEW POST INSTALLATION, TERMITE DAMAGE REPAIRS - FINAL PAYMENT	\$95,145.26
EFT15374	16/02/2024	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	UNIT 7/40 WHITE STREET - REPLACE KITCHEN WASTE PIPES FROM WALL TO DG POINT, CLEAR ALL PIPE INCLUDES PARTS, CARAVAN PARK - 3 MONTHLY SERVICE OF ATU SEPTIC SYSTEM - FEB 24	\$1,221.83
EFT15375	16/02/2024	EDGE PLANNING & PROPERTY	MONTHLY CHARGES - TOWN PLANNING SERVICES PROVIDED, 8.25HRS FOR THE MONTH OF JANUARY	\$1,265.95
EFT15376	16/02/2024	ELECTRON ENERGY PTY LTD	AQUATIC CENTRE - CALL OUT TO RESOLVE POWER OUTAGE - 07.02.2024	\$181.25
EFT15377	16/02/2024	FLEET COMMERCIAL GYMNASIUMS	SUPPLY AND DELIVERY 2 X 2.5KG GRIP PLATE WEIGHTS - COMMUNITY GYM	\$49.50
EFT15378	16/02/2024	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER - CARAVAN PARK, ADMINISTRATION OFFICE, SHIRE DEPOT, ROBINSON ROAD PUBLIC TOILETS, CRC, WB EVA PAVILION - ITEMS INCLUDE PAPER TOWEL, NITRILE GLOVES, DISINFECTANT, TOILET PAPER, URINAL BLOCKS, SPRAY BOTTLES	\$877.37

Chq/EFT	Date	Name	Description	Amount
EFT15379	16/02/2024	IT VISION	ANNUAL LICENCE - SYNERGY SOFT X 11 USERS, ALTUS ECM SUBSCRIPTION, SYNERGY DATABASE - 01.07.2023 - 30.06.2024	\$38,892.10
EFT15380	16/02/2024	LANDMARK ENGINEERING & DESIGN PTY LTD T/A MODUS AUSTRALIA	BROOKTON CEMETERY - 20% DEPOSIT TO START CONSTRUCTION ON YARRA WATERLESS TOILET BLOCK	\$18,359.66
EFT15381	16/02/2024	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15382	16/02/2024	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF TRAINING - MCC D. SWEENEY - FINANCE PROFESSIONALS CONFERENCE 2024 - 20.03.2024	\$1,360.00
EFT15383	16/02/2024	NEW GROUND WATER SERVICES PTY LTD	EXTEND HAPPY VALLEY RETICULATION SYSTEM - FIT OVAL PUMP, INSTALL COMMUNICATION HARDWARE, UPGRADE WIFI CONTROLLER, AND REPAIR EXISTING PIPES	\$43,063.90
EFT15384	16/02/2024	RESONLINE	MONTHLY CHARGES - CARAVAN PARK ONLINE BOOKING SYSTEM - JANUARY 2024	\$242.00
EFT15385	16/02/2024	RURAL TRAFFIC SERVICES PTY LTD	DANGIN-MEARS ROAD WORKS - SUPPLY 2 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS FOR 33 HRS AND HIRE OF TRAFFIC LIGHTS FOR 3 X DAYS OVER THE PERIOD 31.01.2024 - 02.02.2024	\$6,817.80
EFT15386	16/02/2024	SEABROOK ABORIGINAL CORPORATION	SUPPLY 3 X WORKERS TO PROVIDE GARDENING SERVICES ON ROBINSON ROAD AND BROOKTON HWY - 55HRS TOTAL ON 28.11.2023, 14.12.2023, 19.12.2023, 20.12.2023	\$2,722.50
EFT15387	16/02/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$50.00
EFT15388	16/02/2024	TIANCO TRANSPORT	DAGIN-MEARS ROAD WORKS - TRANSPORT 2 X ROLLERS FROM SHIRE DEPOT TO AUSTIN ROAD	\$814.00
EFT15389	16/02/2024	WALLIS COMPUTER SOLUTIONS	ANNUAL SUBSCRIPTIONS - WINDOWS DEFENDER FOR 5 X SERVERS, MICROSOFT 365 BUSINESS BASIC X 3, MICROSOFT 365 BUSINESS PREMIUM X 33, USECURE SECURITY AWARENESS TRAINING X 33	\$18,840.80
EFT15390	16/02/2024	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE FEE FOR 89 ROBINSON ROAD (CRC) - 06.11.2023 - 10.01.2024	\$59.00
EFT15391	16/02/2024	WINDSOR D & J	EMERGENCY CALL OUT TO SECURE BROKEN WINDOW AT MEMORIAL HALL - 27.01.24	\$462.00

Chq/EFT	Date	Name	Description	Amount
EFT15392	16/02/2024	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	MONTHLY CHARGES - STORAGE OF ARCHIVE BOXES IN OFFSITE LOCATION - JANUARY 2024	\$52.16
EFT15393	28/02/2024	AMPAC DEBT RECOVERY	MONTHLY CHARGES - DEBT RECOVERY FEES A111, A388, A2682 - JANUARY 2024	\$1,624.95
EFT15394	28/02/2024	AUSTRALIA POST	MONTHLY POSTAGE CHARGES - CRC AND ADMINISTRATION OFFICE - JANUARY 2024	\$79.05
EFT15395	28/02/2024	BCA CONSULTANTS	RAILWAY STATION - PROVIDE HYDRAULIC AND ELECTRICAL SERVICE DESIGN AND DOCUMENTATION - 2ND PART PAYMENT	\$2,035.00
EFT15396	28/02/2024	BE SURVEYS (BUNBURY ENGINEERING SURVEY)	PROFESSIONAL SERVICE PROVIDED - CALCULATIONS, SETOUT, CADASTRAL PICKUP, AND PLAN CREATION FOR CLOSURE OF PART OF YORK-WILLIAMS ROAD	\$7,860.00
EFT15397	28/02/2024	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	STAFF PRE-EMPLOYMENT MEDICAL - ADMINISTRATION TRAINEE B. MCIVOR - 16.02.2024	\$150.00
EFT15398	28/02/2024	BONNIE MCIVOR	STAFF REIMBURSEMENT OF PRE- EMPLOYMENT NATIONAL POLICE CLEARANCE - 05.02.2024	\$58.70
EFT15399	28/02/2024	BROOKTON MEATS	SUPPLY 100 X RAW SAUSAGES FOR INTERNATIONAL DAY OF PEOPLE WITH DISABILITY EVENT ON 03.12.23, SUPPLY 100 X RAW SAUSAGES FOR AUSTRALIA DAY BBQ AT AQUATIC CENTRE	\$257.51
EFT15400	28/02/2024	BROOKTON TYRE SERVICE	MITSUBISHI UTE PU33 - SUPPLY AND FIT NEW HIFLY TYRE X 2, AND DISPOSE OF OLD TYRES	\$550.00
EFT15401	28/02/2024	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$281.99
EFT15402	28/02/2024	DOUGLAS MACAULAY	STAFF REIMBURSEMENT FOR PURCHASE OF TOOL SET TO BE USED AT AQUATIC CENTRE	\$24.99
EFT15403	28/02/2024	ELLETT CONTRACTING	CARAVAN PARK REFUND OF 2 X NIGHTS IN POWDERBARK CHALET 13.02.2024-15.02.2024 - CANCELLED WITHIN APPROVED 24HRS TIMEFRAME	\$284.00
EFT15404	28/02/2024	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY FUEL PURCHASES - MIW, MCC, CEO, CESM - JANUARY 24	\$1,341.64

Chq/EFT	Date	Name	Description	Amount
EFT15405	28/02/2024	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - ROADSIDE RUBBISH COLLECTION FOR 4 X WEEKS, ROADSIDE RECYCLING COLLECTION FOR 2 X WEEKS, 27 X LABOUR HOURS FOR BROOKTON TIP, 3 X MACHINE HOURS FOR BROOKTON TIP, COLLECTION OF 12 BINS OF WASTE AND 13 BINS OF CARBOARD - JANUARY 2024	\$15,018.08
EFT15406	28/02/2024	ISWEEP TOWN & COUNTRY	SUPPLY TRUCK AND DRIVER TO SWEEP TOWN ROADS - 14HRS ON 06.02.2024	\$2,156.00
EFT15407	28/02/2024	LEIGH ANDERSON	STAFF REIMBURSEMENT OF PARKING COSTS TO ATTEND TRAINING IN WEST LEEDERVILLE - FO-PAYROLL - 12.02.2024	\$12.00
EFT15408	28/02/2024	LGRCEU	PAYROLL DEDUCTIONS	\$132.00
EFT15409	28/02/2024	MADELEINE PRESLEY-WOLFF	CARAVAN PARK REFUND OF 1 X NIGHT IN A POWERED SITE ON 25.01.2024 BN; 12467601	\$33.00
EFT15410	28/02/2024	MANDURAH SAFETY & TRAINING SERVICES PTY LTD	STAFF TRAINING - 4 DAY DOGGING COURSE C. STOYSICH AND L. NIKOLA UNABLE TO ATTEND, SPOTS TAKEN BY CREW FROM WEST ARTHUR - TO BE ON CHARGED TO SHIRE OF WEST ARTHUR	\$3,785.93
EFT15411	28/02/2024	MCINTOSH & SON	SUPPLY NEW SKID STEER SV185B AS PER RFQ 04/2023	\$72,380.00
EFT15412	28/02/2024	MICHAEL BACHYNSKY	STAFF REIMBURSEMENT FOR PURCHASE OF FLOOR BOSE STRIPS FOR USE AT MEMORIAL HALL -	\$104.80
EFT15413	28/02/2024	NOURISH BROOKTON	AUSTRALIA DAY EVENT AT AQUATIC CENTRE - ITEMS FOR BBQ SAUSAGE SIZZLE INCLUDING BUNS, ONIONS, MARGARINE, AND FOIL TRAYS - JANUARY 24	\$352.32
EFT15414	28/02/2024	QI FRANCHISE MANAGEMENT PL TA QUEST INNALOO	2 X NIGHTS ACCOMMODATION FOR MP K. DALTON TO ATTEND STAFF TRAINING IN PERTH 18.02.2024 - 20.02.2024	\$332.00
EFT15415	28/02/2024	RURAL TRAFFIC SERVICES PTY LTD	DANGIN-MEARS ROAD WORKS - SUPPLY 2 X TRAFFIC CONTROLLERS WITH VEHICLES AND SIGNS FOR 43.25HRS AND HIRE OF TRAFFIC LIGHTS FOR 5 X DAYS OVER THE PERIOD 05.02.2024-09.02.2024	\$9,667.13
EFT15416	28/02/2024	SGS	WATER SAMPLE TESTING FOR WATER FROM SEWERAGE TREATMENT PLANT - 12.12.2023	\$825.66
EFT15417	28/02/2024	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$50.00

Chq/EFT	Date	Name	Description	Amount
EFT15418	28/02/2024	SIMS CIVIL	DANGIN-MEARS ROAD WORKS - REMOVE AND REPLACE EXISTING REINFORCED CONCRETE PIPES EXTENDED TO 12M AND INSTALL HEADWALLS X 6 SECTIONS	\$64,603.00
EFT15419	28/02/2024	ST JOHN AMBULANCE ASSOCIATION	SUPPLY AND DELIVER 1 X PHILIPS DEFIBRILLATOR BATTERY AND NEW CASE FOR AQUATIC CENTRE AND 1 X PHILIPS DEFIBRILLATOR BATTERY FOR MEN'S SHED	\$857.96
EFT15420	28/02/2024	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	WEST BROOKTON BUSH FIRE BRIGADE SHED - SECOND PROGRESS CLAIM FOR COMPLETED WORKS, INCLUDING PRELIMINARY WORKS, CONCRETE WORKS COMPLETED, INSTALLATION OF STRUCTURAL STEEL AND DOORS, OFFICE FRAMING AND WINDOW INSTALLATION	\$183,726.90
EFT15421	28/02/2024	STEVE DAVIS BUILDER	BCI BUILDING - REMOVE EXISTING CEILING PROPS AND REPLACE WITH NEW PROPS TO PREVENT SAGGING AND COLLAPSING - 16.01.2023	\$319.00
EFT15422	28/02/2024	TOLL TRANSPORT PTY LTD	DELIVERY CHARGES - TRANSPORT OF ITEMS FROM INTERFIRE LANDSDALE TO SHIRE OFFICE, DELIVERY OF POOL WATER SAMPLES FOR TESTING FROM SHIRE OF BROOKTON TO PATHWEST NEDLANDS - 05.02.2024	\$200.02
EFT15423	28/02/2024	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 10.25HRS OVER 3 DAYS - 08.01.2024, 16.01.2024, 23.01.2024, 6HRS OVER 2 DAYS - 31.01.2024, 05.02.2024	\$1,698.13
EFT15424	28/02/2024	WA HINO SALES & SERVICES	SUPPLY NEW 6 WHEEL SINGLE CAB TIP TRUCK – PT18	\$260,157.98
EFT15425	28/02/2024	WA LOCAL GOVERNMENT ASSN	STAFF TRAINING - FO-PAYROLL L. ANDERSON - STATE EMPLOYMENT LAW ESSENTIALS ON 12.02.2024	\$638.00
EFT15426	28/02/2024	ZONE 50 ENGINEERING SURVEYS PTY LTD	DANGIN-MEARS ROAD WORKS - ADDITIONAL WORKS INCLUDING CLEARING PEGGING, LINE MARKING AND TOP SURVEY	\$5,401.87
DD7344.1	06/02/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,113.12
DD7344.2	06/02/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7344.3	06/02/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$964.24
DD7344.4	06/02/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$227.29
DD7344.5	06/02/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48

Chq/EFT	Date	Name	Description	Amount
DD7344.6	06/02/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,591.25
DD7344.7	06/02/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7344.8	06/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$91.95
DD7346.1	06/02/2024	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$43.36
DD7352.1	01/02/2024	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE FEES - MEMORIAL PARK, MEMORIAL HALL, MADISON SQUARE PARK, SWIMMING POOL, ADMINISTRATION OFFICE, UNITS 1-8/40 WHITE STREET, 1-3/33 WHITTINGTON STREET, TOWN OVAL, SHIRE DEPOT, SEWERAGE TREATMENT PLANT, 50MM STANDPIPE AND 25 MM STANDPIPE - 07.11.2023 - 10.01.2024	\$16,372.42
DD7354.1	05/02/2024	TELSTRA CORPORATION	MONTHLY USAGE CHARGES - WIRELESS DATA PLAN FOR SEWERAGE TREATMENT PLANT ALARM - 16.01.2024 - 15.02.2024	\$4.99
DD7356.1	07/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES - WB EVA PAVILION, TOWN OVAL, CARAVAN PARK (14.12.2023 - 10.01.2024) MEMORIAL HALL - (21.11.2023 - 22.01.2024)	\$2,038.60
DD7356.2	13/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES - WB EVA PAVILION, TOWN OVAL, CARAVAN PARK (14.12.2023 - 10.01.2024) MEMORIAL HALL - (21.11.2023 - 22.01.2024)	\$638.31
DD7363.1	14/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES - AQUATIC CENTRE, BCI BUILDING, SHIRE DEPOT, OVAL, SEWERAGE TREATMENT PLANT - 22.11.2023 - 23.01.2024	\$5,486.84
DD7371.1	14/02/2024	SHIRE OF BROOKTON - MASTERCARD CESM	MONTHLY CREDIT CARD PURCHASES - MCC, CESM, MIW, CEO - JANUARY 2024	\$4.00
DD7371.2	14/02/2024	SHIRE OF BROOKTON - MASTERCARD MIW	MONTHLY CREDIT CARD PURCHASES - MCC, CESM, MIW, CEO - JANUARY 2024	\$457.59
DD7371.3	14/02/2024	SHIRE OF BROOKTON - MASTERCARD MCC	MONTHLY CREDIT CARD PURCHASES - MCC, CESM, MIW, CEO - JANUARY 2024	\$225.48

Chq/EFT	Date	Name	Description	Amount
DD7371.4	14/02/2024	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CREDIT CARD PURCHASES - MCC, CESM, MIW, CEO - JANUARY 2024	\$372.50
DD7374.1	20/02/2024	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$8,679.48
DD7374.2	20/02/2024	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD7374.3	20/02/2024	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD7374.4	20/02/2024	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$298.84
DD7374.5	20/02/2024	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD7374.6	20/02/2024	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$1,938.39
DD7374.7	20/02/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$638.40
DD7374.8	20/02/2024	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$135.91
DD7378.1	16/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEES - WATER HARVESTING DAM, SEWERAGE POND PUMP, SALINITY PUMP, RAILWAY STATION, 25 WHITTINGTON STREET, ADMINISTRATION OFFICE, CRC OFFICE - 22.11.2023 - 22.01.2024	\$4,201.58
DD7380.1	19/02/2024	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA PHONE SERVICE AND USAGE FEE - ADMINISTRATION OFFICE, CRC OFFICE AND FIRE BAN NOTIFICATIONS - JANUARY 2024	\$1,216.27
DD7382.1	19/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE - HAPPY VALLEY BORE FIELD - 25.11.2023 - 09.01.2024	\$90.72
DD7384.1	21/02/2024	TELSTRA CORPORATION	MONTHLY CHARGES - TELSTRA STAFF MOBILE PHONE PLANS - BMO, CEO, PWS, MIW, MCC, MP, CARAVAN PARK CARETAKER, CESM, AQUATIC CENTRE SUPERVISOR, WORKS LH, PARKS AND GARDENS LH - JANUARY 24	\$745.05
DD7385.1	15/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE - MADISON SQUARE COMMUNITY UNITS COMMON AREAS, MEMORIAL PARK RETIC AND LIGHTS, MADISON SQUARE PARK RETIC - 18.11.2023 - 22.01.2024	\$368.85
DD7401.1	29/02/2024	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE FEE FOR TOWN STREET LIGHTS X 184 - 25.10.2023-24.12.2023	\$5,871.57
1183.1	01/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$10.08

Chq/EFT	Date	Name	Description	Amount
1184.1	02/02/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$34.27
1184.1	02/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.78
1185.1	05/02/2024	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - BPOINT	\$42.06
1186.1	06/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1188.1	08/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$13.35
1188.1	08/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.00
1189.1	09/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	BANK FEE (NO GST)	\$1.03
1191.1	14/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.83
1192.1	15/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.48
1193.1	16/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.50
1193.1	19/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$1.28
1194.1	20/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.75
1194.1	21/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.92
1195.1	22/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.12
1196.1	23/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEE	\$1.50
1196.1	26/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.99
1196.1	26/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	-\$2.99
1197.1	26/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.99

Chq/EFT	Date	Name	Description	Amount
1197.1	28/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.13
1198.1	29/02/2024	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.17
PAYJRUN*1 190	06/02/2024	SALARIES & WAGES	WEEK 32 - PPE 06/02/2024	\$58,930.26
PAYJRUN*1 191	20/02/2024	SALARIES & WAGES	WEEK 32A - PPE 06/02/2024	\$222.55
PAYJRUN*1 193	20/02/2024	SALARIES & WAGES	WEEK 34 - PPE 20/02/2024	\$74,199.51
PAYJRUN*1 194	20/02/2024	SALARIES & WAGES	WEEK 34A - PPE 20/02/2024	\$4,004.15
			TOTAL	\$1,578,580.39

List of Credit Card Transactions Paid in February 2024

Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD7371.2	14/02/2024	01.01.2024 - PURCHASE OF DIESEL FUEL FROM AMPOL - REFUEL AUSTRALIA MOUNT MAGNET	\$65.91
		01.01.2024 - PURCHASE OF DIESEL FUEL FROM KUMARINA ROADHOUSE 25.43L @ \$2.268L	\$57.68
		INSTITUTE OF PUBLIC WORKS AUSTRALIA - ANNUAL MEMBERSHIP FOR WA DIVISION - MIW L. VIDOVICH	\$330.00
		MONTHLY CREDIT CARD FEE	\$4.00
		TOTAL	\$457.59

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD7371.1	14/02/2024	MONTHLY CREDIT CARD FEE	\$4.00
		TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD7371.3	14/02/2024	BNB PRODUCTS - ENRICHED MIXED SHAMPOO AND CONDITIONER 30ML X 50 EACH - FOR CARAVAN PARK CHALETs	\$124.98
		DEPARTMENT OF TRANSPORT - CHANGE OF PLATE FEE - CHANGE PLATES ON IZUZU TRUCK "PT12" FROM B0437 TO 1HYD535	\$31.10
		DEPARTMENT OF TRANSPORT - CHANGE OF PLATE FEE - ASSIGN NEW HINO TRUCK "PT18" PLATE NUMBER B0437	\$18.90
		DEPARTMENT OF TRANSPORT - PLATE REMAKE FEE - REMAKE NUMBER PLATE FOR NEW HINO TRUCK "PT18"	\$46.50
		MONTHLY CREDIT CARD FEE	\$4.00
		TOTAL	\$225.48

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD7371.4	14/02/2024	SEEK LIMITED - ADVERTISEMENT FOR WORKS COORDINATOR POSITION	\$368.50
		MONTHLY CREDIT CARD FEE	\$4.00
		TOTAL	\$372.50

List of Fuel Card Transactions Paid in February 2024

Shire of Brookton – Great Southern Fuels Card – MIW

Direct Debit	Date	Description	Amount
EFT15404	28/02/2024	02.01.2024 - PURCHASE OF DIESEL FUEL, 43.04L @ \$1.994/L - BP ASCOT	\$85.82
		BP PLUS CARD FEE X 1	\$0.38
		TOTAL	\$86.20

Shire of Brookton - Great Southern Fuel Card - CESM

Direct Debit	Date	Description	Amount
EFT15404	28/02/2024	03.01.2024 - PURCHASE OF DIESEL FUEL, 47.83L @ \$1.849/L - BP WILLIAMS	\$88.44
		06.01.2024 - PURCHASE OF DIESEL FUEL, 55.65L @ \$1.919/L - BP ARMADALE	\$106.79
		09.01.2024 - PURCHASE OF DIESEL FUEL, 55.63L @ \$1.869/L - PINGELLY OPT	\$103.97
		11.01.2024 - PURCHASE OF DIESEL FUEL, 50.41L @ \$1.819/L - BP WILLIAMS	\$91.70
		14.01.2024 - PURCHASE OF DIESEL FUEL, 59.85L @ \$1.849/L - PINGELLY OPT	\$110.66
		19.01.2024 - PURCHASE OF DIESEL FUEL, 54.00L @ \$1.819/L - BP WILLIAMS	\$98.23
		23.01.2024 - PURCHASE OF DIESEL FUEL, 29.99L @ \$1.838/L - BP WILLIAMS	\$55.15
		24.01.2024 - PURCHASE OF DIESEL FUEL, 50.07L @ \$1.899/L - PINGELLY OPT	\$95.08
		26.01.2024 - PURCHASE OF DIESEL FUEL, 39.41L @ \$1.879/L - BP WILLIAMS	\$74.05
		30.01.2024 - PURCHASE OF DIESEL FUEL, 39.84L @ \$1.919/L - BP WILLIAMS	\$76.45
		BP PLUS CARD FEE X 1	\$0.38
		TOTAL	\$900.90

Shire of Brookton - Great Southern Fuel Card - MCC

Direct Debit	Date	Description	Amount
EFT15404	28/02/2024	05.01.2024 - PURCHASE OF ULP, 23.46L @ \$2.00/L - BP BROOKTON STUMPY'S	\$46.92
		13.01.2024 - PURCHASE OF ULP, 23.84L @ \$1.819/L - NARROGIN SERVICE STATION	\$43.36
		19.01.2024 - PURCHASE OF ULP, 95 48.29L @ \$1.580/L - BP BROOKTON STUMPY'S	\$76.30
		28.01.2024 - PURCHASE OF ULP, 43.18L @ \$1.795/L - BP KARRAGULLEN TOMEO'S	\$77.51
		BP PLUS CARD FEE X 3	\$1.14
		TOTAL	\$245.23

Shire of Brookton - Great Southern Fuel Card - CEO

Direct Debit	Date	Description	Amount
EFT15404	28/02/2024	28.01.2024 - PURCHASE OF DIESEL FUEL, 53.95L @ \$2.019/L - BP SILVER SANDS	\$108.93
		PB PLUS CARD FEE X 1	\$0.38
		TOTAL	\$109.31

14.03.24.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

File No:	N/A
Date of Meeting:	21 March 2024
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Charlotte Cooke – Senior 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:	31/01/2024

Summary of Item:

The Statement of Financial Activity for period ending 29 February 2024 together with associated commentaries are present for Council’s consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 29 February 2024, as presented.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The Budget is regularly monitored on at least a monthly basis, by the Chief Executive Officer, the Manager Corporate & Community and the Senior Finance Officer. Responsible Officers are also required to review their particular line items for anomalies each month, with a major review 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 14.03.24.02A.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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 proposal relates to delivery of core business and services detailed in the Shire of Brookton Corporate Business Plan and Strategic Community Plan July 2022- June 2032.

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, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 29 February 2024, in as presented in attachment 14.03.24.02A.

(Simple majority vote required)

Attachment

Attachment 14.03.24.02A - Monthly Statements of Financial Activity 29 February 2024.



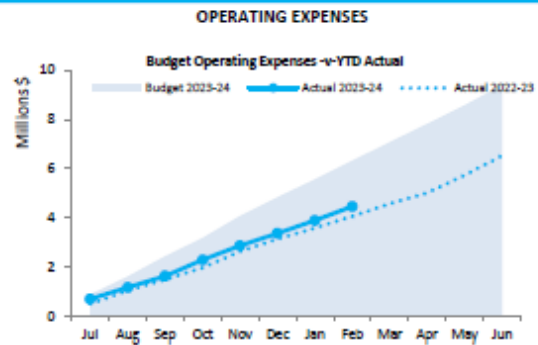
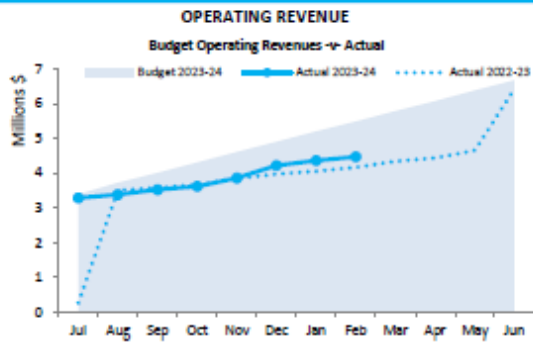
SHIRE OF BROOKTON
MONTHLY FINANCIAL REPORT
 (Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 29 FEBRUARY 2024

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

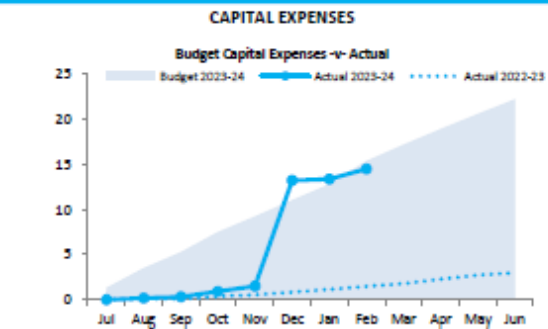
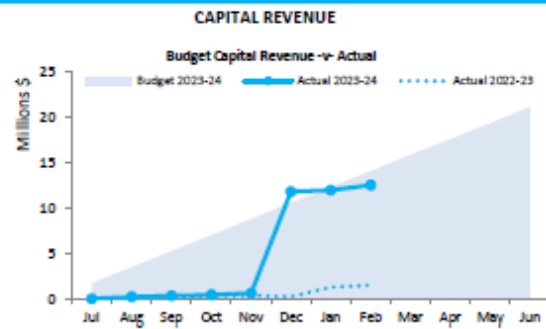
TABLE OF CONTENTS

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

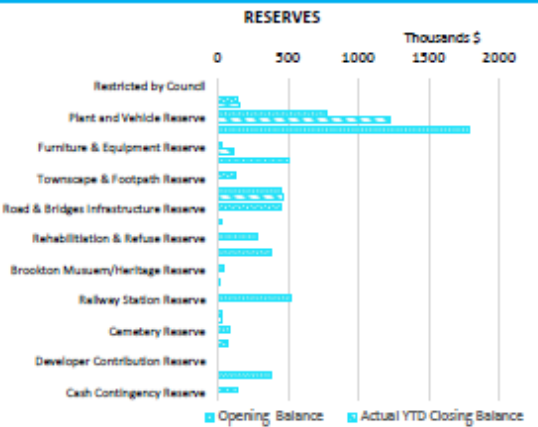
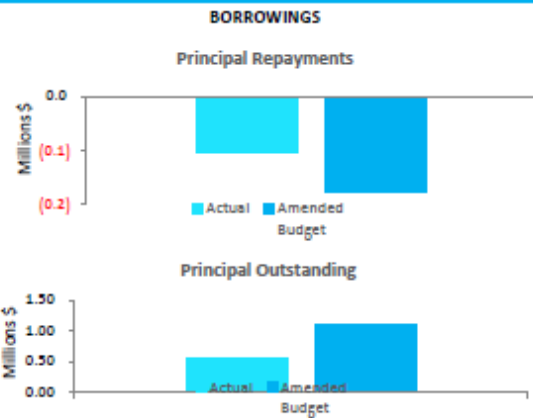
OPERATING ACTIVITIES



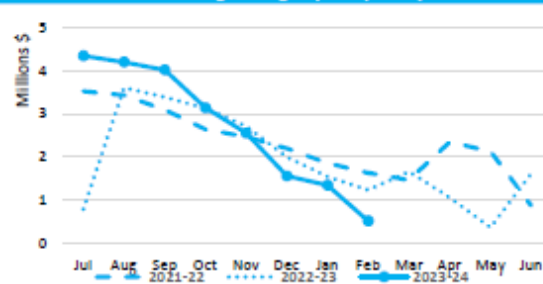
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.60 M	\$1.60 M	\$0.00 M
Closing	\$0.00 M	\$0.91 M	\$0.51 M	(\$0.40 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$0.72 M	5.2%
Restricted Cash	\$13.04 M	94.8%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.06 M	
0 to 30 Days		99.6%
Over 30 Days		0.4%
Over 90 Days		0%

Refer to Note 3 - Payables

Receivables		
	\$	% Collected
Rates Receivable	\$0.33 M	90%
Trade Receivable	\$0.55 M	% Outstanding
Over 30 Days		4.5%
Over 90 Days		3%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.75 M)	\$0.64 M	\$1.54 M	\$0.89 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$2.72 M	
YTD Budget	\$2.71 M	0.1%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
	\$	% Variance
YTD Actual	\$0.43 M	
YTD Budget	\$0.34 M	26.0%

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.76 M	
YTD Budget	\$0.69 M	9.9%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.94 M)	(\$4.71 M)	(\$2.25 M)	\$2.46 M

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.11 M	
Adopted Budget	\$0.22 M	(51.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$3.55 M	
Adopted Budget	\$10.49 M	(66.2%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
	\$	% Received
YTD Actual	\$1.18 M	
Adopted Budget	\$4.21 M	(72.0%)

Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$5.19 M	\$3.37 M	(\$0.39 M)	(\$3.76 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.10 M
Interest expense	\$0.02 M
Principal due	\$0.57 M

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$13.04 M	
Interest earned	\$0.28 M	0.0%

Refer to Note 11 - Cash Reserves

Lease Liability	
Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.02 M

Refer to Note 10 - Lease Liabilities

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

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION

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

FINANCE COSTS

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

BY NATURE

	Ref	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	Variance \$	Variance % ((c) - (b))/(b)	Var.
	Note	(a)		(b)	(c)	(c) - (b)		
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,711,103	2,711,103	2,711,103	2,715,099	3,996	0.15%	
Grants, subsidies and contributions	13	2,199,065	513,438	342,256	431,182	88,926	25.98%	▲
Fees and charges		846,688	827,710	694,570	763,439	68,869	9.92%	
Interest revenue		161,449	562,449	373,384	332,941	(40,443)	(10.83%)	▼
Other revenue		237,641	2,026,336	1,348,329	205,741	(1,142,588)	(84.74%)	▼
Profit on disposal of assets	7	845	23,131	15,693	20,635	4,942	31.49%	
		6,156,791	6,664,167	5,485,335	4,469,037	(1,016,298)	(18.53%)	
Expenditure from operating activities								
Employee costs		(2,425,436)	(2,694,616)	(1,780,083)	(1,541,936)	238,147	13.38%	▲
Materials and contracts		(3,876,751)	(3,846,025)	(2,570,818)	(956,314)	1,614,504	62.80%	▲
Utility charges		(225,310)	(241,310)	(160,664)	(135,856)	24,808	15.44%	▲
Depreciation		(2,176,012)	(2,176,012)	(1,450,552)	(1,546,672)	(96,120)	(6.63%)	
Finance costs		(72,257)	(61,302)	(39,229)	(21,031)	18,198	46.39%	▲
Insurance expenses		(233,965)	(243,165)	(226,940)	(229,697)	(2,757)	(1.21%)	
Other expenditure		(76,305)	(72,455)	(47,276)	(24,061)	23,215	49.11%	▲
Loss on disposal of assets	7	(82,068)	(47,970)	(31,976)	(9,021)	22,955	71.79%	▲
		(9,168,104)	(9,382,855)	(6,307,538)	(4,464,588)	1,842,950	(29.22%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	1,466,835	1,535,058	68,223	4.65%	
Amount attributable to operating activities		(754,078)	(517,837)	644,632	1,539,506	894,874	138.82%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	2,462,970	1,181,287	(1,281,683)	(52.04%)	▼
Proceeds from disposal of assets	7	180,000	217,500	144,992	106,318	(38,674)	(26.67%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	13,755	(239)	(1.71%)	
		4,551,433	4,000,137	2,621,956	1,301,361	(1,320,595)	(50.37%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(7,328,210)	(3,547,797)	3,780,413	51.59%	▲
		(10,491,256)	(10,136,321)	(7,328,210)	(3,547,797)	3,780,413	(51.59%)	▲
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(4,706,254)	(2,246,436)	2,459,818	(52.27%)	▲
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	9	600,000	600,000	400,000	0	(400,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	16,546,539	11,031,024	11,216,768	185,744	1.68%	
		17,216,616	17,146,539	11,431,024	11,216,768	(214,256)	(1.87%)	
Outflows from financing activities								
Repayment of borrowings	9	(202,168)	(176,765)	(114,232)	(102,210)	12,022	10.52%	▲
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	
Transfer to reserves	11	(11,821,760)	(11,918,443)	(7,945,616)	(11,498,529)	(3,552,913)	(44.72%)	▼
		(12,025,443)	(12,096,723)	(8,061,363)	(11,602,254)	(3,540,891)	43.92%	▼
Amount attributable to financing activities		5,191,173	5,049,816	3,369,661	(385,486)	(3,755,147)	(111.44%)	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%	
Amount attributable to operating activities		(754,078)	(517,837)	644,632	1,539,506	894,874	138.82%	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(4,706,254)	(2,246,436)	2,459,818	(52.27%)	▲
Amount attributable to financing activities		5,191,173	5,049,816	3,369,661	(385,486)	(3,755,147)	(111.44%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	0	912,245	511,790	(400,455)	43.90%	▼

KEY INFORMATION

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

BY PROGRAM

	Note	Adopted Annual Budget	Amended Annual Budget (d)	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Governance		15,490	19,515	14,464	45,952	31,488	217.70%	▲	S
General Purpose Funding - Rates	6	2,711,103	2,711,103	2,711,103	2,715,099	3,996	0.15%	▲	
General Purpose Funding - Other		180,694	644,225	427,714	397,776	(29,938)	(7.00%)	▼	
Law, Order and Public Safety		321,864	311,126	207,669	191,778	(15,891)	(7.65%)	▼	
Health		300	300	200	206	6	3.19%	▲	
Education and Welfare		54,205	54,205	36,128	39,743	3,615	10.01%	▲	
Housing		117,137	93,149	62,080	51,414	(10,666)	(17.18%)	▼	S
Community Amenities		438,067	447,367	438,853	444,115	5,262	1.20%	▲	
Recreation and Culture		49,645	51,245	36,420	32,653	(3,767)	(10.34%)	▼	
Transport		1,886,218	1,906,164	1,266,896	128,627	(1,138,269)	(89.85%)	▼	S
Economic Services		358,868	390,568	260,352	372,913	112,561	43.23%	▲	S
Other Property and Services		23,200	35,200	23,456	48,761	25,305	107.88%	▲	S
		6,156,791	6,664,167	5,485,335	4,469,037	(1,016,298)	(18.53%)	▼	
Expenditure from operating activities									
Governance		(283,302)	(219,376)	(151,269)	(397,905)	(246,636)	(163.04%)	▼	S
General Purpose Funding		(516,771)	(518,621)	(343,970)	(242,689)	101,281	29.44%	▲	S
Law, Order and Public Safety		(613,934)	(597,141)	(402,051)	(351,099)	50,952	12.67%	▲	S
Health		(22,213)	(22,213)	(14,593)	(14,311)	282	1.93%	▲	
Education and Welfare		(148,672)	(150,172)	(102,322)	(89,364)	12,958	12.66%	▲	S
Housing		(208,266)	(184,586)	(126,354)	(106,265)	20,089	15.90%	▲	S
Community Amenities		(747,384)	(741,849)	(496,306)	(409,255)	87,051	17.54%	▲	S
Recreation and Culture		(1,104,206)	(1,099,806)	(740,332)	(610,266)	130,066	17.57%	▲	S
Transport		(4,701,763)	(5,006,078)	(3,340,638)	(1,755,014)	1,585,624	47.46%	▲	S
Economic Services		(776,541)	(784,461)	(525,352)	(407,030)	118,322	22.52%	▲	S
Other Property and Services		(45,052)	(58,552)	(64,351)	(81,391)	(17,040)	(26.48%)	▼	S
		(9,168,104)	(9,382,855)	(6,307,538)	(4,464,588)	1,842,950	29.22%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	2,200,851	1,466,835	1,535,058	68,223	4.65%		
Amount attributable to operating activities		(754,078)	(517,837)	644,632	1,539,506	894,874	138.82%		
INVESTING ACTIVITIES									
Inflows from investing activities									
Proceeds from capital grants, subsidies and contributions	14	4,343,445	3,754,649	2,462,970	1,181,287	(1,281,683)	(52.04%)	▼	S
Proceeds from Disposal of Assets	7	180,000	217,500	144,992	106,318	(38,674)	(26.67%)	▼	S
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	27,988	13,994	13,755	(239)	(1.71%)	▼	
		4,551,433	4,000,137	2,621,956	1,301,361	(1,320,595)	(50.37%)	▼	
Outflows from investing activities									
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(10,136,321)	(7,328,210)	(3,547,797)	3,780,413	51.59%	▲	S
Payments for financial assets at amortised cost - self supporting loans	9	0	0	0	0	0			
		(10,491,256)	(10,136,321)	(7,328,210)	(3,547,797)	3,780,413	(51.59%)	▲	
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(4,706,254)	(2,246,436)	2,459,818	(52.27%)		
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from New Debentures	9	600,000	600,000	400,000	0	(400,000)	(100.00%)	▼	S
Transfer from Reserves	11	16,616,616	16,546,539	11,031,024	11,216,768	185,744	1.68%	▲	
Transfer from Restricted Cash - Other		0	0	0	0	0			
		17,216,616	17,146,539	11,431,024	11,216,768	(214,256)	(1.87%)	▼	
Outflows from financing activities									
Repayment of borrowings	9	(202,168)	(176,765)	(114,232)	(102,210)	12,022	10.52%	▲	S
Payments for principal portion of lease liabilities	10	(1,515)	(1,515)	(1,515)	(1,515)	0	0.01%	▲	
Transfer to Reserves	11	(11,821,760)	(11,918,443)	(7,945,616)	(11,498,529)	(3,552,913)	(44.72%)	▼	S
Transfer to Restricted Cash - Other		0	0	0	0	0			
		(12,025,443)	(12,096,723)	(8,061,363)	(11,602,254)	(3,540,891)	(43.92%)	▼	
Amount attributable to financing activities		5,191,173	5,049,816	3,369,661	(385,486)	(3,755,147)	(111.44%)		
MOVEMENT IN SURPLUS OR DEFICIT									
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,604,206	1,604,206	1,604,206	0	0.00%		
Amount attributable to operating activities		(754,078)	(517,837)	644,632	1,539,506	894,874	138.82%		
Amount attributable to investing activities		(5,939,823)	(6,136,184)	(4,706,254)	(2,246,436)	2,459,818	(52.27%)	▲	
Amount attributable to financing activities		5,191,173	5,049,816	3,369,661	(385,486)	(3,755,147)	(111.44%)	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	0	912,245	511,790	(400,455)	43.90%		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2022/23 year is \$10,000 and 10%.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 May 2023

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	7	(845)	(23,131)	(15,693)	(20,635)
Less: Reversal of prior year revaluation loss		0	0	0	0
Less: Non-cash grants and contributions for assets					
Less: Movement in liabilities associated with restricted cash		0	0	0	0
Less: Fair Value adjustments to financial assets at fair value through profit and loss		0	0	0	0
Less: Fair value adjustments to financial assets at amortised cost					
Less: Fair value adjustments to investment property		0	0	0	0
Movement in pensioner deferred rates (non-current)		0	0	0	0
Movement in inventory (non-current)		0	0	0	0
Movement in employee benefit provisions (non-current)		0	0	0	0
Movement in contract liabilities (non-current)					0
Movement in lease liabilities (non-current)					0
Movement in other provisions (non-current)					0
Movement in share investment (non-current)		0	0	0	0
Add: Loss on asset disposals	7	82,068	47,970	31,976	9,021
Add: Loss on revaluation of non current assets		0	0	0	0
Add: Change in accounting policies		0	0	0	0
Add: Depreciation on assets		2,176,012	2,176,012	1,450,552	1,546,672
Total non-cash items excluded from operating activities		2,257,235	2,200,851	1,466,835	1,535,058

(b) Non-cash items excluded from investing activities

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

Adjustments to investing activities

Movement in non current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity
Movement in current liabilities for transfers to acquire or construct non-financial assets to be controlled by the entity associated with restricted cash

Total non-cash amounts excluded from investing activities		0	0	0	0
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(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation*

32 to agree to the surplus/(deficit) after imposition of general rates.

	Adopted Budget Opening	Amended Budget Opening	Last Year Closing	Year to Date
	30 June 2023	30 June 2023	30 June 2023	29 February 2024
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(13,036,363)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(14,233)
Less: - Land held for resale		0	0	0
Less: User defined		0	0	0
Less: User defined		0	0	0
Less: User defined		0	0	0
Add: Borrowings	9	151,836	151,836	49,627
Add: Provisions employee related provisions	12	0	0	0
Add: Lease liabilities	10	1,515	1,515	0
Add: Current portion of employee benefit provisions held in reserve		0	0	0
Total adjustments to net current assets		(12,629,239)	(12,629,238)	(13,000,969)

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

Current assets

Cash and cash equivalents	2	15,029,902	15,228,053	15,228,053	13,756,129
Financial assets at amortised cost	4	27,988	0	0	0
Rates receivables	3	105,844	105,844	105,844	280,956
Receivables	3	92,957	172,387	172,387	549,859
Other current assets	4	32,367	60,355	60,355	40,236
Less: Current liabilities					
Payables	5	(327,235)	(358,512)	(358,512)	(180,795)
Borrowings	9	(151,836)	(151,836)	(151,836)	(49,627)
Contract liabilities	12	(477,426)	(477,426)	(477,426)	(540,093)
Lease liabilities	10	(1,515)	(1,515)	(1,515)	0
Provisions	12	(199,079)	(343,905)	(343,905)	(343,905)
Less: Total adjustments to net current assets	1(b)	(12,629,239)	(12,629,238)	(12,629,238)	(13,000,969)
Closing funding surplus / (deficit)		1,502,728	1,604,206	1,604,206	511,790

CURRENT AND NON-CURRENT CLASSIFICATION

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

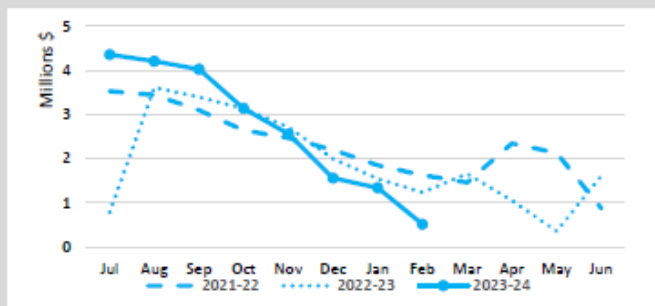
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 28/02/2023	Year to Date Actual 29/02/2024
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,473,451	2,094,323	719,767
Cash Restricted - Reserves	2	12,754,601	13,016,203	13,036,363
Receivables - Rates	3	105,844	239,055	280,956
Receivables - Other	3	172,387	199,313	549,859
Other Financial Assets	4	27,988	13,293	14,233
Inventories	4	32,367	5,699	26,003
		15,566,639	15,567,886	14,627,180
Less: Current Liabilities				
Payables	5	(345,942)	(45,798)	(166,137)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(1,009,928)	(540,093)
Bonds & Deposits	5	(12,570)	(18,026)	(14,658)
Loan and Lease Liability	9	(153,351)	(46,349)	(49,627)
Provisions	12	(343,905)	(230,492)	(343,905)
		(1,333,195)	(1,350,594)	(1,114,421)
Less: Cash Reserves	11	(12,754,601)	(13,016,203)	(13,036,363)
Add Back: Loan and Lease Liability		153,351	46,349	49,627
Less : Loan Receivable - clubs/institutions		(27,988)	(13,293)	(14,233)
Less : Land Held For Resale		0	0	0
Net Current Funding Position		1,604,206	1,234,146	511,790

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)
\$.51 M
Last Year YTD
Surplus(Deficit)
\$1.23 M

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Cash on hand								
Cash Floats	Cash and cash equivalents	450		450		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	214,355		214,355		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	90,632		90,632		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	400,000		400,000		WATC	4.30%	OCD
Bond Cash At Bank	Cash and cash equivalents	14,330		14,330		Bendigo	0.00%	N/A
Trust Cash At Bank	Cash and cash equivalents				13,820	Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		10,992,399	10,992,399		Bendigo	4.05%	20/06/2024
Reserves Cash At Bank	Cash and cash equivalents	0	2,043,964	2,043,964		WATC	4.34%	20/06/2024
Total		719,767	13,036,363	13,756,129	13,820			
Comprising								
Cash and cash equivalents		719,767	13,036,363	13,756,129	13,820			
		719,767	13,036,363	13,756,129	13,820			

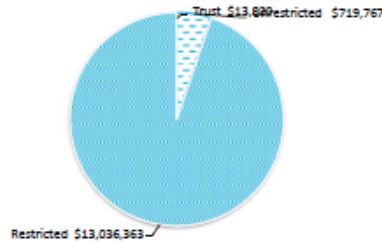
KEY INFORMATION

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

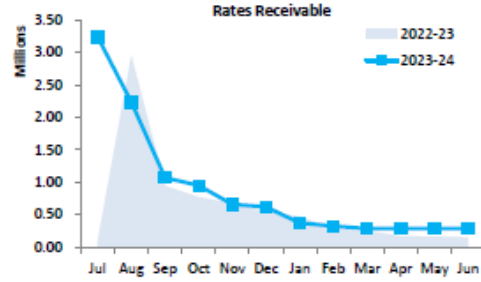
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,138,302
Less - collections to date	(2,972,790)	(2,963,190)
Gross rates collectable	155,777	330,889
Net rates collectable	155,777	330,889
% Collected	95%	90%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(160)	305,729	630	14,117	10,015	330,330
Percentage	0.0%	92.6%	0.2%	4.3%	3%	
Balance per trial balance						
Sundry receivable						330,330
GST receivable						126,106
Other Receivables						13,993
Receivable - Employee Related Provisions - Current						79,430
Total receivables general outstanding						549,859

Amounts shown above include GST (where applicable)

KEY INFORMATION

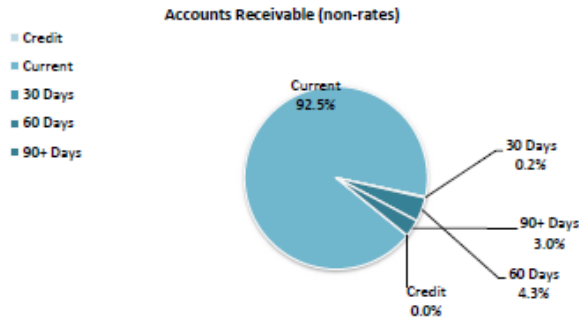
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 2024
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	(13,755)	14,233
Inventory				
Fuel and materials (including gravel)	32,367	0	(6,364)	26,003
Total other current assets	60,355	0	(20,119)	40,236

Amounts shown above include GST (where applicable)

KEY INFORMATION

Other financial assets at amortised cost

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

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

Inventory

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

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

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	57,951	210	0	0	58,161
Percentage	0%	99.6%	0.4%	0%	0%	
Balance per trial balance						
Sundry creditors						58,161
Other creditors						6,472
ATO liabilities						30,896
Payroll creditors						42,430
Bonds and deposits held						14,658
Prepaid (Excess) Rates						28,179
Total payables general outstanding						180,795

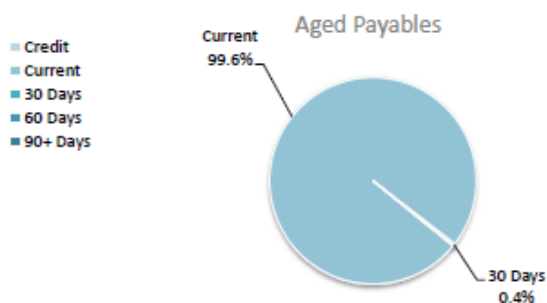
Amounts shown above include GST (where applicable)

KEY INFORMATION

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

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

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

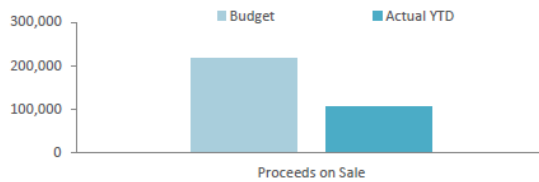
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.09930	249	2,965,255	294,450	0	0	294,450	294,450	(267)	126	294,309
Industrial	0.09930	5	78,870	7,832	0	0	7,832	7,832	0	0	7,832
Commercial	0.09930	20	651,728	64,717	0	0	64,717	64,717	0	0	64,717
GRV	0.09930	2	303,500	30,138	0	0	30,138	30,138	8,838	1,394	40,369
Unimproved value											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990	(5,920)	(1,886)	1,930,185
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	2,651	(365)	2,337,411
Minimum payment	Minimum \$										
Gross rental value											
Residential	885	67	178,520	59,295	0	0	59,295	59,295	0	0	59,295
Industrial	885	2	9,280	1,770	0	0	1,770	1,770	0	0	1,770
Commercial	885	11	60,396	9,735	0	0	9,735	9,735	0	0	9,735
GRV	885	1	7,000	885	0	0	885	885	0	0	885
Unimproved value											
Unimproved	1,480	178	19,776,354	263,440	0	0	263,440	263,440			263,440
Sub-total		259	20,031,550	335,125	0	0	335,125	335,125	0	0	335,125
		739	292,822,903	2,670,252	0	0	2,670,252	2,670,251	2,651	(365)	2,672,536
Discount							(2,150)				(438)
Amount from general rates							2,668,102				2,672,098
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	43,001	0	0	43,001
Total general rates							2,711,103				2,715,099
Total		739					2,711,103				2,715,099

KEY INFORMATION

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

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	24,155	25,000	845	0	0	0	0	0
	Housing								
7077	50 White Street	40,360	45,000	4,640	0	0	0	0	0
	Transport								
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	27,727	17,152	0	10,575	27,727	17,152	0
PU36	2020 Mr Mitsubishi Triton Glx-R 4X4	27,823	25,000	0	(2,823)	0	0	0	0
PU33	Mitsubishi Mr4L20 Glx 4.2 Single Cab	15,000	15,000	0	0	0	0	0	0
PTR4	Case Skid Steer Sv185	18,766	15,000	0	(3,766)	19,011	22,000	2,989	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,279	19,773	494	0	19,279	19,773	494	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	0	0	0	0
		242,339	217,500	23,131	(47,970)	94,704	106,318	20,635	(9,021)



Capital acquisitions	Adopted	Amended		YTD Actual	YTD Actual Variance
	Budget	Budget	YTD Budget		
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,329,148	4,426,536	1,363,218	(3,063,318)
Furniture and equipment	29,188	31,221	20,808	21,525	717
Plant and equipment	1,005,092	821,492	819,356	662,576	(156,780)
Bushfire equipment	0	8,511	5,672	9,362	3,690
Infrastructure - roads	2,634,253	2,042,448	1,453,510	1,180,858	(272,652)
Infrastructure - sewerage	600,000	600,000	400,000	5,836	(394,164)
Infrastructure - water	211,382	303,501	202,328	304,421	102,093
Payments for Capital Acquisitions	10,491,256	10,136,321	7,328,210	3,547,797	(3,780,413)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	3,623,269	2,461,125	1,181,287	(1,279,838)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	197,500	144,992	106,318	(38,674)
Plant and Vehicle Reserve	625,776	625,776	0	0	0
Land and Housing Development Reserve	0	0	1,785,748	1,785,748	0
Furniture & Equipment Reserve	21,000	21,000	10,000	10,000	0
Municipal Building & Facility Reserve	0	0	508,351	508,351	0
Townscape & Footpath Reserve	0	0	131,025	131,025	0
Road & Bridges Infrastructure Reserve	0	0	452,381	452,381	0
Sport & Recreation Reserve	0	0	32,719	32,719	0
Rehabilitation & Refuse Reserve	0	0	279,411	279,411	0
Caravan Park Reserve	0	0	373,341	373,341	0
Brookton Musuem/Heritage Reserve	0	0	48,777	48,777	0
Kweda Hall Reserve	0	0	19,025	19,025	0
Railway Station Reserve	0	0	526,287	526,287	0
Cemetery Reserve	0	0	84,276	84,276	0
Water Reserve	0	0	65,683	65,683	0
Developer Contribution Reserve	0	0	2,891	2,891	0
Brookton Aquatic Reserve	0	0	387,599	387,599	0
Cash Contingency Reserve	0	0	138,858	138,858	0
Future Fund Reserve	0	0	4,206,439	4,206,439	0
Innovations Fund Reserve	0	0	2,056,957	2,056,957	0
Building and Facility Reserve	1,575,864	1,575,864	107,000	107,000	0
Infrastructure Reserve	222,281	222,281	0	0	0
Innovations & Development Reserve	2,604,550	2,604,550	0	0	0
			11,216,768	11,216,768	0
Contribution - operations	469,720	666,081	(18,311,443)	(20,173,345)	(1,861,902)
Capital funding total	10,491,256	10,136,321	7,328,210	3,547,797	(3,780,413)

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

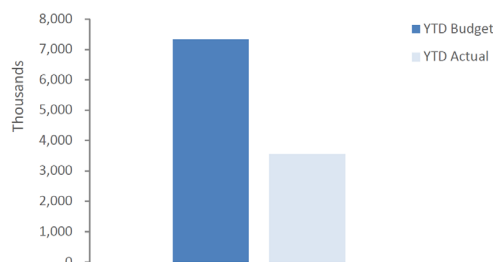
Initial recognition and measurement for assets held at cost

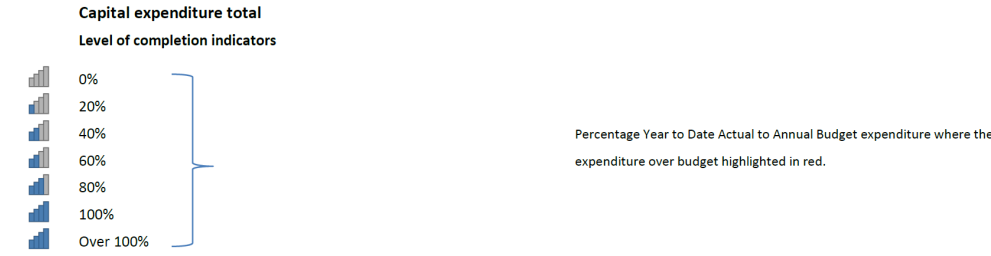
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

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

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

Payments for Capital Acquisitions





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

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted	Amended		YTD Actual	Variance (Under)/Over
				Budget	Budget	YTD Budget		
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(19,664)	0	19,664
Total - Governance				(29,500)	(29,500)	(19,664)	0	19,664
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(756,664)	(768,664)	(512,440)	(15,704)	(496,736)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(916,612)	(611,072)	(296,298)	314,774
Total - Law, Order & Public Safety				(1,378,514)	(1,685,276)	(1,123,512)	(312,001)	(181,962)
Community Amenities								
E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(1,576)	(2,508)	932
E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(62,544)	(16,691)	(45,853)
E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(121,408)	(104,070)	(17,338)
Total - Community Amenities				(217,597)	(217,597)	(185,528)	(123,269)	(62,259)
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(11,500)	(11,500)	(7,664)	0	(7,664)
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(804,320)	(779,858)	(24,462)
E112510	POOLCAP	9230	POOL - CAPITAL	(107,000)	(118,000)	(78,664)	(118,000)	39,336
E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(5,000)	(6,790)	1,790
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(1,659,088)	(6,130)	1,652,958
E116510	MEMPCAP	9230	MEMORIAL PARK CAPITAL	(20,955)	(35,000)	(23,328)	0	23,328
Total - Recreation And Culture				(3,842,070)	(3,867,115)	(2,578,064)	(910,778)	1,685,286
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(11,660)	(11,660)	(7,768)	0	(7,768)
E136510		9230	PURCHASE BUILDINGS	(500,000)	(500,000)	(500,000)	0	500,000
Total - Economic Services				(511,660)	(511,660)	(507,768)	0	492,232
Other Property & Services								
E142519		9230	SHIRE DEPOT IMPROVEMENTS	(32,000)	(18,000)	(12,000)	(17,171)	5,171
Total - Other Property & Services				(32,000)	(18,000)	(12,000)	(17,171)	5,171
Total - Buildings				(6,011,341)	(6,329,148)	(4,426,536)	(1,363,218)	1,958,131
Plant & Equipment								
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	(72,116)	0	(72,116)
E054530		9236	BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(8,511)	(5,672)	(9,362)	(3,690)
Total - Law, Order & Public Safety				(72,116)	(80,627)	(77,788)	(9,362)	(75,806)
Community Amenities								
E102530		9234	PURCHASE PLANT & EQUIPMENT	0	(6,400)	(4,264)	(6,361)	2,097
Total - Community Amenities				0	(6,400)	(4,264)	(6,361)	2,097
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,200)	(7,200)	(7,200)	(7,200)	0
E143530	EP001	9234	PURCHASE P&E - 2010 ISUZU GIGA 2 X 2 HP 6 WHEEL TIP BO	(324,435)	(324,435)	(324,435)	(324,675)	(240)
E143530	EP002	9234	PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV1	(85,000)	(85,000)	(85,000)	(87,800)	(2,800)
E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PCS B	(190,000)	0	0	0	0
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	(50,000)	0	50,000
E143530	LIGHTV2	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(40,000)	(40,000)	(40,000)	0	40,000
E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	(236,341)	(236,540)	(199)
Total - Other Property & Services				(932,976)	(742,976)	(742,976)	(656,215)	86,761
Total - Plant & Equipment				(1,005,092)	(830,003)	(825,028)	(671,939)	13,052
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(14,000)	(12,044)	(1,956)
E042520	ITINFCAP	9232	IT INFRASTRUCTURE	(7,448)	(9,481)	(6,320)	(9,481)	(3,161)
Total - Governance				(28,448)	(30,481)	(20,320)	(21,525)	(5,117)
Recreation & Culture								
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(488)	0	(488)
Total - Recreation & Culture				(740)	(740)	(488)	0	(488)
Total - Furniture & Equipment				(29,188)	(31,221)	(20,808)	(21,525)	(5,605)
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(589,715)	(807,715)	(604,984)	(801,321)	196,337
E121560	KINGR2R	9250	KING STREET	(36,936)	(36,936)	0	(47,312)	47,312
E121560	SEWER2R	9250	CONCRETE EFFLUENT PIPE REPAIR - BROOKTON HOTEL	0	(15,838)	(10,552)	0	(10,552)
E121560	BUCKR2R	9250	BUCKINGHAM ROAD R2R	0	(77,367)	(51,560)	0	(51,560)
E121560	ROBIR2R	9250	ROBINSON ROAD	(24,000)	(24,000)	(24,000)	(24,527)	527
E121560	COPPR2R	9250	COPPING ROAD R2R	(88,025)	(106,825)	(97,807)	(74,952)	(22,855)
E121560	WALWR2R	9250	WALWALLING ROAD R2R	(72,048)	(72,048)	(72,046)	(73,427)	1,381
E121565	BRKWR2R	9250	BROOKTON-KWEDA ROAD	(55,749)	0	0	0	0
E121565	CORBR2R	9250	CORBERDING ROAD CAPITAL R2R	(15,753)	0	0	0	0
E121565	MCGSR2R	9250	MCGRATH STREET R2R	(21,703)	0	0	0	0
E121565	WILLSFC	9250	WILLS ROAD CAPITAL WORKS	0	(110,349)	(73,560)	0	(73,560)
E121565	MATRSFC	9250	MATTINGLY ROAD CAPITAL WORKS	0	(37,000)	(24,664)	0	(24,664)
E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(463,368)	(463,368)	(278,013)	(62,315)	(215,698)
E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,199,943)	(223,989)	(149,312)	(97,004)	(52,308)
E121570	BRIDGE05	9250	BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	(5,829)	0	(5,829)
E121570	BRIDGE06	9250	BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	(13,373)	0	(13,373)
E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(23,998)	(23,998)	(23,998)	0	23,998
E121570	BRIDGE08	9250	BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	(23,812)	0	23,812
Total - Transport				(2,634,253)	(2,042,448)	(1,453,510)	(1,180,858)	(177,032)
Total - Infrastructure - Roads				(2,634,253)	(2,042,448)	(1,453,510)	(1,180,858)	(177,032)
Infrastructure - Sewerage								
Community Amenities								
E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(400,000)	(5,836)	(394,164)
Total - Community Amenities				(600,000)	(600,000)	(400,000)	(5,836)	(394,164)
Total - Infrastructure - Sewerage				(600,000)	(600,000)	(400,000)	(5,836)	(394,164)
Infrastructure - Water								
Community Amenities								
E107541	HVCAP01	9262	HAPPY VALLEY WATER EXTENSION MEMORIAL PARK, CARAVAN PARK & UPGRADE TOWN OVAL	(110,565)	(168,291)	(112,192)	(168,291)	56,099
E107541	HVCAP02	9262	HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND MADISON SQUARE PARK	(100,817)	(135,210)	(90,136)	(136,130)	45,994
Total - Community Amenities				(211,382)	(303,501)	(202,328)	(304,421)	102,093
Total - Infrastructure - Water				(211,382)	(303,501)	(202,328)	(304,421)	102,093
Grand Total				(10,491,256)	(10,136,321)	(7,328,210)	(3,547,797)	1,496,474

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2023	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	34,443	0	0	0	(10,850)	(10,850)	(10,850)	23,593	23,593	23,593	(1,122)	(2,044)	(2,044)
Housing														
Staff Housing (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
Community amenities														
Sewerage (14%)	80	24,110	0	0	0	(7,595)	(7,595)	(7,595)	16,515	16,515	16,515	(785)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(24,929)	0	549,668	575,071	0	(24,874)	(13,919)
Recreation and culture														
Sport & Recreation	81	354,293		0	0	(34,205)	(69,599)	(69,599)	320,088	284,694	284,694	(12,404)	(26,031)	(26,031)
Other property and services														
Grader (33%)	80	56,832	0	0	0	(17,902)	(17,902)	(17,902)	38,929	38,930	38,930	(1,850)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(88,455)	(174,180)	(148,777)	438,055	952,330	977,733	(18,012)	(61,124)	(50,169)
Self supporting loans														
General purpose funding														
Country Club	82	142,474		0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(2,353)	(10,469)	(10,469)
		142,474	0	0	0	(13,755)	(27,988)	(27,988)	128,719	114,486	114,486	(2,353)	(10,469)	(10,469)
Total		668,983	0	600,000	600,000	(102,210)	(202,168)	(176,765)	566,774	1,066,815	1,092,218	(20,364)	(71,593)	(60,638)
Current borrowings		151,836							49,627					
Non-current borrowings		517,147							517,147					
		668,983							566,774					

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

New borrowings 2023-24

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

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

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES

Movement in carrying amounts

Information on leases	Particulars	Lease No.	1 July 2023	New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
				Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities	Re-Use Water Dam	LE-03	20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Total			20,552	0	0	0	(1,515)	(1,515)	(1,515)	19,037	19,037	19,037	(667)	(664)	(664)
Current lease liabilities			1,515							0					
Non-current lease liabilities			19,037							19,037					
			20,552							19,037					

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

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

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 Feb 2024
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Contract liabilities		0	0	24,163	0	24,163
- Capital grant/contribution liabilities		477,426	0	1,101,195	(1,062,690)	515,931
Total other liabilities		477,426	0	1,125,358	(1,062,690)	540,093
Employee Related Provisions						
Annual leave		143,729	0	0	0	143,729
Long service leave		160,683	0	0	0	160,683
Provision for long service leave oncosts - Current		18,284	0	0	0	18,284
Provision for annual leave oncosts - Current		21,209	0	0	0	21,209
Total Employee Related Provisions		343,905	0	0	0	343,905
Total other current assets		821,331	0	1,125,358	(1,062,690)	883,999
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase	Liability	Liability	Current	Adopted	Adopted	YTD
	1 July 2023	in Liability	Reduction (As revenue)	29 Feb 2024	Liability 29 Feb 2024	Budget Revenue	YTD Budget	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Admin Grants & Subsidies	0	0	0	0	0	1,275	4,064	6,105
General purpose funding								
Grants Commission - General (WALGGC)	0	0	0	0	0	0	26,280	29,571
Grants Commission - Roads (WALGGC)	0	0	0	0	0	0	14,400	16,202
Law, order, public safety								
DFES Grant - Fire Mitigation Activity Fund	0	24,163	0	24,163	24,163	121,399	76,928	67,075
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	46,240	50,825
Recreation and culture								
Public Open Space Revenue	0	0	0	0	0	13,820	9,208	0
Transport								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	0	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	71,808	107,801
Economic services								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	664	909
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	0	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	0	0
Revenue - Other Community Events	0	0	0	0	0	1,000	664	750
CRC Operating Grant Revenue	0	0	0	0	0	100,000	92,000	151,944
	0	24,163	0	24,163	24,163	2,199,065	342,256	431,182

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 29 Feb 2024	Current Liability 29 Feb 2024	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
General purpose funding											
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	2,056	4,114	0	4,114	0
LRCI - Waterless Public Toilet Cemetery	32,171	24,896	(16,691)	40,377	40,377	93,818	46,908	93,818	0	93,818	16,691
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(68,454)	0	0	121,408	60,704	121,408	0	121,408	68,454
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	370	740	0	740	0
LRCI - Copping Road Reseal	0	1,273	(1,273)	0	0	1,273	636	1,273	0	1,273	1,273
LRCI - Lennard Street Reseal	0	10,777	(10,777)	0	0	10,777	5,388	10,777	0	10,777	10,777
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	(8,347)	0	0	8,347	4,172	8,347	0	8,347	8,347
LRCI - Street Gardens - White & Cumming Streets Replace	48,255	(48,255)	0	0	0	0	0	0	0	0	0
Bottlebrush Trees											
LRCI 4 - Railway Station Building Refurbishment	0	241,680	(6,130)	235,550	235,550	402,799	170,296	255,450	(147,349)	108,101	6,130
LRCI 4 - Wills Road	0	0	0	0	0	0	73,560	110,349	110,349	220,698	0
LRCI 4 - Mattingly Road	0	0	0	0	0	0	24,664	37,000	37,000	74,000	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	40,000	26,664	40,000	0	40,000	0
Law, order, public safety											
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	147,381	(296,298)	112,279	112,279	548,101	561,904	842,863	294,762	1,137,625	296,298
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	656,664	445,776	668,664	12,000	680,664	0
Community amenities											
DWER - Happy Valley Water extension #1	7,740	15,478	(23,218)	0	0	77,395	51,592	77,395	0	77,395	23,218
DWER - Happy Valley Water extension #2	7,057	14,115	(21,172)	0	0	70,572	47,048	70,572	0	70,572	21,172
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	11,672	17,512	0	17,512	17,512.00
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	15,880	23,820	0	23,820	23,820.00
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	23,904	35,857	0	35,857	35,857.00
R2R - Woods Loop Road - Income	0	0	0	0	0	45,871	30,576	45,871	0	45,871	41,408.00
WSFN 1 - Dangin-Mears Road - Income - 2022/23	60,957		(60,957)	(0)	(0)	357,472	236,460	357,472	0	357,472	60,957
WSFN 2 - Dangin-Mears Road - Income - 2023/24		223,989	(97,004)	126,986	126,986	1,119,547	151,180	223,989	(895,558)	(671,569)	97,004
King Street - R2R Income	0	35,228	(35,228)	0	0	36,936	24,624	36,936	0	36,936	35,228
Buckingham Road - R2R Income	0	0	0	0	0	15,838	10,552	15,838	0	15,838	0
Concrete Effluent Pipe Repair - Brookton Hotel	0	0	0	0	0	77,367	51,576	77,367	0	77,367	0
Robinson Road - R2R Income	0	24,000	(24,000)	0	0	24,000	16,000	24,000	0	24,000	24,000
Copping Road - R2R Income	0	0	0	0	0	88,025	58,680	88,025	0	88,025	0
Walwalling Road - R2R Income	0	0	0	0	0	72,048	48,032	72,048	0	72,048	0
York Williams Road Rrg	0	393,143	(393,143)	0	0	393,144	262,096	393,144	0	393,144	393,143
TOTALS	477,426	1,101,195	(1,062,690)	515,931	515,931	4,343,445	2,462,970	3,754,649	(588,796)	3,165,853	1,181,287

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

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 29 Feb 2024
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	1,400	(1,050)	2,080
Facility Hire Bonds	5,830	1,500	(1,250)	6,080
Gym Bonds	4,810	1,820	(760)	5,870
Other Bonds	200	500	(400)	300
Sub-Total	12,570	5,220	(3,460)	14,330
Trust Funds				
Public Open Space Contributions	13,820	0	0	13,820
Sub-Total	13,820	0	0	13,820
	26,390	5,220	(3,460)	28,150

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget
				Adjustment	Available Cash	Available Cash	Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Community Water Supply Program	OCM 10.23-02	Capital Expenses			(52,970)	(52,970)
	Transfer from Infrastructure	OCM 10.23-02	Capital Revenue		52,970		0
	Adjustment of C/F Surplus Budgeted for 2022/2023		Opening Surplus(Deficit)				101,477
CL1014.150	ESL Grant - Bushfire Mitigation	OCM 02.24-16	Operating Revenue			(6,000)	95,477
I054010.150	ESL Grant - Emergency Services Levy - Operating	OCM 02.24-16	Operating Revenue			(4,288)	91,189
I032010.150	GPG Grants Commission - General	OCM 02.24-16	Operating Revenue		39,428		130,617
I032020.150	GPG Grants Commission - Roads	OCM 02.24-16	Operating Revenue		21,603		152,220
I042020.152	Admin Grants & Subsidies	OCM 02.24-16	Operating Revenue		4,830		157,050
I122010.150	INFRA MRWA Direct Grant	OCM 02.24-16	Operating Revenue		2,300		159,350
I122020.150	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue			(1,775,000)	(1,615,650)
GR0002.150	Grant Revenue - Mental Health Week Event	OCM 02.24-16	Operating Revenue			(4,000)	(1,619,650)
GR0003.150	Grant Revenue - Seniors Week Event	OCM 02.24-16	Operating Revenue			(2,500)	(1,622,150)
I136101.150	CRC Operating Grants Revenue	OCM 02.24-16	Operating Revenue		38,000		(1,584,150)
I051010.117	Fire Fees & Charges	OCM 02.24-16	Operating Revenue		250		(1,583,900)
I051010.118	Fire Fees & Charges	OCM 02.24-16	Operating Revenue			(1,500)	(1,585,400)
I104010.129	TPB Fees & Charges	OCM 02.24-16	Operating Revenue		3,000		(1,582,400)
I134010.139	Build-B Fees & Charges	OCM 02.24-16	Operating Revenue		200		(1,582,200)
I031020.108	Rate Other Rates Income	OCM 02.24-16	Operating Revenue		1,500		(1,580,700)
I052010.111	ANIM Fees & Charges	OCM 02.24-16	Operating Revenue		800		(1,579,900)
I113010.113	OTH-REC Fees & Charges	OCM 02.24-16	Operating Revenue		1,600		(1,578,300)
I091010.126	SHIREH Rental Revenue	OCM 02.24-16	Operating Revenue			(24,828)	(1,603,128)
I033020.140	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		31,000		(1,572,128)
I033020.142	GENFIN Interest On Investments	OCM 02.24-16	Operating Revenue		370,000		(1,202,128)
I042030.160	Admin Reimbursements & Donations	OCM 02.24-16	Operating Revenue		8,000		(1,194,128)
I042040.191	Admin Other Revenue	OCM 02.24-16	Operating Revenue			(8,805)	(1,202,933)
I091030.160	STAFFH Reimbursements & Donations	OCM 02.24-16	Operating Revenue			(3,800)	(1,206,733)
I148020.161	UNCLAS Reimbursements	OCM 02.24-16	Operating Revenue		12,000		(1,194,733)
I107030.160	Water Reimbursements & Donations	OCM 02.24-16	Operating Revenue		6,300		(1,188,433)
I122020.160	INFRA Other Grants & Subsidies	OCM 02.24-16	Operating Revenue		1,775,000		586,567
I091499.210	STAFFH Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	4,640			586,567
I123499.210	POC Profit On Sale Of Asset	OCM 02.24-16	Operating Revenue	17,646			586,567
E055010.311	Emergency Management	OCM 02.24-16	Operating Expenses		4,000		590,567
E055010.305	Emergency Management	OCM 02.24-16	Operating Expenses			(4,806)	585,761
E042010.309	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		587,761
E042010.310	Admin Employee Costs	OCM 02.24-16	Operating Expenses		2,000		589,761
E042010.319	Admin Employee Costs	OCM 02.24-16	Operating Expenses			(6,926)	582,835
TOWNOP.300	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,683		605,518
TOWNOP.801	Town Street Maintenance	OCM 02.24-16	Operating Expenses		22,875		628,393
OTHMRRM.300	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(149,347)	479,046
OTHMRRM.801	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(150,659)	328,387
E142010.311	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(6,000)	322,387
E142010.319	PW-OH Employee Costs	OCM 02.24-16	Operating Expenses			(5,000)	317,387
E041020.604	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,000)	315,387
E041020.326	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		1,000		316,387
E041020.340	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses		3,000		319,387
FIREGO.350	Fire General Operating	OCM 02.24-16	Operating Expenses		4,400		323,787
FIREGO.379	Fire General Operating	OCM 02.24-16	Operating Expenses		500		324,287
E054100.338	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses			(1,000)	323,287
E054100.742	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		6,874		330,161
E054100.744	ESL Emergency Services Levy	OCM 02.24-16	Operating Expenses		5,925		336,086
E055010.335	Emergency Management	OCM 02.24-16	Operating Expenses		3,500		339,586
E104030.327	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,000)	334,586
E104030.336	TPB General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	333,586
E031020.343	Rate General Operating Expenses	OCM 02.24-16	Operating Expenses		1,300		334,886
E042020.323	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		20,000		354,886
E042020.327	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses		46,352		401,238
E042020.340	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	400,238

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E053020.335	Law & PS General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,600)	397,638
POOLGO.327	Swimming Pool General Operating Youth Precinct - Pumptrack - Loop Track, Flying	OCM 02.24-16	Operating Expenses		5,000		402,638
PUMTRAC.379	Fox / Zipline Nature Play Area Youth Precinct Shed / Building (Youth Group / Girl Guide) Reserve 43158	OCM 02.24-16	Operating Expenses		3,000		405,638
YGGOP.379	Caravan Park	OCM 02.24-16	Operating Expenses		3,000		408,638
CARAOP.340	Public Toilets Robinson Road	OCM 02.24-16	Operating Expenses			(3,570)	405,068
RRTLOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(6,500)	398,568
CEMEOP.327	Cemetery	OCM 02.24-16	Operating Expenses			(3,300)	395,268
CEMEOP.379	Cemetery	OCM 02.24-16	Operating Expenses			(1,500)	393,768
WAHPOP2.327	Water Harvesting Project Operating	OCM 02.24-16	Operating Expenses			(16,120)	377,648
MADIOP.379	Madison Square Park	OCM 02.24-16	Operating Expenses			(1,500)	376,148
TOWNOP.802	Town Street Maintenance	OCM 02.24-16	Operating Expenses		20,116		396,264
OTHMRRM.802	Other Road Maintenance	OCM 02.24-16	Operating Expenses			(104,381)	291,883
E122090.379	INFRA RAMM	OCM 02.24-16	Operating Expenses		2,800		294,683
E142020.340	PW-OH General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,000)	291,683
ADMIOP.379	Administration Centre Unit 1 33 Whittington St Brookton - Independent	OCM 02.24-16	Operating Expenses			(3,000)	288,683
U133WS.379	Living Units Unit 1 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses		1,000		289,683
U140WS.379	Living Units Unit 2 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses			(1,500)	288,183
U240WS.379	Living Units Unit 3 33 Whittington Street Brookton - Independent	OCM 02.24-16	Operating Expenses			(2,200)	285,983
U333WS.379	Independent Living Units Unit 3 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses		1,000		286,983
U340WS.379	Living Units Unit 4 40 White Street Brookton - Independent	OCM 02.24-16	Operating Expenses			(800)	286,183
U440WS.379	Living Units	OCM 02.24-16	Operating Expenses		1,000		287,183
23WHITOP.379	23 Whittington Street Brookton	OCM 02.24-16	Operating Expenses			(3,300)	283,883
25WHITOP.379	25 Whittington Street Brookton	OCM 02.24-16	Operating Expenses		3,300		287,183
U1MSOP.379	Unit 1 Madison Square Units	OCM 02.24-16	Operating Expenses		2,000		289,183
U2MSOP.379	Unit 2 Madison Square Units	OCM 02.24-16	Operating Expenses		1,000		290,183
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.24-16	Operating Expenses		2,500		292,683
WBOP.325	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		1,500		294,183
WBOP.340	WB Eva Pavilion	OCM 02.24-16	Operating Expenses		2,000		296,183
WBOP.379	WB Eva Pavilion	OCM 02.24-16	Operating Expenses			(3,500)	292,683
RWSTOP.379	Brookton Railway Station	OCM 02.24-16	Operating Expenses		1,000		293,683
MUSEOP.379	Historical Society Museum	OCM 02.24-16	Operating Expenses			(1,600)	292,083
E114020.379	LIBR General Operating Expenses	OCM 02.24-16	Operating Expenses		2,000		294,083
E136101.343	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(1,000)	293,083
E136101.335	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(5,200)	287,883
E136101.340	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses		2,450		290,333
EV0005.379	Thank A Volunteer Event	OCM 02.24-16	Operating Expenses		1,100		291,433
EV0006.379	Mental Health Week Event	OCM 02.24-16	Operating Expenses		4,500		295,933
EV0007.379	Seniors Week Event	OCM 02.24-16	Operating Expenses		3,000		298,933
E041020.379	MEMB General Operating Expenses	OCM 02.24-16	Operating Expenses		500		299,433
SEWEOP.327	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		303,433
SEWEOP.340	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		4,000		307,433
E142020.335	PW-OH General Operating expenses	OCM 02.24-16	Operating Expenses		500		307,933
ADMIOP.327	Administration Centre	OCM 02.24-16	Operating Expenses		1,500		309,433
ADMIOP.340	Administration Centre	OCM 02.24-16	Operating Expenses		500		309,933
SEWEOP.379	Sewerage Treatment Works	OCM 02.24-16	Operating Expenses		20,000		329,933
U2MSUOP.379	U2 4 Matthew Street	OCM 02.24-16	Operating Expenses		4,800		334,733
10MAOP.379	10 Marsh Ave Brookton	OCM 02.24-16	Operating Expenses		9,880		344,613
U3MSOP.379	Unit 3 Madison Square Units	OCM 02.24-16	Operating Expenses		3,500		348,113
CARAOP.380	Caravan Park	OCM 02.24-16	Operating Expenses			(7,000)	341,113
OVALOP.380	Oval Maintenance	OCM 02.24-16	Operating Expenses			(1,500)	339,613
MEMPOP.381	Memorial Park	OCM 02.24-16	Operating Expenses			(2,000)	337,613
DRAIOP.380	Drainage Townsite	OCM 02.24-16	Operating Expenses			(700)	336,913
TOWNOP.381	Town Street Maintenance	OCM 02.24-16	Operating Expenses			(700)	336,213
DEPOOP.380	Shire Depot - Building Maintenance	OCM 02.24-16	Operating Expenses			(1,100)	335,113
RWSTOP.381	Brookton Railway Station	OCM 02.24-16	Operating Expenses			(3,000)	332,113

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
E102050.400	SEW Interest On Effluent Loan # 83	OCM 02.24-16	Operating Expenses		10,955		343,068
E042020.413	Admin General Operating Expenses	OCM 02.24-16	Operating Expenses			(9,200)	333,868
E041020.420	Memb General Operating Expenses	OCM 02.24-16	Operating Expenses			(700)	333,168
E041030.601	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		5,000		338,168
E041030.609	Memb Councillors Fees/Expenses/Allowances	OCM 02.24-16	Operating Expenses		4,900		343,068
E033020.355	General Operating Expenses	OCM 02.24-16	Operating Expenses			(3,150)	339,918
E136101.420	CRC General Operating Expenses	OCM 02.24-16	Operating Expenses			(2,200)	337,718
E123499.440	POC Loss On Sale Of Asset	OCM 02.24-16	Operating Expenses	34,098			337,718
CLI001.151	ESL Grant - Emergency Services Levy - Capital West Brookton Shed	OCM 02.24-16	Capital Revenue		294,762		632,480
CLI023.151	ESL Grant - Emergency Services Levy - Capital East Brookton Shed	OCM 02.24-16	Capital Revenue		12,000		644,480
CLI034.151	Railway Station Building Refurbishment - Income Wills Rd - Reconstruction & Gravel Re-Sheeting(SLK 1.04 TO 7.47) LRCI Phase 4 Part B	OCM 02.24-16	Capital Revenue			(147,349)	497,131
CLI035.151	Income Mattingly Rd - (SLK 0.13 TO 5.26) LRCI Phase 4	OCM 02.24-16	Capital Revenue		110,349		607,480
CLI036.151	Part B Income	OCM 02.24-16	Capital Revenue		37,000		644,480
CLI015.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue		40,000		684,480
I032080.151	Wheatbelt Development Commission Funding	OCM 02.24-16	Capital Revenue			(40,000)	644,480
CLI013.151	Dangin-Mears Rd WSFN Income	OCM 02.24-16	Capital Revenue			(895,558)	(251,078)
CLI026.151	Brookton-Kweda Road - R2R Income	OCM 02.24-16	Capital Revenue			(55,749)	(306,827)
CLI027.151	Corberding Road - R2R Income	OCM 02.24-16	Capital Revenue			(15,753)	(322,580)
CLI028.151	McGrath Street - R2R Income	OCM 02.24-16	Capital Revenue			(21,703)	(344,283)
CLI037.151	Buckingham Road - R2R Income	OCM 02.24-16	Capital Revenue		77,367		(266,916)
CLI038.151	Concrete Effluent Pipe Repair - Brookton Hotel R2R Income	OCM 02.24-16	Capital Revenue		15,838		(251,078)
I091497.201	STAFFH - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	(45,000)			(251,078)
I091498.200	STAFFH - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue		45,000		(206,078)
I143497.201	POC - Realisation On Disposal Of Assets	OCM 02.24-16	Capital Revenue	7,500			(206,078)
I143498.200	POC - Proceeds On Disposal Of Assets	OCM 02.24-16	Capital Revenue			(7,500)	(213,578)
MEMPCAP.500	Memorial Park Capital	OCM 02.24-16	Capital Expenses			(14,045)	(227,623)
POOLCAP.500	Pool - Capital	OCM 02.24-16	Capital Expenses			(11,000)	(238,623)
E142519.500	Shire Depot Improvements	OCM 02.24-16	Capital Expenses		14,000		(224,623)
WBSHEDCAP.500	West Brookton Bfb - Appliance Bay Facility And Amenities (Shed)	OCM 02.24-16	Capital Expenses			(294,762)	(519,385)
EBSHEDCAP.500	East Brookton BFB Shed	OCM 02.24-16	Capital Expenses			(12,000)	(531,385)
E054530.502	Bushfire Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(8,511)	(539,896)
E102530.502	Purchase Plant & Equipment	OCM 02.24-16	Capital Expenses			(6,400)	(546,296)
EP003.502	Purchase P&E - Replacement PBH4 2012 Case 581PC5 Backhoe - BO5418	OCM 02.24-16	Capital Expenses		190,000		(356,296)
ITINFCAP.340	IT Infrastructure	OCM 02.24-16	Capital Expenses			(2,033)	(358,329)
YORKRRG.327	York-Williams Road	OCM 02.24-16	Capital Expenses			(243,000)	(601,329)
YORKRRG.379	York-Williams Road	OCM 02.24-16	Capital Expenses		25,000		(576,329)
BRKWR2R.300	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		494		(575,835)
BRKWR2R.327	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		54,214		(521,621)
BRKWR2R.801	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		498		(521,123)
BRKWR2R.802	Brookton-Kweda Road	OCM 02.24-16	Capital Expenses		543		(520,580)
COPPR2R.379	Copping Road R2R	OCM 02.24-16	Capital Expenses			(18,800)	(539,380)
CORBR2R.300	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		494		(538,886)
CORBR2R.327	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		14,424		(524,462)
CORBR2R.801	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		498		(523,964)
CORBR2R.802	Corberding Road Capital R2R	OCM 02.24-16	Capital Expenses		337		(523,627)
MCGSR2R.300	McGrath Street R2R	OCM 02.24-16	Capital Expenses		494		(523,133)
MCGSR2R.327	McGrath Street R2R	OCM 02.24-16	Capital Expenses		20,374		(502,759)
MCGSR2R.801	McGrath Street R2R	OCM 02.24-16	Capital Expenses		498		(502,261)
MCGSR2R.802	McGrath Street R2R	OCM 02.24-16	Capital Expenses		337		(501,924)
BUCKR2R.300	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,165)	(526,089)
BUCKR2R.379	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(7,500)	(533,589)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

**NOTE 16
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
BUCKR2R.801	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(24,369)	(557,958)
BUCKR2R.802	Buckingham Road R2R	OCM 02.24-16	Capital Expenses			(21,333)	(579,291)
SEWER2R.379	Concrete Effluent Pipe Repair - Brookton Hotel Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses			(15,838)	(595,129)
WBSF2.300	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		149,347		(445,782)
WBSF2.327	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		432,187		(13,595)
WBSF2.379	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		139,380		125,785
WBSF2.801	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		150,659		276,444
WBSF2.802	Dangin-Mears Rd Wheatbelt Secondary Freight Network 23/24	OCM 02.24-16	Capital Expenses		104,381		380,825
WILLSFC.327	Wills Road Capital Works	OCM 02.24-16	Capital Expenses			(110,349)	270,476
MATRSFC.327	Mattingly Road Capital Works	OCM 02.24-16	Capital Expenses			(37,000)	233,476
HVCAP01.504	Happy Valley Water Extension Memorial Park, Caravan Park & Upgrade Town Oval	OCM 02.24-16	Capital Expenses			(31,241)	202,235
HVCAP02.504	Madison Square Park	OCM 02.24-16	Capital Expenses			(7,908)	194,327
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue		147,349		341,676
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(80,396)	261,280
I033550.230	Transfer From Reserve To Muni	OCM 02.24-16	Capital Revenue			(190,000)	71,280
E102601.225	Loan Payment - Sewerage	OCM 02.24-16	Capital Expenses		25,403		96,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses			(45,000)	51,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		35,000		86,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		130,000		216,683
E033550.520	Transfer To Reserve From Muni	OCM 02.24-16	Capital Expenses		153,317		370,000
E033551.520	Transfer Interest From Muni To Reserve	OCM 02.24-16	Operating Expenses			(370,000)	0
				18,884	5,070,035	(5,171,512)	0

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

The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Nature or type	Var. \$	Var. %	Explanation of positive variances		Explanation of negative variances	
			Timing	Permanent	Timing	Permanent
	\$	%				
Revenue from operating activities						
Grants, subsidies and contributions	88,926	25.98%	▲	CRC Operating Grants higher than expected due to trainee grant received. Main Roads 23/24 grant received in full, budget profiling is the reason for this variance		
Interest revenue	(40,443)	(10.83%)	▼			Budget amended due to higher than expected interest rates. Term deposit interest due June 2024
Other revenue	(1,142,588)	(84.74%)	▼			Variance due to DRFWA funding budget being reclassified as reimbursements received
Expenditure from operating activities						
Employee costs	238,147	13.38%	▲	Variance due to a number of vacant positions		
Materials and contracts	1,614,504	62.80%	▲	Variance due to budget profiling, as Railway Station refurbishment, Flood damage Wandra & Other Road construction in early stages		
Utility charges	24,808	15.44%	▲	Standpipe utility charges not as high as expected YTD		
Finance costs	18,198	46.39%	▲		The variance relates to budget profiling as Effluent Loan 83 has not been drawn down	
Other expenditure	23,215	49.11%	▲	Budget profiling due to Members of Council payments made quarterly. Community Chest funds remain available		
Loss on disposal of assets	22,955	71.79%	▲	Disposal of PT10		
Investing activities						
Proceeds from capital grants, subsidies and contributions	(1,281,683)	(52.04%)	▼			Due to Accounting Standard AASB1058 recognition of revenue
Proceeds from disposal of assets	(38,674)	(26.67%)	▼			Budget profiling is the reason for this variance as a number of items are still to be disposed of FY23/24
Payments for inventories, property, plant and equipment and infrastructure	3,780,413	51.59%	▲	A number of variances relate to FY 23/24 Capital projects which have not yet commenced or are in early stages of construction. Infrastructure - Brookton Railway station, Cemetery toilets , Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works		
Financing activities						
Proceeds from new debentures	(400,000)	(100.00%)	▼			The variance relates to the Effluent Scheme Upgrade loan not yet drawn down
Repayment of borrowings	12,022	10.52%	▲	Budget profiling is the cause of this variance as Effluent Loan not drawn		
Transfer to reserves	(3,552,913)	(44.72%)	▼			Capital works program in progress. Budget profiling is the reason for this variance and will correct in June 24

14.03.24.03 WRITE OFF RATES DEBTOR

File No:	N/A
Date of Meeting:	21 March 2024
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Holly Bassett – Finance Officer - Rates
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officers have no financial interest in this matter
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Item:

Council is to consider the writing off of a rates debt totalling \$3,671.84 for Assessments 943, 944, 945 and 946.

Description of Proposal:

In 2023, at the February Ordinary Council Meeting, Council resolved to make the vacant land of Assessments 943, 944, 945 and 946 properties rateable from 01 July 2022, in compliance with the Local Government Act 1995 regarding rate exemptions.

After correspondence with the owner, Council was informed that they also owned A943 (Lot 3) being the lot between their residential property A215 (Lot 1 and 2) and their vacant land parcels of land A944 (Lot 4), A945 (Lot 5), and A946 (Lot 6). A943 (Lot 3) had been incorrectly recorded as Crown Land in Council records. After consultation with Landgate, all lots were confirmed to be owned by the ratepayer. In addition all lots had Certificate of Titles with incorrect spellings of the owner's name.

Council has assisted the owner in a request for group valuation for all lots 1-6 from the Valuer General (Landgate) on 21 March 2023, and corrections to the spelling of ownership names for all Certificates of Title.

There was a delay of 11 months between lodging the original request and completion of the schedule delivered to the Shire of Brookton on 19 February 2024. Landgate has now agreed value the six lots of land as a single lot, or 'group rating', was dated from 01st April 2023.

During this time, the owner paid for his rates (including ESL and Refuse Service charge) for his residential property A215 (Lot 1 and 2) in instalments. The property's low valuation made the property a minimum rate property.

Once the amalgamation was completed in the Shire rates system, the valuation for newly created A2922 (being the new amalgamation of all the lots 1-6) has seen the newly created rates assessment remain a minimum rated property from 1 April 2023.

The outstanding rates of the old, now amalgamated, rates assessments (being lots 3-6) for the period from 01 July 2022 to 30 March 2023, each attracted a pro-rata portion of the minimum rate, amounting to \$3,732.17, including penalty interest.



The table below outlines the rates apportioned to each Assessment, as of 12 March 2024.

Assessment #	Lot	Address	Rates Balance
A215	1,2	2631 Brookton-Kweda Road, Aldersyde	\$0
A943	3	24 Railway Terrace, Aldersyde	\$24.34
A944	4	26 Railway Terrace, Aldersyde	\$1,170.61
A945	5	28 Railway Terrace, Aldersyde	\$1,268.61
A946	6	30 Railway Terrace, Aldersyde	\$1,268.61
A2922	1-6	2631 Brookton-Kweda Road, Aldersyde	-\$3.89
		TOTAL	

The 2023-24 rates for the amalgamated A2922 have been completely paid for in instalments, with a small credit on the balance.

Outstanding rates exist for A943 (Lot 3), A944 (Lot 4), A945 (Lot 5) and A946 (Lot 6) for the 2022-23 rating year.

Correspondence dating back to December 2021 confirms that owner has been in contact with Council over several years to resolve this issue. The process has been lengthy with multiple delays from our administration and Landgate, and been an ongoing burden on the pensioner ratepayer, causing significant pressure and anxiety.

Acknowledging there were multiple administration errors and delays from Landgate, staff seek Council support to write off \$3,732.17 and recommend increasing the rates write off (E031020.356) from \$800.00 to \$4,533.00.

Background:

In 2015 Council resolved to make vacant land in the Kweda and Aldersyde townsites non-rateable. This included A944, A945 and A946, all owned by the same Pensioner owner.

Consultation:

Consultation with Chief Executive Officer and Manager Corporate & Community

Statutory Environment:

Section 6.12 (1) (c) of the *Local Government Act 1995* applies to small balance write-offs where it states:

- 6.12. Power to defer, grant discounts, waive or write off debts
- (1) *Subject to subsection (2) and any other written law, a local government may –*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
- (b) *wave or grant concessions in relation to any amount of money; or*
- (c) *write off any amount of money, which is owed to the local government.*
- * Absolute majority required.*

Relevant Plans and Policy:

There are no Council policy implications relative to this issue.

Financial Implications:

Council has budgeted for \$800 of has budgeted in 2023/24 to write off rates totalling of \$800 at Account E031020.356 Rate General Operating Expenses – Rate Write Offs

Council can consider approving an additional budget variation of an increase of \$3,733.00, to \$4,533.00.

Risk Assessment:

The risk in relation to this matter is assessed as “Low” on the basis that again there is minimal impact on the Shire’s finances.

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

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

Community & Strategic Objectives:

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

Comment:

It is recommended that the balances of A943, A944, A945 and A946, totalling \$3,732.17, be written-off.

OFFICER RECOMMENDATION

That Council:

- 1. Authorises the write off rates for Assessments 943, 944, 945 and 946 for the amount outstanding to 12 March 2024 of \$3,732.17;***
- 2. Increases the budget of account E031020.356 Rate General Operating Expenses – Rate Write Offs to \$4,533.00 .***

(Absolute majority vote required)

14.03.24.04 ADOPTION OF STRATEGIC RESOURCE PLAN 2024/2025 – 2038/2039

File No:	FIN009A
Date of Meeting:	21 March 2024
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 do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider adoption of the Strategic Resource Plan (SRP) 2024/25 to 2038/39.

Description of Proposal:

The SRP combines the Long Term Financial Plan (LTFP) and the Asset Management Plan (AMP) into one document and guides the allocation of resources over the next fifteen years to meet our strategic outcomes and objectives.

The SRP 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:

- An inflation forecast of 3.00% for the life of the plan has been applied.
- Rate Revenue is forecast to increase 3% over inflation at 6% for years 1 - 3 and at 4% for the remainder of the Plan. This will allow the long term financial stability of Council.
- Employee expenses have been increased in line with inflation at 3% for the life of the plan.
- 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 \$1,000,000.00 is proposed in year 2 of the plan for Brookton Commercial/Industrial Hub (Includes new Shire Works Depot).

The SRP 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 SRP 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 an 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, LG Corporate Solutions and through a briefing 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 2024/25 Budget.

Risk Assessment:

The risk in relation to this matter is assessed 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:

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

Comment:

The 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 2024/25 – 2038/39 as included at Attachment 14.03.24.04A provided under separate cover.

(Simple Majority vote required)

Attachment

Attachment 14.03.24.04A provided under separate cover– Shire of Brookton Strategic Resource Plan 2024/25 – 2038/39.

14.03.24.05 WRITE OFF OF SUNDRY DEBTOR INVOICES - DEBTOR 292

File No:	FIN004A
Date of Meeting:	14 th March 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council is to consider writing off a portion of sundry debtor invoice for private works completed Debtor 292, being the Department of Fire and Emergency Services (DFES).

Description of Proposal:

The Shire of Brookton provided a quotation of \$5,200 (GST Inclusive) to complete hazard reduction activities, for the DFES on state government controlled properties within in the townsite of Brookton. The work involved included the installation/refreshing of fire breaks with a grader and the slashing of grass and undergrowth on crown land. This quotation was based on the adopted fees and charges for the shire equipment and labour and labour.

In completing the works, the assessed costs for the quoted works was \$12,268.50 (GST Inclusive). While the standard of the work completed met with the requirement, DFES have questioned the invoice, given that the Shire quotation was significantly less.

The grader works component was completed early and in keeping with the quotation.

The completion of the slashing works took significantly longer than the estimated time. The causes of this include:

1. The Shire of Brookton was over eager to ensure the completion of hazard reduction activities on state government properties in Brookton. A number of these areas had received little in mitigation activities for some considerable time and the Shire CESM had lobbied hard for DFES to complete the works. The Shire completing the works was seen as assisting DFES in meeting their obligations.
2. A failure of the Shire works staff to comprehend the difficult terrain/heavy undergrowth that was required to be slashed. Where only grass was required to be slashed on cleared property the work was completed as estimated, but works staff took significantly longer than estimated on other, more difficult areas. Some areas were very overgrown and had other debris on the land. Shire works staff and the Shire's CESM could have better communicated on requirements and Shire's equipment capabilities; and
3. The Shire, at that time, did not own equipment suitable for heavy duty slashing. The Shire of Brookton "slasher" is not significantly different to a ride on mower and the machine regularly requires maintenance repairs after completing normal slashing activities. Some of the hazard reduction activities were unsuitable for the machine and

in one instance a fire was started by the machine. The slashing required to complete the task was always going to take longer than expected and be delayed by maintenance requirements.

Background:

The DFES is the responsible agency for fire hazard mitigation of state government property. DFES enters into contracts with providers, both private and local governments, to complete this work.

The areas addressed in the Brookton townsite in 2023/24 included:



Consultation:

Staff have been consulted with DFES over the need to complete bushfire mitigation works, the preparation and acceptance of the quotation and the completion of works.

Statutory Environment:

Local Government Act 1995

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

- (1) Subject to subsection (2) and any other written law, a local government may —
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

* Absolute majority required.

Relevant Plans and Policy:

Council delegation 1.51 Write Off of Rates and Sundry Debts provides

The authority to write off debts in the following manner:

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

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

The debtors invoice does not meet the requirements of this delegation.

Financial Implications:

The Officer’s Recommendation would write reduce the Shire invoice from \$12,268.50 (GST Inclusive) to \$5,200 (GST Inclusive). The cost to the Shire of Brookton of completing the works was \$9,228.39 (GST Exclusive), representing a cost greater than income of \$4,501.12.

Risk Assessment:

Under the Shire of Brookton’s Risk Framework, the risks associated with this matter are that they consequence is Insignificant and the likelihood is Likely.

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:

The completion of community safety activities by the state government in the townsite of Brookton is a community objective of Council.

Comment: Nil .

OFFICER’S RECOMMENDATION

That Council authorises the write off of \$7,068.50 (GST Inclusive) from invoice 10315 for Debtor 292 to have that invoice 10315 be equal to the amount of Council’s quotation.

(Absolute Majority required)

15.03.24 GOVERNANCE REPORTS

15.03.24.01 JOINT COMMUNITY EMERGENCY SERVICES MANAGER – MEMORANDUM OF UNDERSTANDING

File No:	COR011
Date of Meeting:	21 March 2024
Location/Address:	Shire of Brookton
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 Report:

Council is to consider renewed Memorandum of Understanding for the engagement of a joint Community Emergency Services Manager (CESM) with the Shires of Corrigin and Pingelly

Description of Proposal:

The previous MOU with between DFES and the Shires of Corrigin, Pingelly and Brookton has now expired.

A draft replacement MOU is included at Attachment 15.03.24.01A.

The CESM currently completes the following tasks:

- Manages the Bushfire Risk Management Plan (BRMP) developed and endorsed for Shires as per Westplan Fire;
- Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land and Unmanaged Reserves within town boundaries for the Shire;
- Volunteer Bush Fire Brigade Training planning and delivery;
- Local Government operational and capital grants;
- Supports key bushfire meetings and committees;
- Contributes to emergency services exercises as per Local Emergency Management Arrangements;
- Local Emergency Management Committee attendance and representation as CESM.
- Local Government Incident Management Capacity/Capability;
- Emergency Services Forums;
- Appropriate support and counselling available to Shire volunteers and staff as required following incidents and
- Special Projects.

Background:

The Shire of Brookton has employed a CESM since October 2020 to jointly provide services to the Shires of Corrigin, Pingelly and Brookton. The CESM has been beneficial to the emergency management in the shires, particularly assisting with the increasing compliance requirements and accessing funding and arranging for the completing of bushfire mitigation activities.

The Shire of Brookton was central in the original lobbying of the Department of Fire and Emergency Services (DFES) Commissioner and Deputy Commission and the CESM position has been funded on a 60/40 arrangement of DFES/Local Government.

Consultation:

Consultation with Shires of Corrigin, Pingelly and Brookton and DFES has occurred.

Statutory Environment:

Bushfires Act 1954

Emergency Management Act 2005

Relevant Plans and Policy:

The Shire of Brookton Bush Fire Management Plan is relevant.

Council has policies that respond to fire and emergency management requirements.

Financial Implications:

The Shire of Brookton’s contribution to the CESM, included in the MOU is \$20,109 and an administrative cost of operating the program. The administration cost, including payroll, provision of a vehicle, HR services and finance services including invoicing, is a significant cost.

Risk Assessment:

The CESM position provided support to the Shire of Brookton’s responsibilities under the Bushfires Act and Emergency Management Act. Under the Council’s Risk Framework, the potential outcomes from incidents for which the Shire is responsible has consequences which are Extreme with a likelihood of Likely.

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:

The employment of a CESM assists in the Shire of Brookton’s Strategic Community Plan’s goal of the BROOKTON community being prepared to respond to emergencies.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. Supports continued involvement in the employment of a joint Community Emergency Service Manager position with the Shires of Corrigin and Pingelly;***
- 2. Endorses the draft Memorandum of Understanding included at Attachment 15.03.24.01A including any minor variations required for agreement of the parties; and***
- 3. Authorises the Chief Executive Officer to execute the draft Memorandum of Understanding on behalf of the Shire of Brookton.***

Attachments

Attachment 15.03.24.01A – draft MOU Agreement

MEMORANDUM OF UNDERSTANDING

(Non-Binding)

BETWEEN

Department of Fire and Emergency Services

ABN: 39 563 851 304
20 Stockton Bend
Cockburn Central WA 6164

AND

Shire of Brookton

ABN 74 164 408 055
14 White St
Brookton WA 6306

AND

Shire of Corrigin

ABN 99 880 773 647
9 Lynch St
Corrigin WA 6375

AND

Shire of Pingelly

ABN 30 389 182 782
17 Queen St
Pingelly WA 6308

FOR

The Provision of a Local Government Community Emergency Services Manager

DFES File Reference	D17844
Shire File Reference	Shire of Brookton Shire of Corrigin Shire of Pingelly

1. DEFINITIONS

Availability Allowance: an allowance fully funded by DFES for being available when off-duty for recall by DFES to undertake CESM duties.

BF Act: means the *Bush Fires Act 1954* (WA).

CEO: means Chief Executive Officer

CESM: means Community Emergency Services Manager.

DFES: means the Department of Fire and Emergency Services.

DFES RDC: means DFES Regional Duty Coordinator.

Emergency Services: means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires of Brookton, Corrigin and Pingelly.

LGGS: means Local Government Grants Scheme.

MOU: means Memorandum of Understanding.

On call Allowance: an allowance fully funded by DFES for being "on call" when off duty to respond to incidents at the request of the DFES RDC.

Parties means DFES and the Shires.

Shires means the Shires of Brookton, Corrigin, and Pingelly

WAFS EBA: means *Western Australian Fire Service Enterprise Bargaining Agreement 2023* (as amended).

2. PURPOSE

2.1 This MOU is intended to identify and document the respective roles and responsibilities of DFES and the Shires as considered necessary to manage the position of a CESM for the Shires.

2.2 This MOU outlines the responsibilities and undertakings of the parties for the delivery of fire and emergency services to the Shires in accordance with DFES' best practices.

2.3 This MOU does not constitute or create, and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of either party.

3. MOU OBJECTIVES

3.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires, in particular to:

- enhanced capacity and capability of volunteers and provision of on-ground support to Incident Controller in response to emergency incidents

- deliver coordinated prevention programs to reduce the incidence of emergencies and improve the level of safety in the community.
- operate to a consistent set of protocols and equipment standards.
- provide efficient systems of communication between organisations at all levels to improve service delivery outcomes.
- promote and support volunteer organisational arrangements that combine the spirit of volunteerism to attract and retain members.
- provide and or coordinate the level of training to personnel, to ensure the competencies are appropriate to the risk level of emergencies to which volunteers will be required to respond.
- develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES
- enhance community ownership of fire prevention and preparedness programs and activities.

4. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

4.1 DFES will deliver the following services:

- **Prevention:** The development and provision of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed.
- **Preparedness:** In addition to the programs described for prevention, the training of volunteers will be delivered, in partnership with the volunteer training network, cognisant of the increased risks faced by the emergency services and resourcing profile. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre and DFES Upper Great Southern regional office. Management, coordination, support and leadership will be provided by DFES at fire incidents, when requested by the City/Shire and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the City/Shire concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on LGGs budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

4.2 DFES will provide strategic advice and access to programs and/or services to support services delivered by the Shires.

5. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

5.1 The Shires will deliver the following services:

- **Prevention:** The Shires will administer and enforce the appropriate fire prevention provisions of the BF Act. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
- **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will, through their staff and infrastructure, support the emergency services preparedness programs developed and implemented by DFES. The Shires will also ensure that their bush fire brigade volunteers are trained to the appropriate levels.
- **Response:** The Shires will respond to day to day incidents through the turnout of their Bush Fire Brigades. Support from the Shires, including access to volunteers, appliances and other resources as required, will be extended to DFES controlled incidents when requested by the Incident Controller.
- **Recovery:** The Shires will undertake recovery actions in accordance with its role as documented in the *Emergency Management Act 2005*.
- **Management and Administration:** The Shires will provide leadership and support to the development and management of their community emergency management arrangements.

5.2 The Shires will appoint the CESM as a Fire Control Officer in accordance with section 38 of the BF Act.

5.3 The Shires will develop their emergency services operating and capital budget, to ensure sufficient funds are requested through the LGGS funding process to maintain emergency services buildings, appliances and associated operational infrastructure.

5.4 The Shires will ensure appropriate allocation of funds in their annual budget to cover the costs associated with this CESM arrangement as outlined in [Attachment 1](#): Indicative Cost Sharing Arrangement.

5.5 The Shires may amend any applicable local laws to reflect the arrangements set out in this MOU.

6. CONDITIONS OF EMPLOYMENT

6.1 The CESM will be employed under the terms and conditions of the Shire of Brookton Enterprise Agreement and in accordance with their employment contract and Job Description Form. Special allowances will be paid in accordance with this MOU.

6.2 The hours of duty will be in accordance with their employment contract. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.

- 6.3 The CESM will operate under the supervision of the designated DFES Area Officer Narrogin West and the Shire of Brookton CEO. Any disputes or inconsistencies between the two parties will need to be settled as per the dispute resolution procedure contained in clause [11](#) of this MOU.
- 6.4 CESM personal training and development programs will be consistent with DFES Pathway for CESM's.
- 6.5 The CESM uniform of the day will be blue with the DFES arm patch and the appropriate epaulettes representative of a Local Government CESM.
- 6.6 Overtime for attendance at DFES controlled operational incidents and for any other authorised DFES matters will be approved by the DFES RDC and paid by DFES upon invoicing from the Shire of Brookton.
- 6.7 Overtime for authorised attendance at Shire controlled operational incidents and for any other authorised Shire matters will be approved by the appointed Shire CEO and paid by that Shire.
- 6.8 All overtime will be paid in accordance with the Shires Award or Enterprise Agreement overtime clause.
- 6.9 Availability allowance will be fully funded by DFES at 4 hours full pay per week at Station Officer L2 classification (per the WAFS EBA).
- 6.10 On call allowance, where authorised by the DFES RDC, will be fully funded by DFES. On call allowance will be paid at 9 hours per week calculated at the Station Officer L2 classification (per the WAFS EBA).
- 6.11 Any performance-based issue or grievance will be addressed by the use of the Shire of Brookton internal policies. It is desirable for all parties to undertake bi-annual performance reviews.
- 6.12 The vehicle provided for use by the CESM will be by agreement between the Shires and DFES, within specifications of [Attachment 2](#): CESM Vehicle Specifications. The CESM will have commuting access, home garaging rights as well as private use within the DFES Upper Great Southern Region whilst on call. The CESM will not have use of the vehicle during periods of leave. Vehicle configurations above the specifications outlined in [Attachment 2](#): CESM Vehicle Specifications will be funded by the Shires.

7. FINANCIAL PROVISIONS¹

- 7.1 DFES will pay 60% and the Shires will pay 40% (as agreed between them) for the costs associated with this CESM arrangement except where indicated otherwise in [Attachment 1](#): Indicative CESM Cost Sharing Arrangement between DFES and the Shires of Brookton, Corrigin and Pingelly.

¹ Note: all cost sharing amounts within this MOU are exclusive of GST.

- 7.2 The CESM arrangement funded by DFES and the Shires is based on the local government rates assessment revenue at the time of MOU development or renewal (see Table 1).

Table 1: Determination of CESM funding ratio

LG Rates Assessment (\$)	DFES	Local Government	ESL Category
0 – 3,000,000	70%	30%	4 & 5
3,000,001 – 10,000,000	60%	40%	4 & 5
10,000,001 upwards	50%	50%	3, 4 & 5

Note: Where a CESM arrangement involves multiple local governments, the combined rate assessment value is to be utilised to determine funding ratio.

8. HUMAN RESOURCE ARRANGEMENTS

- 8.1 The selection process for the position of the CESM will be managed by the Shire of Brookton, with DFES support and involvement in the selection process.
- 8.2 The CESM will be required to work to an agreed business plan which will be developed by DFES and the Shires and reviewed quarterly.
- 8.3 The Shires will provide office facilities for the CESM at each Shire location.
- 8.4 The CESM will be released through discussion with the Shires to act in DFES operational positions when successful through expression of interest, or as required, to attain additional skills and knowledge. Release duration should not exceed 6 weeks per annum.

9. REPORTING

- 9.1 The Shire CEO's and the DFES Superintendent Upper Great Southern Region will set the targets and outcomes to be achieved in the CESM business plan.
- 9.2 The CESM is required to complete the reporting tool in the business plan every quarter to record progress against the required targets.
- 9.3 The DFES Area Officer Narrogin West must meet with the CESM every quarter to review and discuss the completed reporting tool and to provide guidance to ensure all outcomes and targets in the business plan are achieved.

10. DURATION AND AMENDMENTS

- 10.1 This MOU will take effect from the date of the last signature at clause 15 and will remain in force for three years with an option to extend for a further three years by agreement of all parties.
- 10.2 This MOU shall not be altered, varied or modified in any respect except by agreement in writing between the parties.

11. DISPUTE RESOLUTION

- 11.1 The parties must first attempt to locally resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation, as quickly as practicable. The parties must confer and negotiate within 7 days of receiving a notice from the other party setting out the nature of the dispute.
- 11.2 If the issue cannot be resolved by negotiation, then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shire of Brookton CEO or their nominated delegate.

12. TERMINATION

- 12.1 This MOU may be terminated by:
- mutual agreement of all parties in writing at any time; or
 - either party by giving three months' notice in writing to the other party at any time.

13. ASCENDANCY OF LEGISLATION

- 13.1 The parties recognise that the relevant legislation of or applicable in Western Australia (including subsidiary legislation) prevails over this MOU to the extent of any inconsistency.

14. NOTICES

- 14.1 Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

DFES	Shire of Brookton
FES Commissioner Department of Fire and Emergency Services PO Box P1174 PERTH WA 6844 Email: DFES@dfes.wa.gov.au	Chief Executive Officer Shire of Brookton PO Box 42 BROOKTON WA 6306 Email: ceo@brookton.wa.gov.au
Shire of Corrigin	Shire of Pingelly
Chief Executive Officer Shire of Corrigin PO Box 221 CORRIGIN WA 6375 Email: ceo@corrigin.wa.gov.au	Chief Executive Officer Shire of Pingelly 17 Queen St PINGELLY WA 6308 Email: ceo@pingelly.wa.gov.au

15. SIGNATORIES

SIGNED for and on behalf of the **Department of Fire and Emergency Services** by:

DARREN KLEMM AFSM **DATE:** / / 2024
COMMISSIONER

SIGNED for and on behalf of the **Shire of Brookton** by:

GARY SHERRY **DATE:** / / 2024
CHIEF EXECUTIVE OFFICER

SIGNED for and on behalf of the **Shire of Corrigin** by:

NATALIE MANTON **DATE:** / / 2024
CHIEF EXECUTIVE OFFICER

SIGNED for and on behalf of the **Shire of Pingelly** by:

ANDREW DOVER **DATE:** / / 2024
CHIEF EXECUTIVE OFFICER

ATTACHMENTS

1. INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIRES OF BROOKTON, CORRIGIN AND PINGELLY. DFES 60%, Shires 40% as at 20 February 2024 and per Financial Year.

ITEM	COSTS \$	DFES 60%	SHIRES 40%	RECOUP	FREQUENCY	COMMENTS
SALARY						
Salary as negotiated with LG based on the Shire of Brookton employment contract	93,860	56,316	37,544	DFES to pay on invoice from Shire of Brookton	Quarterly	
On Costs (30%), Workers Compensation, Superannuation, Annual Leave/LSL	28,158	16,895	11,263	DFES to pay on invoice from Shire of Brookton	Quarterly	
Availability Allowance	12,013	12,013		DFES to pay on invoice from Shire of Brookton	Quarterly	Refer to Clause 6.9
Sanctioned Overtime	As authorised			DFES to pay on invoice for DFES authorised overtime	As required	Refer to Clause 6.8
Other (including employment termination payments).			0			
ICT COST						
Laptop Computer, accessories & datacard	3,000	3,000	0	DFES to provide		DFES to provide
Mobile phone & usage	1,800	1,080	720	DFES to pay on invoice from Shire of Brookton	Quarterly	Shire of Brookton to provide
VEHICLE COSTS						
Lease/fuel/servicing	25,000	15,000	10,000	DFES to pay on invoice from Shire of Brookton	Quarterly	Shire of Brookton to provide vehicle
OFFICE EQUIPMENT	0	0	0	N/A	N/A	Shire of Brookton to provide
UNIFORMS/PPE						
Purchase/Maintenance	800	800	0	DFES to provide – order through DFES Region7544	As required	As per DFES Directive 1.3
TRAINING						
Courses/Attendance	2,000	1,200	800	DFES to pay on invoice from Shire of Brookton as required.	Quarterly	All parties to share costs
ADMINISTRATION						
All administration overheads, HR etc				Shire of Brookton and DFES to provide admin support in kind		Shire of Brookton to provide
Deployment Costs (% negotiated between DFES and City/Shire)	As agreed			DFES to pay on invoice from Shire of Brookton for DFES incidents.	Quarterly	Shire of Brookton to provide purchasing card
	166,631	106,304	60,327			

2. CESM VEHICLE SPECIFICATIONS

- 4 x 4 Dual Cab Utility
 - Recommended DFES POD (lockable)
 - Air Conditioning
 - Window tinting
 - Roobar
 - Spotlights
 - Towbar
 - WAERN Radio
 - Automated Vehicle Locator (AVL)
 - Mobile phone car kit with high gain antennae
 - Emergency beacons and siren to DFES standards
 - Emergency striping to DFES standards
 - DFES and Local Government logos
-

16.03.24 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.03.24 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.03.24.01 URGENT BUSINESS – APPOINT A HR CONSULTANT TO COMPLETE A CEO PERFORMANCE REVIEW**

File No:	COM002
Date of Meeting:	21 March 2024
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer has a direct financial interest ve an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider reviewing an Officer’s Report to appoint a HR Consultant to complete a CEO Performance Review.

Description of Proposal: Nil

Background:

Staff are attempting to complete and distribute Council Agenda’s by the Friday prior to a Council Meeting. This matter was not completed with a prepared report by this deadline.

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:

Should the Council not support this item, there is a small reputational risk arising from not considering the urgent business.

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: Nil

Comment: Nil

PRESIDING MEMBER'S RECOMMENDATION

That Council consider the urgent business to appoint a HR Consultant to complete a CEO Performance Review.

(Simple majority vote required)

17.24.03.02 APPOINTMENT OF HR CONSULTANT SERVICES TO COMPLETE THE PERFORMANCE REVIEW OF THE CHIEF EXECUTIVE OFFICER

File No:	Personnel
Date of Meeting:	21 st March 2024
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 has a Direct Financial Interest in this matter, being the employee to be reviewed
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider the appointment of a HR Consultant to assist Council in the completion of a CEO Performance Review.

Description of Proposal:

The Shire has received two proposals from experienced HR consultancies to the assist Council in the completion of a CEO Performance Review. A third consultant approached replied that they did not have the resources to complete the scope of works in the time frame required by Council.

The Request for Quotation is Attachment 17.24.03.02A.

The Officer’s review of the submissions is included at Confidential Attachment 17.24.03.02B.

The submission received from FitzGerald Solutions is included at Confidential Attachment 17.24.03.02C.

The submission received from Price Consulting Group is included at Confidential Attachment 17.24.03.02D.

The pricing information provided can be summarised as:

	FitzGerald Solutions	Price Consulting Group – 1	Price Consulting Group – 2
Hours	8.00	20.00	20.00
Hourly Rate	242.27	220.00	220.00
Total	1,938.18	4,400.00	4,400.00
Travel and Disbursement	1,670.40	1,636.80	818.40
Total	3,608.58	6,036.80	5,218.40

FitzGerald Solutions have provided a fixed price with Price Consulting Group providing an estimate with the Shire of Brookton only be invoiced for actual hours worked and travel costs within this estimate, which may be less than the estimate.

Background:

The CEO was employed on a five year performance based fixed term contract that commenced on the 31st January 2022. The CEO's employment contract can be confidentially provided to interested Councillors.

In accordance with Clause 5.38 of the Local Government Act, 1995 the Council has delegated to the Employment Committee (Delegation 1.44) the responsibility to appraise the performance of the CEO for the past year, with consideration and weighting of assessment against the set Key Performance Indicators (KPIs).

At the March 2023 Employment Committee Meeting CEO performance KPI's were adopted. These KPI's will be used to review the CEO's performance.

In consultation with the Shire President, a Request for Quotation was provided to 3 experienced HR consultants with local government experience.

Consultation:

Shire President

Statutory Environment:

Clause 5.38 of the *Local Government Act, 1995* requires the CEO's performance to be reviewed at least once per year:

5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

The CEO's employment contract requires:

4. PERFORMANCE CRITERIA AND REVIEW AND PROCEDURE**4.1 Performance Criteria**

- (1) Within 3 (three) months of the Commencement Date, the Council and You must negotiate and determine the annual Performance Criteria including Key Performance Indicators and measurements.
- (2) The Performance Criteria must be reasonably achievable by You.
- (3) You must use every reasonable endeavour to comply with the Performance Criteria.
- (4) The Performance Criteria –
 - (a) must be reviewed annually by the parties; and
 - (b) may be amended, from time to time, by agreement in writing between the parties.

4.2 Performance Criteria and performance review

Your performance under this Contract, must be reviewed and determined by the Reviewer –

- (a) by reference to the Performance Criteria,
- (b) must be at least once annually in relation to every year of the employment as per Section 5.38 of the Local Government Act 1995 annually, and
- (c) more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.

4.3 Selection of Reviewer

- (1) The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -
 - (a) who the Reviewer is to be,
 - (b) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (2) For example, the Reviewer may be –
 - (a) the Council,
 - (b) a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act, or
 - (c) an external person or body who has been authorised by the Council to conduct the performance review.
- (3) For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in subclauses 4.3(1)(a), the Council is to make the relevant determination.

4.4 Performance review procedure

- (1) Subject to any alternative procedure agreed between the Council and You, a performance review under this clause must include the following procedures -
 - (a) You must give the Council at least one month's written notice of when Your performance review is required,
 - (b) the Council must decide, under clause 4.3, who is to conduct the performance review and must give You at least 10 working days' notice in writing of when the performance review is to be conducted and who is to conduct it,
 - (c) within 14 days after being given notice under paragraph (b), You must prepare a report assessing Your performance against the Performance Criteria, and give that report to the Reviewer,
 - (d) You and the Reviewer will discuss the process and timing of the performance review, which must include at least one interview session that provides for mutual discussion and feedback,
 - (e) You must ensure that You are available for the performance review as reasonably required by the Reviewer,
 - (f) You may be accompanied at an interview session by any other person nominated by You,
 - (g) within one month of the conclusion of the performance review, the Reviewer must prepare a report, in consultation with You, to be signed by both the Reviewer and You, that includes -
 - (i) conclusions about Your performance during the period covered by the performance review,
 - (ii) any proposal by either party to amend the Performance Criteria because of the performance review,
 - (iii) any directions or recommendations made to You in relation to the future performance by You; and
 - (iv) details of the extent, if any, to which You disagree with any statement in the report.
 - (h) if the Reviewer is not the Council, that report must then be submitted to the Council for consideration; and
 - (i) under regulation 18D of the Local Government (Administration) Regulations 1996, the Council is to accept the report with or without modifications or is to reject the report.

- (2) Reports and other documentation prepared under, or for the purposes of, this clause, are to be treated by the parties as confidential.

Relevant Plans and Policy:

Council has delegated the authority to the Employment Committee via delegation 1.44 *Employment Committee of Council’s Delegation Register To conduct the performance review and salary package review and amend the Chief Executive Officer’s salary package.*

Financial Implications:

Council has budgeted to complete this work.

Risk Assessment:

Employee management always carries high likelihood of adverse consequences. Such consequences are most likely to be of at least moderate impact.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and services detailed in the Shire of Brookton.

Comment: Nil

OFFICER’S RECOMMENDATION

That Council appoint Price Consulting Group to deliver CEO Performance Review services included in Confidential Attachment 17.03.24.02D for the estimated cost of \$6,036.80 (GST Exclusive).

(Simple majority vote required)

Attachments

- Attachment 17.03.24.02A – Request for Quotation.
- Confidential Attachment 17.03.24.02B – Assessment Report.
- Confidential Attachment 17.03.24.02C – FitzGerald Solutions Submission.
- Confidential Attachment 17.03.24.02D – Price Consulting Group Submission.



Request for Quotation

Services to complete the Performance Review of the Chief Executive Officer

PROPOSAL

The Shire of Brookton is seeking submissions from suitably experienced human resource professionals to assist in Council completing a statutorily compliant annual Performance Review of the Chief Executive Officer.

Quotations are to be submitted prior to **3.00 pm Monday 11th March 2024** and must address the criteria detailed in the following table. For transparency, a percentage weighting will be applied to the assessment scoring, as shown.

All submissions are to be emailed in PDF Format to tenders@brookton.wa.gov.au

Qualitative Selection Criteria	Weighting
<p>Relevant Experience and Qualifications</p> <p>a) Provide up to 3 examples of projects of a comparable scale, cost and complexity;</p> <p>b) Provide contact details of referees for the projects listed in (a) above to enable the Client to undertake a reference check on performance and quality on performed installations;</p> <p>c) Demonstrate your capacity, competency and proven track record of achieving outcomes for your clients;</p> <p>d) Provide details of key staff who would complete this work including experience and qualifications</p>	50%
<p>Demonstrated Understanding and Methodology–</p> <p>a) Demonstrate your understanding of the statutory requirements for a CEO Performance Review</p> <p>b) Demonstrate your understanding of the Scope of Work;</p> <p>c) Provide a project schedule/timeline;</p> <p>d) Provide a summary of any perceived risks with the delivery of this project and how these risks will be managed</p>	40%
<p>Timeframe –</p> <p>Demonstrated capacity to complete the CEO performance review by Monday 29th April 2024</p>	10%

Price Schedule
<p>Quotations are required to include a price schedule that details the cost of that Quotation. Sufficient details should be included to</p> <p>An assessment of “No” against any criterion may eliminate the Responder from consideration</p>

Non-conforming Quotations
<p>Council is willing to consider an alternative scope of works that achieves a similar outcome.</p> <p>Any alternative offers must be accompanied by a conforming quotation.</p>

Compliance Selection Criteria
<p>These criteria are detailed below and will not be point scored. Each Response will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met.</p> <p>An assessment of “No” against any criterion may eliminate the Responder from consideration</p>

Conflict of Interest

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? (If yes, please provide details.)

Insurance Details

Please provide your organisational insurance details that may include:

- Public Liability Insurance, Value;
- Professional Liability Insurance; and
- Workers Compensation, Insurance Value.

Assessment of Quotations - Non-Weighted Price Criteria

The evaluation panel will make a series of value judgements based on the capability of the submitters to complete the Scope of Work.

The factors to be assessed will include:

- a) the qualitative ranking of each quotation;
- b) the pricing submitted by each quotation;

Submitters should assume that the Evaluation Panel has no previous knowledge of the Submitter, its activities or experience. Submissions should provide full details for any claims, statements or examples used.

SCOPE OF WORK

- Liaise with the Shire President throughout the process of the performance review.
- Make a declaration that there are no conflicts of interest with the CEO or Council.
- Attend a meeting at the Shire of Brookton to:
 - Provide general HR advice to the Shire President and Council in relation to the CEO's employment to ensure compliance with the Local Government Act and regulations.
 - Provide written analysis of the CEO's current Employment contract and the current performance criteria, so Councillors are aware of what it is reviewing.
- Seek and receive input from Councillors in relation to the CEO's annual performance. This may be in the form of a survey provided to Councillors.
- Liaise with individual Councillors in relation to the CEO's performance review survey.
- receive and collate the individual Councillor's input to the CEO's annual performance.
- Attend a workshop in Brookton to at least:
 - facilitate any required meeting with the Council and the CEO required as part of the CEO's performance review;
 - assisting with the provision of feedback to the CEO; and
 - facilitate agreement on outcomes and any new or revised performance criteria to be proposed for the next year.
- Prepare a document(s) that include at least:
 - a report on the CEO's performance;
 - performance criteria for the upcoming CEO's performance assessment period; and
 - any plans to support improvement if necessary.
- complete an Audit process to ensure compliance with the Act, Regs & Shire of Brookton policy.
- Prepare a draft agenda report to Council to adopt the CEO's performance review.
- Prepare draft correspondence advising the CEO of the outcome of the Performance Review process, including proposed new performance criteria.

HOW TO PREPARE YOUR RESPONSE

- (a) Carefully read all parts of this document.
- (b) Ensure you understand the Requirements.
- (c) Use tenders@brookton.wa.gov.au for submitting all quotation documents.
- (d) Lodge the Response before the Deadline.

CLARIFICATIONS

For clarification on this Request for Quote, including the scope of work and general Council matters, please contact:

Name: Cr Katrina Crute **Position:** Shire President
Telephone: 0439 373 282 **Email:** ShirePresident@brookton.wa.gov.au

Administration queries regarding this Request for Quote details should be directed to Jennie Mason at jennie.mason@brookton.wa.gov.au or 08 9642 1106.

Please note failure to lodge a Quotation by the due date and time will result in disqualification.

18.03.24 CONFIDENTIAL REPORTS

Nil at this time.

19.03.24 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on Thursday 18th April 2024 commencing at 6.00 pm.