



ORDINARY MEETING OF COUNCIL

MINUTES

21 SEPTEMBER 2023

These minutes were confirmed by Council as a true and correct record of proceedings by the Ordinary Council Meeting held on 19/10/23

Presiding Member: *[Signature]* Date: 19/10/23

Disclaimer

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

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

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

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

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1.09.23	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The Shire President, Cr Crute, declared the Meeting open at 6:00pm.

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

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

Cr KL Crute	(Shire President)
Cr NC Walker	(Deputy Shire President)
Cr HA Bell	
Cr TD Lilly	

Staff (Non-Voting)

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

Apologies

Cr C Hayden

Leave of absence

Cr CE Hartl

Members of the Public

Mr Lachlan McCabe

3.09.23 USE OF COMMON SEAL – AUGUST 2023

The Table below details the Use of Common Seal under delegated authority for the month of August 2023.

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

4.09.23 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
2-23/24	280 Jose Street	Shed, Water tanks & Granny Flat	16/08/2023
5-23/24	32 Brookton Highway	Shed	23/08/2023
1-23/24	103 Avonbank Close	Steel Frame Building on Concrete Slab	6/09/2023

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

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

5.09.23 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.09.23 PUBLIC QUESTION TIME

Nil.

7.09.23 APPLICATIONS FOR LEAVE OF ABSENCE

Cr Lilly has requested a Leave of Absence from the November Ordinary Meeting of Council to be held on Thursday 16th November 2023.

OCM 09.23-01**COUNCIL RESOLUTION**

MOVED Cr Walker SECONDED Cr Bell

That Council grant Leave of Absence to Cr Lilly for the 16th November 2023 Ordinary Meeting of Council.

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

8.09.23 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

9.09.23	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS
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9.09.23.01	ORDINARY MEETING OF COUNCIL – 17 AUGUST 2023
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OCM 09.23-02**COUNCIL RESOLUTION****MOVED Cr Bell** **SECONDED Cr Lilly**

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 17th August 2023, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell
Against: Nil

9.09.23.02	SPECIAL MEETING OF COUNCIL – 29 AUGUST 2023
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OCM 09.23-03**COUNCIL RESOLUTION****MOVED Cr Walker** **SECONDED Cr Lilly**

That the minutes of the Special meeting of Council held in the Shire of Brookton Council Chambers, on 29th August 2023, be confirmed as a true and correct record of the proceedings.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell
Against: Nil

9.09.23.03	BUSH FIRE ADVISORY COMMITTEE – 29 AUGUST 2023
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OCM 09.23-04**COUNCIL RESOLUTION****MOVED Cr Lilly** **SECONDED Cr Bell**

That the minutes of the Bush Fire Advisory Committee Meeting held in the Shire of Brookton Council Chambers, on 29th August 2023, be received by Council.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell
Against: Nil

10.09.23 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Congratulations to Cr Lilly on her marriage on Saturday.

11.09.23 DISCLOSURE OF INTERESTS

Nil.

12.09.23 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.09.23.01 BUCKINGHAM ROAD – ROAD CLOSURE & DEDICATION**

File No:	4020049 - Buckingham Road
Date of Meeting:	21 September 2023
Location/Address:	Buckingham Road, 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:	10.12.16.02

Summary of Report:

Council is to consider resolve to progress an application for land purchase and road dedication through subdivision in Jelcobine on Buckingham Road.

Description of Proposal:

The physical alignment of Buckingham Road at this specific location identified in attachment 12.09.23.01A does not follow the alignment of the road reserve. Therefore an intervention is required from the Shire to correct the anomaly.

This is proposed to be done by negotiation of the purchase of the land upon which the current road alignment is located through subdivision, and then dedicate this land as part of the adjoining Buckingham Road as depicted on the site plan at attachment 12.09.23.01B.

While it is possible to purchase the area under the road reserve identified as parcels 1 and 2 in Attachment 12.09.23.01B, this would create small parcels of alienated land at 3 and 4. Inclusion of all of the land into a road reserve would also be better fit with the constructed area of Beecroft Road.

Therefore the Officer's Recommendation suggests that the parcels 1, 2 and 4 be purchased through subdivision and all included into Road Reserve.

Background:

This situation is not uncommon. Historically landowners were often agreeable with Shire staff to temporary solutions that ensured practical road safety and better road design.

Council has previously discussed a potential purchase with the affected landowners (DM

Loakes & SM Berkmann) who at that time conditionally agreed with the taking of the land for road dedication purposes and them agreeing to a favourable arrangement in regards to compensation.

Council previously considered this matter and resolved in the following manner:

MOVED CR MILLS SECONDER CR EVA

That with respect to the proposed road closure and dedication of Buckingham Road, Council resolve to:

1. Close the section of unconstructed road reserve on Buckingham Road in accordance with Section 58 of the Land Administration Act, 1997, as depicted on the attached sketch plan, and to formally request the Minister of Lands to close the subject section of road;
2. Initiate the dedication of the subject land portions as public road, through subdivision, as depicted on the attached sketch plan;
3. Enter into formal agreements with the affected land owners for consent to perform the subdivision applications, and agreement on compensation for the land parcels to be taken as part of this process.

CARRIED BY SIMPLE MAJORITY 6-0

Following an enquiry to staff from a nearby neighbour it would appear that this project has not substantially progressed.

Consultation:

Council has previously consulted with neighbours and landowners. This consultation will occur again.

Statutory Environment:

No specific reference to the Strategic Community Plan or Corporate Business Plan.

Relevant Plans and Policy: Nil

Financial Implications:

Council will incur the full cost of any subdivision. These costs include land purchase costs, surveyor and WAPC charges and valuation charges. This is estimated at a total of \$25,000.

Risk Assessment:

There is a possible likelihood that an incident may occur on the constructed Buckingham Road that is located on private property. In this event there is likely to be moderate to major impacts for the Shire and the owner of the private property.

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:

No specific reference to the Strategic Community Plan or Corporate Business Plan.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

1. commence negotiation with the owners of Location 7120 and Location 7148 for Council to purchase sufficient area of those lots to allow the constructed road to be included in an expanded Buckingham Road, road reserve; and
2. initiate the dedication of the subject land portions as public road, through subdivision, as depicted on attachment 12.09.23.01B.

(Simple majority vote required)

OCM 09.23-05

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Lilly

That Council:

1. *commence negotiation with the owners of Location 7120 and Location 7148 for Council to purchase sufficient area of those lots to allow the constructed road to be included in an expanded Buckingham Road, road reserve; and*
2. *initiate the dedication of the subject land portions as public road, through subdivision, as depicted on attachment 12.09.23.01B.*

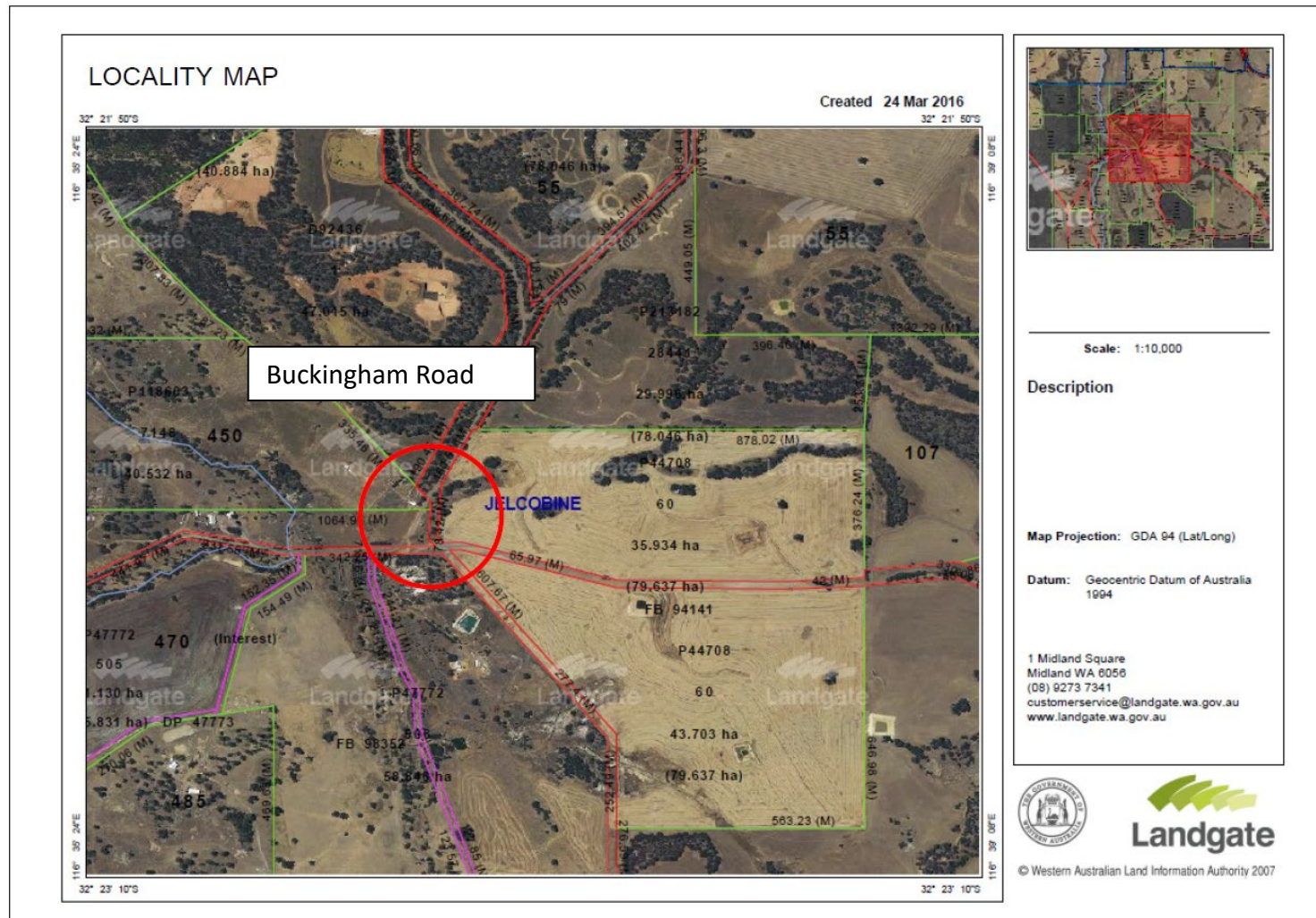
CARRIED BY SIMPLE MAJORITY VOTE 4/0

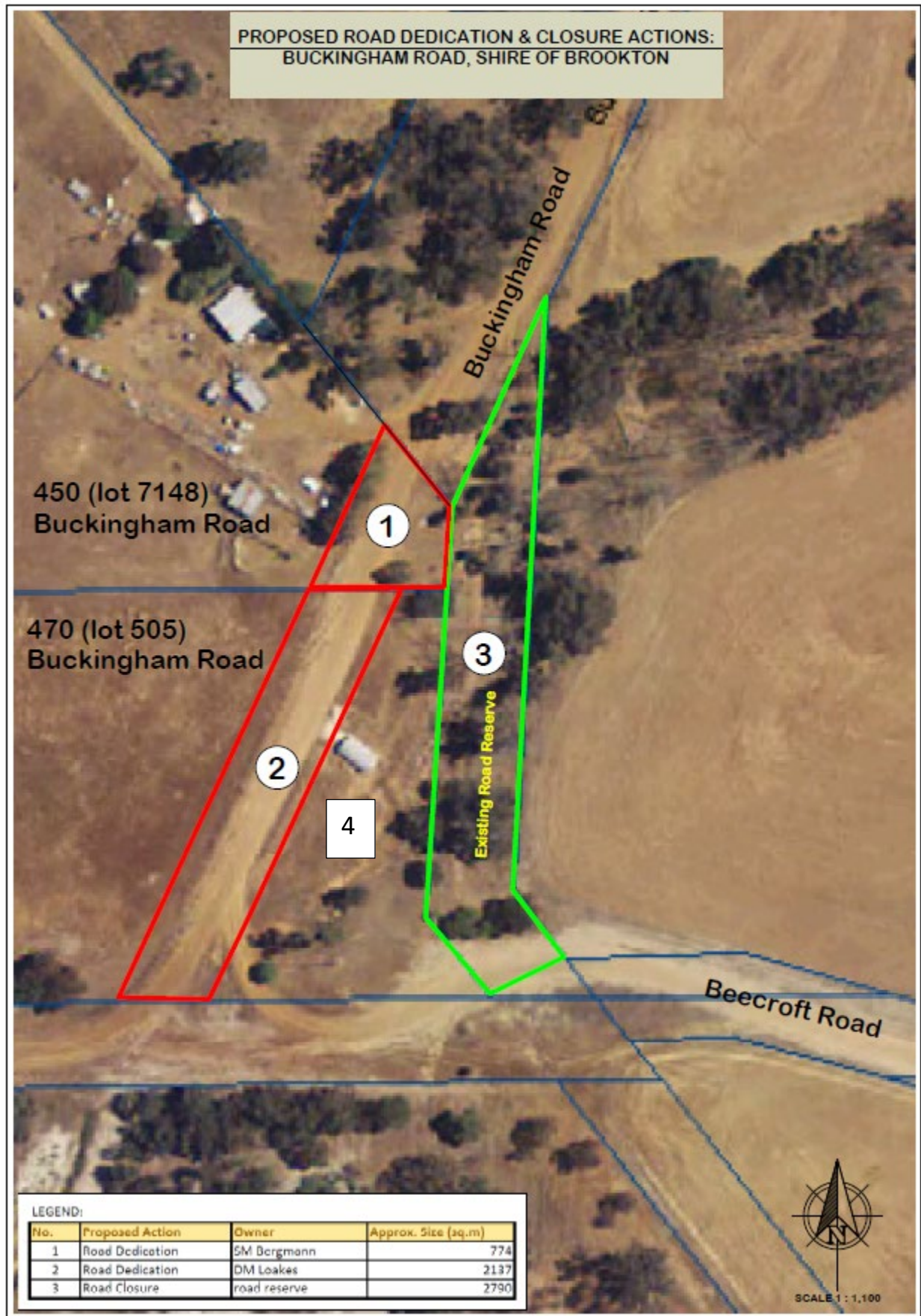
**For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell
Against: Nil**

Attachments

Attachment 12.09.23.01A – Location Plan.

Attachment 12.09.23.01B – Sketch Plan.





13.09.23.01 REQUEST FOR FEE DISCOUNT – BI TONE WESTCOAST CARAVAN CLUB

File No:	
Date of Meeting:	21 September 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Deanne Sweeney – Manager Corporate & Community
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 the community rate charge of the WB Eva Pavilion for the Bi-Tone Westcoast Caravan Club Inc for their visit proposed for the 28 March 2024 to 01 April 2024.

Description of Proposal:

The Bi-Tone Westcoast Caravan Club Inc are seeking to hold a club rally in Brookton over the Easter long weekend in March/April 2024. The members are mostly retirees. In addition to booking 25 sites at the Caravan Park, the club is requesting to hire the WB Eva Pavilion at community rates for the visit. The pavilion will be used for meals and gatherings for the club members.

During their stay the members will be sightseeing and visiting local businesses and attractions. Financial investment will be made through purchase of fuel, food and other expenditure, with an expected 55 club members to attend the rally.

The request is for a discount on fees. The bond - no alcohol of \$250 or with alcohol \$500 will still apply as per the Shire's Fees and Charges for this facility.

Background: Nil

Consultation:

Representatives of the Bi-Tone Westcoast Caravan Club have had discussions with Skye Fisher, Administration Records Officer, in respect to a proposed stay in Brookton.

Statutory Environment:

Local Government Act 1995

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

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

Relevant Plans and Policy:

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

Financial Implications:

Council's 2023-2024 Schedule of Fees and Charges includes:

Particulars	Unit	2023/24 GST Inclusive
Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12 midnight)	\$347.00
Private Function	Flat Daily Rate (6am to 12 midnight)	\$173.00
Community Group	Flat Daily Rate (6am to 12 midnight)	\$63.00

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Specifically, the proposal relates to:

23. *Facilities Management*
 - 23.1 *Perform venue/facilities bookings.*

Comment:

In consideration, this proposed visit is beneficial to our community. It is recommended that Council discount the fees for the WB Eva Pavilion hire for the Bi-Tone Westcoast Caravan Club members for the period 28 March 2024 to 01 April 2024.

OFFICER'S RECOMMENDATION

That Council pursuant to Section 6.12 of the Local Government Act, 1995 discount the fees for the WB Eva Pavilion hire for Bi-Tone Westcoast Caravan Club for the period 28 March 2024 to 01 April 2024 to the Community Hire Rate of \$63 per day.

(Absolute majority vote required)

OCM 09.23-06

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Lilly

That Council pursuant to Section 6.12 of the Local Government Act, 1995 discount the fees for the WB Eva Pavilion hire for Bi-Tone Westcoast Caravan Club for the period 28 March 2024 to 01 April 2024 to the Community Hire Rate of \$63 per day.

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachments

Attachment 13.09.23.01A – Email from Bi-Tone Westcoast Caravan Club.

From: [Administration Officer](#)
To: [Deanne Sweeney](#)
Cc: [Gary Sherry](#)
Subject: FW: BiTone Caravan Club Rally at Brookton - Easter 2024
Date: Wednesday, 6 September 2023 3:54:35 PM

From: adrian kowald <adrianpoppo@outlook.com>
Sent: Wednesday, September 6, 2023 3:19 PM
To: Administration Officer <mail@brookton.wa.gov.au>
Subject: BiTone Caravan Club Rally at Brookton - Easter 2024

Hi Skye,
Confirming our phone conversation this morning;

The Bi-Tone Westcoast Caravan Club would like to hold a club rally in Brookton over the Easter long weekend next year.(2024) The dates would be from Thursday 28th March and depart midday Monday 1st April. We are expecting to have about 25-30 caravans, bringing around 55 visitors to the town.

In addition to booking 25 sites at the caravan park, the club is also requesting if it could hire WB Eva pavilion/function room at the *Community Group Rate* for the duration of the visit. This would be used for morning tea assemblies each day, and night time gatherings most evenings. The membership of the club is mostly retirees, and no children are expected to attend. The club does not necessarily require exclusive occupancy over the entire period and could work in with other local groups if required.

Our club is legally incorporated has full Public Liability Insurance and a certificate can be provided if necessary.
I look forward to your consideration of this request. Should you require any further information, please contact me.

Regards
Adrian Kowald
Venue Coordinator

14.09.23 CORPORATE SERVICES REPORTS

14.09.23.01 LIST OF PAYMENTS – AUGUST 2023

File No:	N/A
Date of Meeting:	21 September 2023
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:	17 August 2023

Summary of Item

The purpose of this report is to present the list of payments for the month of August 2023, as required under the *Local Government (Financial Management) Regulations 1996*.

Description of Proposal

To present to Council, the accounts paid under Delegation 1.1, Power to Make Payments.

Background

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

Consultation

There has been no consultation on this matter.

Statutory Environment

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

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

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

Relevant Plans and Policy

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

Financial Implications

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

Risk Assessment

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

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

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

Community & Strategic Objectives

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

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

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

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.

The payment schedule is provided to Councilors separately and not published on the Shire of Brookton website to mitigate against the potential of fraudulent activity that can arise from this practice. Members of the public can obtain the schedule from the Shire of Brookton Administration Office.

Contained within **Attachment 14.09.23.01B** is a detailed transaction listing of credit card expenditure paid for the period ended 31 August 2023.

OFFICER'S RECOMMENDATION

That Council receive:

1. the list of accounts, totalling \$615 720.90 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of August 2023, as contained within Attachment 14.09.23.02A; and
2. the list of credit card transactions, totalling \$1,649.14 paid in August 2023, as contained within Attachment 14.09.23.01B; and
3. the list of fuel card transactions, totalling \$979.61 paid in August 2023, as contained within Attachment 14.09.23.01C.

(Simple majority vote required)

OCM 09.23-07

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Bell

That Council receive:

1. ***the list of accounts, totalling \$615 720.90 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of August 2023, as contained within Attachment 14.09.23.02A; and***
2. ***the list of credit card transactions, totalling \$1,649.14 paid in August 2023, as contained within Attachment 14.09.23.01B; and***
3. ***the list of fuel card transactions, totalling \$979.61 paid in August 2023, as contained within Attachment 14.09.23.01C.***

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachments

Attachment 14.09.23.01A – List of Payments for August 2023.

Attachment 14.09.23.01B– List of Credit Card Transactions for August 2023.

Attachment 14.09.23.01C– List of fuel Card Transactions for August 2023.

List of Payments for August 2023

Chq/EFT	Date	Name	Description	Amount
EFT14736	04/08/2023	BEST OFFICE SYSTEMS	PRODUCT ORDER - A4 PAPER - JULY 2023	\$8.50
EFT14737	04/08/2023	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	STAFF - CARAVAN PARK CARETAKER - A. CROFFT - PREEMPLOYMENT MEDICAL - JULY 2023	\$150.00
EFT14738	04/08/2023	BROOKTON 24/7 TOWING	MOWER PM9 - SUPPLY AND INSTALL MOWER WHEELS, BEARING AND SPACERS, BLADES, BAFFLE, SPARK PLUGS, FUEL FILTER, PM9 - TOWING FROM BROOKTON TO ARMADALE MOWER WORLD AND BACK, TRAILER PPT2 - RE-WELD OF SUPPORT BEAM ONTO TRAILER, HYDRAULIC OIL TANK MOUNT REPAIRS AND CRANK REPAIRS, CEMENT MIXER - CHANGE SPARK PLUG, DRAIN WATER FROM FUEL BOWL AND TOP UP OIL, INCLUDES CALL OUT TO SITE AND DELIVERY TO DEPOT, PT14, PG9, PPT2 - SMALL REPAIRS INCLUDING FIX WINDOW WIPER, READJUST DOOR, FIX AIR LEAK - JULY 2023	\$4,923.96
EFT14739	04/08/2023	BROOKTON PLUMBING	7/40 WHITE STREET - DIG UP AND CLEAR DRAINS, BACK FILL AND TEST - JULY 2023	\$335.50
EFT14740	04/08/2023	C & D CUTRI	BRIDGE 3413 - PURCHASE OF BRIDGE PROP - JULY 2023	\$7,920.00
EFT14741	04/08/2023	CHRISTOPHER STOYSICH	STAFF REIMBURSEMENT - NUTS BOLTS AND WASHERS PURCHASED FOR BIN INSTALLATION - JULY 2023	\$58.25
EFT14742	04/08/2023	G & M DETERGENTS AND HYGIENE SERVICES	MONTHLY ORDER - CLEANING PRODUCTS - CARAVAN PARK, ROBINSON ROAD PUBLIC TOILETS, WB EVA PAVILION, SHIRE DEPOT, CRC OFFICE, AND SHIRE ADMINISTRATION OFFICE	\$739.19
EFT14743	04/08/2023	GARY SHERRY	STAFF REIMBURSEMENT - CEO G. SHERRY - 50% REIMBURSEMENT OF SYNERGY AS PER EMPLOYMENT CONTRACT - JUNE AND JULY 2023	\$121.11
EFT14744	04/08/2023	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - ROADSIDE RUBBISH COLLECTION 448 HOUSEHOLDS BULK WASTE AND RECYCLING COLLECTION, LANDFILL SITE LABOUR- 4 X WEEKS - 25/05/2023 - 29/06/2023	\$18,764.35
EFT14745	04/08/2023	KILDARE ENTERPRISES T/A ALBERT FACEY MOTOR INN	STAFF ACCOMMODATION – L. NIKOLA - 4 NIGHT STAY TO ATTEND HEALTH AND SAFETY REP COURSE, INCLUDES BREAKFAST AND LUNCH - JULY 2023	\$878.50
EFT14746	04/08/2023	LANGFORD CONSTRUCTION	SPORTS SHED AND TOWN OVAL - INSTALL GUTTERS AND DOWNPIPES DAMAGED DUE TO STORM - JULY 2023	\$1,898.00

Chq/EFT	Date	Name	Description	Amount
EFT14747	04/08/2023	MARILYN GAIL MACNAB	COUNCILLOR SITTING FEE - QUARTER 4 - CR G. MACNAB - ADJUSTMENT OF FEE TO INCLUDE COMMUNITY ENTERPRISE ADVISORY GROUP (CEARG) RAILWAY STATION MEETING	\$100.00
EFT14748	04/08/2023	OCLC (UK) LTD	AMLIB LIBRARY SERVICES - 6 MONTHS MAINTENANCE AND DATABASE SUPPORT - 01/07/2023 - 31/12/2023	\$1,010.32
EFT14749	04/08/2023	OFFICEWORKS BUSINESS DIRECT	MONTHLY ORDER - STATIONERY ORDER ADMINISTRATION OFFICE INCLUDING MOUSE PAD, KEYBOARD, A4 DIVIDERS, AND NOTEBOOKS - JULY 2023	\$95.30
EFT14750	04/08/2023	QUALITY PRESS	PRINT AND SUPPLY RATES BROCHURES AND ENVELOPES FOR RATES MAIL OUT - 2023-2024 FY - JULY 2023	\$946.00
EFT14751	04/08/2023	REDFISH TECHNOLOGIES PTY LTD	ANNUAL SUBSCRIPTION - TOWN CCTV CAMERA SUPPORT SERVICES AND CLOUD BACKUP - 01/07/2023 - 30/06/2024	\$8,208.20
EFT14752	04/08/2023	SHIRE OF BEVERLEY	REIMBURSEMENT TO BEVERLY SHIRE - ANNUAL SUBSCRIPTION - T. JURMANN - ALERT FOOD SAFETY PROGRAM SMALL COUNCIL SUBSCRIPTION - SPLIT WITH SHIRE OF BEVERLY, SHIRE OF CUBALLING AND SHIRE OF PINGELLY	\$82.50
EFT14753	04/08/2023	TEEDE'S AUTO ELECTRICS	TRITON UTE PU1 - INSTALL TWO WAY RADIO - JULY 2023	\$220.00
EFT14754	04/08/2023	THINK PROJECT AUSTRALIA PTY LTD	ANNUAL SUBSCRIPTION - RENTAL OF RAMM SOFTWARE PLUS SUPPORT AND MAINTENANCE FEE - 01/07/2023 - 30/06/2024	\$10,031.20
EFT14755	04/08/2023	TRAINING MOMENTUM	STAFF TRAINING - L. NIKOLA - 5 DAY HEALTH AND SAFETY REPRESENTATIVE COURSE - JULY 2023	\$587.00
EFT14756	04/08/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - CRC BUILDING - WATER USAGE - MAY AND JUNE	\$143.65
EFT14757	04/08/2023	WHEATBELT ELECTRICS	WASTE WATER TREATMENT PLANT - SUPPLY AND INSTALL NEW TRANSFER PUMP AND SWITCH OUTLET SOCKET, INCLUDES PARTS AND LABOUR, TOWN OVAL REPAIRS - FIX FAULTS TO THREE OVAL LIGHTING POLES INCLUDING PARTS AND LABOUR, CRC BUILDING - REPAIR FAULTY LIGHT SWITCH IN TOILET, 10 MARSH AVE - REPLACE OVEN HOB SWITCH INCLUDING PARTS AND LABOUR - JULY 2023	\$8,932.63
EFT14758	14/08/2023	STEVE DAVIS BUILDER	PROGRESS PAYMENT FOR MATERIALS - ROBINSON ROAD TOILETS	\$10,000.00

Chq/EFT	Date	Name	Description	Amount
EFT14759	18/08/2023	3E ADVANTAGE PTY LTD	MONTHLY CHARGES - CRC OFFICE AND ADMINISTRATION OFFICE - PRINTING AND PHOTOCOPIER COSTS - JULY 2023	\$2,936.24
EFT14760	18/08/2023	AARON CROFFT	STAFF REIMBURSEMENT - CARAVAN PARK CARETAKER A. CROFFT - REIMBURSEMENT FOR LARGE MOP HEAD AND MICROFIBER CLOTHS FOR CARAVAN PARK - AUGUST 2023	\$18.05
EFT14761	18/08/2023	AMPAC DEBT RECOVERY	DEBT RECOVERY COSTS - A767, A396, A388 - JULY 2023	\$478.09
EFT14762	18/08/2023	AQUATIC SERVICES WA PTY LTD	BROOKTON AQUATIC CENTRE - POOL WORKS INCLUDING REGROUTING GUTTER SYSTEMS, NEW LANE ROPE ANCHOR, INLET/OUTLET REPAIRS, SUMP REPAIRS -EXTRA SERVICES - SUPPLY AND INSTALL 2X NEW DN200 PVC FOOT VALVES - JULY 2023	\$94,600.00
EFT14763	18/08/2023	ATO	BAS RETURN - JULY 2023	\$33,204.00
EFT14764	18/08/2023	B & N EYRE BROOKTON NEWSAGENCY	MONTHLY PURCHASES - CRC OFFICE AND ADMINISTRATION OFFICE - VARIOUS STATIONERY ITEMS INCLUDING BINDING COMBS, ENVELOPES, PAPERCLIPS PENS AND STAFF GOODBYE CARD - JULY 2023	\$176.83
EFT14765	18/08/2023	BEST OFFICE SYSTEMS	CRC OFFICE - DELIVERY CHARGES - NEW DRUM CHARGE ROLLER, NEW DRUM CLEANING UNIT ASSY - JULY 2023	\$77.00
EFT14766	18/08/2023	BKS ELECTRICAL PTY LTD	IT COSTS - INSTALL NEW ANTENNA MAST ON ROOF OF CRC AND DEPOT OFFICE, RELOCATE POINT TO POINT LINKS - AUGUST 2023	\$2,695.00
EFT14767	18/08/2023	BOB WADDELL & ASSOCIATES PTY LTD	FINANCE DEPARTMENT – PROFESSIONAL ASSISTANCE WITH JULY MONTHLY FINANCIAL STATEMENTS - AUGUST 2023	\$866.25
EFT14768	18/08/2023	BROOKTON 24/7 TOWING	TRITON UTE PU36 – 80 000KM LOG BOOK SERVICE INCLUDING OIL AND FILTERS, TRUCK PT14 - INSTALL LEFT HAND BEACON AND 2XBYBASS HOSES TO RADIATOR, TIP TRUCK PT12 - CLEAN HYDRAULIC CONTROL LEVER, CLEAN AND LUBRICATE REAR HYDRAULIC FITTINGS, TRITON UTE PAV3 – 25 000KM LOG BOOK SERVICE INCLUDING OIL AND FILTERS, TRITON UTE PU34 – 75 000KM LOG BOOK SERVICE INCLUDING OIL AND FILTERS - AUGUST 2023	\$1,562.60
EFT14769	18/08/2023	BROOKTON COUNTRY CLUB	SHIRE OF BROOKTON ANNUAL CONTRIBUTION TO BROOKTON COUNTRY CLUB AS PER LEASE AGREEMENT - 2023-2024	\$11,000.00

Chq/EFT	Date	Name	Description	Amount
EFT14770	18/08/2023	BROOKTON PLUMBING	UNIT 6/40 WHITE STREET - SUPPLY AND INSTALL NEW 50L HOT WATER UNIT, UNIT 8/40 WHITE STREET - SUPPLY AND INSTALL NEW DUAL FLUSH CISTERN, ROBINSON ROAD PUBLIC TOILETS - CLEAR BLOCKAGE IN MEN'S URINAL, SHIRE DEPOT - TEST BACKFLOW PREVENTION DEVICES RPZD AND SUBMIT TO WATER CORP INCLUDES PULL DOWN AND CLEAN OUT OF VALVE, WORKS DEPARTMENT – TEST BACKFLOW PREVENTION DEVICES RPZD VALVE AND SUBMIT REPORT TO WATER CORP - JULY AND AUGUST 2023	\$2,860.00
EFT14771	18/08/2023	BROOKTON TYRE SERVICE	BACKHOE PBH4 - SUPPLY AND FIT NEW TYRE, ADMINISTRATION OFFICE - DESIGN AND CREATE FEEDBACK CARDS X 500 - JULY 2023	\$2,057.00
EFT14772	18/08/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$195.67
EFT14773	18/08/2023	CHRONICLE RIP PTY LTD	BROOKTON CEMETERY - TRANSFER TO DIGITAL RECORDS INCLUDING CREATION OF DIGITAL PLOT MAP, TRANSFER OF RECORDS TO CHRONICLE SOFTWARE AND ANNUAL SUBSCRIPTION (01.10.2023 - 31.09.2024) TO SOFTWARE	\$6,058.80
EFT14774	18/08/2023	CORSIGN WA PTY LTD	WORKS DEPARTMENT - ROAD TRAFFIC SIGNS - 40X REDUCE SPEED, 6X PREPARE TO STOP, 4X STOP HERE, 6X SPEED HUMP, YOUTH PRECINCT PLAYGROUND - FLYING FOX RULES SIGN - JULY 2023	\$1,503.70
EFT14775	18/08/2023	COTERRA ENVIRONMENT	KWEDA NORTH ROAD - NATIVE VEGETATION CLEARING - LIAISON WITH DWER - JULY 2023	\$250.80
EFT14776	18/08/2023	DAWSONS CONCRETE & REINFORCING	SHIRE DEPOT - SUPPLY AND INSTALL 2 X CONCRETE SLABS FOR SHED BAYS AND L SHAPE WALKWAY AT DEPOT- AUGUST 2023	\$13,783.00
EFT14777	18/08/2023	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	STAFF UNIFORM - CARAVAN PARK CARETAKER - A. CROFFT - BOOTS, PANTS, HI-VIS SHIRTS AND JACKET, MONTHLY PURCHASES - CRC OFFICE, ADMINISTRATION OFFICE, WORKS CREWS - VARIOUS SMALL ITEMS INCLUDING GLOVES, SILICONE, HOOKS, BIN LINERS, HAND SANITIZER, NUTS, BOLTS, SHACKLES, OILS AND TOOLS - JULY 2023	\$3,178.60
EFT14778	18/08/2023	DOUGLAS MACAULAY	STAFF REIMBURSEMENT - AQUATIC SUPERVISOR D. MACAULAY - REIMBURSEMENT OF PRE EMPLOYMENT MEDICAL EXAM AND POLICE CLEARANCE - AUGUST 2023	\$159.00

Chq/EFT	Date	Name	Description	Amount
EFT14779	18/08/2023	EASY AS ELECTRICAL SOLUTIONS PTY LTD	SEWERAGE TREATMENT PLANT - FIT SEWER PUMP AND TEST - AUGUST 2023	\$792.00
EFT14780	18/08/2023	EDGE PLANNING & PROPERTY	GOVERNANCE DEPARTMENT - TOWN PLANNING SERVICES PROVIDED - 33.52 HOURS - JULY 2023	\$5,102.20
EFT14781	18/08/2023	FLICK ANTICIMEX	ANNUAL FEES - SERVICE AND SUPPLY OF IN-CUBICAL SANITARY UNITS AND SHARPS SAFE CONTAINERS – ROBINSON ROAD PUBLIC TOILETS, WB EVA PAVILION, CARAVAN PARK, AQUATIC CENTRE, MEMORIAL HALL - 01/08/2023 - 01/02/2024	\$4,657.08
EFT14782	18/08/2023	FULLPOWER ELECTRICS (WA) PTY LTD	ADMINISTRATION OFFICE - CHECK OUT AC, CLEANED FILTER OF DUCTED UNIT - AUGUST 2023	\$407.00
EFT14783	18/08/2023	GREAT SOUTHERN FUEL SUPPLIES	MONTHLY CHARGES - MONTHLY FUEL CARD PURCHASES - CESM J. CARROL, MIW L. VIDOVICH, MCC D. SWEENEY - JULY 2023	\$979.61
EFT14784	18/08/2023	GREENFIELD TECHNICAL SERVICES	UPDATE SHIRE RAMM DATABASE - INCLUDES COMMENCE PROCESSING AND RACAS SET UP BY CIVIL ENGINEER, AND SITE INSPECTION - JULY 2023	\$9,260.19
EFT14785	18/08/2023	INSTANT WEIGHING	WORKS DEPARTMENT - CALIBRATION OF COMPULOAD C5000 - LOADER PL7 - AUGUST 2023	\$1,759.12
EFT14786	18/08/2023	INTEGRATED ICT	MONTHLY CHARGES - ADMINISTRATION OFFICE - NBN PHONE LINK SYSTEM AND NBN DATA, CRC OFFICE - NBN CONNECTION - JULY 2023	\$292.05
EFT14787	18/08/2023	INVARION RAPIDPLAN PTY LTD	WORKS DEPARTMENT - RAPIDPLAN MULTI MACHINE AND PROGRAM USED FOR CREATION OF TRAFFIC MANAGEMENT PLANS - EXTENSION TO 09.02.2024	\$1,170.40
EFT14788	18/08/2023	IT VISION USER GROUP	ANNUAL SUBSCRIPTION - IT VISION USER GROUP MEMBERSHIP - JULY 2023 - JUNE 2024	\$770.00
EFT14789	18/08/2023	KEVIN D'ALTON	STAFF REIMBURSEMENT - MP K. D'ALTON - REIMBURSEMENT FOR PAYMENT OF ONLINE FIRE WARDEN COURSE - AUGUST 2023	\$66.00
EFT14790	18/08/2023	LES VIDOVICH	STAFF REIMBURSEMENT - MIW L. VIDOVICH - REIMBURSEMENT OF INTERNET EXPENSES AS PER EMPLOYMENT CONTRACT - JULY 2023	\$80.27
EFT14791	18/08/2023	LGRCEU	PAYROLL DEDUCTIONS	\$152.50
EFT14792	18/08/2023	LO-GO APPOINTMENTS WA	HIRE OF ACTING MANAGER INFRASTRUCTURE & WORKS FOR 10 WORKING DAYS - MONDAY 19 JUNE 2023 TO FRIDAY 30 JUNE 2023 - REMAINING 50% PAYMENT	\$5,787.65

Chq/EFT	Date	Name	Description	Amount
EFT14793	18/08/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	STAFF CONFERENCE - COMMUNITY DEVELOPMENT OFFICER K. FREEMAN - COMMUNITY DEVELOPMENT CONFERENCE - 14.09.2023	\$1,160.00
EFT14794	18/08/2023	MARKETFORCE	ADVERTISING - WORKS COORDINATOR POSITION - THE WEST AUSTRALIAN - 22/07/2023	\$778.44
EFT14795	18/08/2023	MCINTOSH & SON	SKID STEER PTR4 -DIAGNOSE AND REPAIR STARTING ISSUE, INCLUDES LABOUR AND TRAVEL - JULY 2023	\$748.00
EFT14796	18/08/2023	MCLEODS BARRISTERS & SOLICITORS	GOVERNANCE DEPARTMENT - LEGAL ADVICE AND SERVICES PROVIDED RE SALES AND DEVELOPMENT OF LAND - JULY 2023	\$2,157.10
EFT14797	18/08/2023	OFFICEWORKS BUSINESS DIRECT	MONTHLY ORDER - STATIONERY ORDER ADMINISTRATION OFFICE INCLUDING BALLOT BOX, USB, DIVIDERS - JULY 2023	\$211.57
EFT14798	18/08/2023	REPCO - GPC ASIA PACIFIC PTY LTD	WORKS DEPARTMENT - EXTENSION LEAD FOR CAR CHARGING PORT USED FOR SAFETY BEACON - AUGUST 2023	\$24.75
EFT14799	18/08/2023	RESONLINE	MONTHLY CHARGES - CARAVAN PARK ONLINE BOOKING SYSTEM - JULY 2023	\$242.00
EFT14800	18/08/2023	SAFEROADS	PORTABLE MESSAGE BOARD - NEW ANTENNA, NEW GPS AND SPARE PARTS, SUBSCRIPTION TO ZONE CARE PACKAGE (10.5 MONTHS) AND CONNECTION TO TELSTRA MOBILE - JULY 2023	\$3,290.89
EFT14801	18/08/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$235.00
EFT14802	18/08/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$360.00
EFT14803	18/08/2023	SHRED-X PTY LTD	MONTHLY CHARGES - SECURE DOCUMENT BIN RENTAL - ADMINISTRATION OFFICE - AUGUST 2023	\$13.00
EFT14804	18/08/2023	TEEDE'S AUTO ELECTRICS	TIP TRUCK PT12 – CHECK, SUPPLY AND INSTALL TWO WAY RADIO - AUGUST 2023	\$474.00
EFT14805	18/08/2023	THE LOCAL GUYS - TEST AND TAG WA TNT	WHITE STREET UNITS, WILLIAMS ST UNITS, 23 AND 25 WHITTINGTON ST, WHITTINGTON ST UNITS, MATHEW STREET UNITS AND 10 MARSH AVE - RCD TESTING AND FIRE MAINTENANCE INCLUDING NEW BATTERY'S - AUGUST 2023	\$1,453.10
EFT14806	18/08/2023	TOLL TRANSPORT PTY LTD	SHIPPING COSTS - TRANSPORT OF ITEMS FROM CORSIGN TO SHIRE OFFICE - JULY 2023	\$57.99
EFT14807	18/08/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED - 24HRS - VARIOUS DAYS OVER THE MONTH OF JULY 2023	\$2,508.00
EFT14808	18/08/2023	WA LOCAL GOVERNMENT ASSN	LOCAL GOVERNMENT CONVENTION 2023 REGISTRATION - CR N. WALKER, CR K. CRUTE AND CEO G. SHERRY - 17/09/2023-19/09/2023	\$3,887.99

Chq/EFT	Date	Name	Description	Amount
EFT14809	18/08/2023	ZONE 50 ENGINEERING SURVEYS PTY LTD	DANGIN-MEARS ROAD - SLK8-SLK3.45 SURVEY DESIGN SETOUT - AUGUST 2023	\$11,568.48
EFT14810	24/08/2023	AC ELECTRICS WA	HISTORICAL SOCIETY MUSEUM - INSPECT POWER FAULT AND REPLACE CERAMIC FUSE - AUGUST 2023	\$192.50
EFT14811	24/08/2023	AUSTRALIA POST	MONTHLY CHARGES - MAILING COSTS, ADMINISTRATION OFFICE AND CRC OFFICE - RELEX PAPER ORDER- JULY 2023	\$1,185.64
EFT14812	24/08/2023	BEC EVA	REFUND - REFUND OF COMMUNITY GYM MEMBERSHIP DUE TO INABILITY TO ORGANISE AN INDUCTION - AUGUST 2023	\$168.00
EFT14813	24/08/2023	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$195.67
EFT14814	24/08/2023	EXTERIA	ROBINSON ROAD BINS - GRAPHIC PATCH TO COVER ERROR ON BIN SURROUNDS - AUGUST 2023	\$492.80
EFT14815	24/08/2023	FLEET COMMERCIAL GYMNASIUMS	COMMUNITY GYM - NEW VIP SPORTS BOXING BAG - AUGUST 2023	\$275.00
EFT14816	24/08/2023	GREAT SOUTHERN WASTE DISPOSAL	MONTHLY CHARGES - KERBISDE RUBBISH COLLECTION 4 WEEKS - 29/06/2023 - 07/07/2023 (JULY 2023) AND 10X NEW BINS FOR TOWN PARKS	\$15,004.66
EFT14817	24/08/2023	LGRCEU	PAYROLL DEDUCTIONS	\$152.50
EFT14818	24/08/2023	MARGARET VICKERY	REFUND - CARAVAN PARK WANDOO CHALET 2X NIGHTS 21.08.2023-23.01.2023 - REFUNDED DUE TO DOUBLE BOOKING - AUGUST 2023	\$370.00
EFT14819	24/08/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$60.00
EFT14820	24/08/2023	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$360.00
EFT14821	24/08/2023	WA CONTRACT RANGER SERVICES	MONTHLY CHARGES - RANGER SERVICES PROVIDED 06.07.2023 AND 11.07.2023	\$731.50
EFT14822	24/08/2023	WALLIS COMPUTER SOLUTIONS	IT SERVICES - SUPPLY AND INSTALL UBIQUITI BRIDGE LINK IN DEPOT AND CRC OFFICES - JULY 2023	\$7,733.88
EFT14823	24/08/2023	BEC EVA	BOND REFUND - REFUND OF GYM KEY BOND - KEY NEVER SUPPLIED - AUGUST 2023	\$70.00
EFT14824	31/08/2023	AFGRI EQUIPMENT AUSTRALIA PTY LTD	PG9 GRADER - NEW TAIL LAMP - AUGUST 2023	\$139.14
EFT14825	31/08/2023	ARMADALE MOWER WORLD & SERVICE CO	WORKS CREW PPE - FRONT LEG PROTECTION CHAPS - AUGUST 2023	\$199.00
EFT14826	31/08/2023	ATI-MIRAGE	STAFF TRAINING - FINANCE OFFICER (RATES AND DEBTORS) H. BASSETT - HEALTH AND SAFETY REPRESENTATIVE COURSE - AUGUST 2023	\$1,155.00
EFT14827	31/08/2023	BEDFORD ARMS HOTEL	COUNCILLOR CBF DINNER - 5X STAFF DINNER, 4X COUNCILLOR DINNER - AUGUST 2023	\$251.00

Chq/EFT	Date	Name	Description	Amount
EFT14828	31/08/2023	BOC GASES	MONTHLY CHARGES - WORKS DEPARTMENT - GAS CYLINDERS OXYGEN, ACETYLENE, ARGOSHIELD - AUGUST 2023	\$56.49
EFT14829	31/08/2023	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE EMPLOYMENT MEDICAL, PARKS AND GARDENS GENERAL HAND N. OSGOOD - AUGUST 2023	\$150.00
EFT14830	31/08/2023	BROOKTON 24/7 TOWING	HINO TRUCK, PT14 - SUPPLY AND INSTALL REPLACEMENT WIPER ARM, TRITON UTE PU34 AND TRITON UTE PU36 - SUPPLY AND INSTALL FRONT BRAKE PADS - AUGUST 2023	\$1,208.90
EFT14831	31/08/2023	BROOKTON PLUMBING	SEWERAGE TREATMENT PLANT - INSTALL NEW PUMP ON BANK AND CONNECT TO EXISTING INFRASTRUCTURE, CARAVAN PARK - REPAIR FLUSH BUTTON ON ABLUTION BLOCK TOILET, SEWERAGE TREATMENT PLANT - SUPPLY AND INSTALL NEW PUMP TO POND - AUGUST 2023	\$3,564.00
EFT14832	31/08/2023	CORSIGN WA PTY LTD	WORKS DEPARTMENT - NEW MULTI MESSAGE FRAME - AUGUST 2023	\$275.00
EFT14833	31/08/2023	FL COSTELLO & CO	CARAVAN PARK - SUPPLY AND INSTALL NEW COIN OPERATED WASHING MACHINE - AUGUST 2023	\$3,927.00
EFT14834	31/08/2023	FUEL DISTRIBUTORS OF WA	BULK FUEL DELIVERY - 8000L OF DIESEL DELIVERED TO SHIRE DEPOT ON 09/08/2023	\$15,680.00
EFT14835	31/08/2023	G & M DETERGENTS AND HYGIENE SERVICES	MONTHLY ORDERS - CLEANING SUPPLY ORDER - CARAVAN PARK, SHIRE DEPOT, ADMINISTRATION OFFICE, ROBINSON ROAD PUBLIC TOILETS, WB EVA PAVILION, CRC OFFICE - AUGUST 2023	\$758.72
EFT14836	31/08/2023	GLOBAL SPILL AND SAFETY PTY LTD	WORKS DEPARTMENT - NEW SAFETY CABINETS FOR CLASS 3 FLAMMABLE LIQUID AND CLASS 6 TOXIC SUBSTANCE - AUGUST 2023	\$3,328.62
EFT14837	31/08/2023	HERSEY SAFETY PTY LTD	WORKS CREW PPE - RIGGERS GLOVES X24, STINGER GLOVES X 12 - AUGUST 2023	\$310.84
EFT14838	31/08/2023	INTEGRATED ICT	MONTHLY CHARGES - CRC OFFICE - NBN CONNECTION, ADMINISTRATION OFFICE - PHONE LINK SYSTEM AND NBN DATA - AUGUST 2023	\$292.05
EFT14839	31/08/2023	KAREN TYLER	REFUND - CARAVAN PARK BOOKING - WANDOO CHALET BOOKING #12026182 14.09.2023, CANCELLED WITHIN APPROVED TIMEFRAME - AUGUST 2023	\$194.00
EFT14840	31/08/2023	KENNETH JOHN LAKE	REFUND - REFUND OF BCIFT COMMISSION AND LEVY DUE TO DOUBLE PAYMENT - AUGUST 2023	\$80.00
EFT14841	31/08/2023	LANDGATE (DOLA)	RATES AND PROPERTY - GRV INTERIM VALS COUNTRY SCHEDULE NO G2023/03 - AUGUST 2023	\$861.20

Chq/EFT	Date	Name	Description	Amount
EFT14842	31/08/2023	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	LG PROFESSIONALS MEMBERSHIP - MCC D. SWEENEY - 2023-2024 FY	\$531.00
EFT14843	31/08/2023	MCPEST PEST CONTROL	PEST INSPECTION AND REPORT - ADMIN OFFICE, SHIRE DEPOT, POOL, PUBLIC TOILETS, WB EVA PAVILION AND OVAL, MEN'S SHED, BCI BUILDING, KWEDA HALL, CARAVAN PARK, SHIRE HOUSING - AUGUST 2023	\$2,420.00
EFT14844	31/08/2023	NOURISH BROOKTON	BUSHFIRE TRAINING - REFRESHMENTS FOR TRAINING AND MONTHLY PURCHASES - WORKS DEPARTMENT, SHIRE OFFICE, CRC OFFICE - MILK, SUGAR, TEA, COFFEE, MILO, COUNCIL REFRESHMENTS AND VARIOUS GROCERY - JULY 2023	\$498.65
EFT14845	31/08/2023	OFFICEWORKS BUSINESS DIRECT	MONTHLY ORDERS - STATIONERY ORDER - CRC OFFICE AND ADMINISTRATION OFFICE INCLUDING NEW GUILLOTINE, BINDING COMBS, USB, AND VARIOUS STATIONARY, MINOR EQUIPMENT - BLAUPUNKT 1080P PROJECTOR FOR CRC OFFICE - AUGUST 2023	\$669.25
EFT14846	31/08/2023	PERTH MATERIALS BLOWING	PARKS AND GARDENS - WHITE WASHED SAND FOR ZIP LINE, OVAL, MADDISON SQUARE, MEMORIAL PARK, AND WB EVA PLAYGROUND - AUGUST 2023	\$650.76
EFT14847	31/08/2023	PREPLAN PTY LTD	SUPPLY OF DOZER AND OPERATOR - WORKS RELATING TO COPPING RD AND WALWALLING ROAD, - AUGUST 2023	\$16,447.75
EFT14848	31/08/2023	SHIRE OF CORRIGIN	PURCHASE OF FIRESTORM VOICES FROM THE SMOKE" BOOK - AUGUST 2023"	\$55.00
EFT14849	31/08/2023	SLING LIFT & RIGGING LTD	SHIRE DEPOT - ASSORTED LIFTING SLINGS AND CHAINS FOR WORKS CREW - AUGUST 2023	\$1,751.20
EFT14850	31/08/2023	STATE LIBRARY OF WA	CRC OFFICE - BETTER BEGINNINGS READING PACKS - AUGUST 2023	\$27.50
EFT14851	31/08/2023	STUMPY'S GATEWAY ROADHOUSE	WORKS DEPARTMENT - UNLEADED FUEL PURCHASES FOR SMALL EQUIPMENT - JULY 2023	\$168.07
EFT14852	31/08/2023	THE LOCAL GUYS - TEST AND TAG WA TNT	SHIRE DEPOT OFFICE AND VEHICLES - RCD FIRE MAINTENANCE, ELECTRICAL TEST AND TAG, SUPPLY SIGNS X2 AND FIRE EXTINGUISHER X2, FIRE TENDERS PF8, PF9, PF10, PF11 - MAINTENANCE OF FIRE EXTINGUISHERS - AUGUST 2023	\$1,092.74
EFT14853	31/08/2023	TOLL TRANSPORT PTY LTD	SHIPPING COSTS - SHIPPING OF PRODUCTS FROM CORSIGN AND TUTT BRYANT TO SHIRE OFFICE - AUGUST 2023	\$92.14
EFT14854	31/08/2023	TUTT BRYANT EQUIPMENT	PR8 MULTI ROLLER – SUPPLY NEW LEFT HAND MIRROR - AUGUST 2023	\$425.36

Chq/EFT	Date	Name	Description	Amount
EFT14855	31/08/2023	WA LOCAL GOVERNMENT ASSN	WALAGA SUBSCRIPTIONS - ASSOCIATION, COUNCIL CONNECT, PROCUREMENT, TAX SERVICES, LOCAL LAWS, LG COMPLETE GUIDE, COUNCILLOR TRAINING - CR C. HAYDEN AND CR H. BELL UNDERSTANDING LOCAL GOVERNMENT AND UNDERSTANDING FINANCIAL REPORTS AND BUDGETS - 2023-2024 FY	\$26,956.93
EFT14856	31/08/2023	WALLIS COMPUTER SOLUTIONS	IT SUPPORT - MANAGED SERVICE AGREEMENT - 01.05.2023-31.10.2023	\$660.00
EFT14857	31/08/2023	WINDSOR D & J	SHIRE DEPOT - SUPPLY 4 DEPOT GATE REMOTES - AUGUST 2023	\$230.00
DD6922.1	01/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE AND SUPPLY CHARGE - CARAVAN PARK, TOWN OVAL, WB EVA PAVILION - JUNE 2023	\$2,063.75
DD6925.1	04/08/2023	WATER CORPORATION OF WA	WATER USAGE CHARGES - DEPOT STANDPIPE, WHITE STREET UNITS, MADISON SQUARE GARDEN PARK, MEMORIAL HALL, TOWN OVAL AND WHITTINGTON STREET UNITS, BROOKTON SWIMMING POOL, DEPOT BUILDING, ADMINISTRATION OFFICE - MAY AND JUNE 2023	\$4,796.83
DD6926.1	08/08/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$331.10
DD6926.2	08/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD6926.3	08/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	\$1,276.24
DD6926.4	08/08/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD6926.5	08/08/2023	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$473.68
DD6926.6	08/08/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$7,546.55
DD6926.7	08/08/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD6926.8	08/08/2023	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$100.00
DD6926.9	08/08/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD6937.1	14/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY SERVICE AND USAGE CHARGES - MEMORIAL HALL - 25/05/2023 - 24/07/2023	\$254.45
DD6937.2	15/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE AND SERVICE CHARGES - BCI BUILDING, SHIRE DEPOT, BROOKTON AQUATIC CENTRE, SEWERAGE PUMP STATION, TOWN OVAL - 26.05.2023-25.07.2023	\$2,259.56

Chq/EFT	Date	Name	Description	Amount
DD6939.1	14/08/2023	SHIRE OF BROOKTON - MASTERCARD - MIW	MONTHLY CHARGES - CREDIT CARD PURCHASES - MIW L. VIDOVICH - JULY 2023	\$990.64
DD6939.2	14/08/2023	SHIRE OF BROOKTON - MASTERCARD - MCC	MONTHLY CHARGES - MONTHLY CREDIT CARD PURCHASES - MCC D. SWEENEY - JULY 2023	\$4.00
DD6939.3	14/08/2023	SHIRE OF BROOKTON - MASTERCARD - CEO	MONTHLY CHARGES - MONTHLY CREDIT CARD PURCHASES - CEO G. SHERRY - JULY 2023	\$650.50
DD6939.4	14/08/2023	SHIRE OF BROOKTON - MASTERCARD - CESM	MONTHLY CHARGES - MONTHLY CREDIT CARD PURCHASES - CESM J. CARROLL - JULY 2023	\$4.00
DD6943.1	03/08/2023	WATER CORPORATION OF WA	MONTHLY CHARGES - WATER USAGE CHARGES SEWERAGE TREATMENT PLANT AND MEMORIAL PARK - 08.05.2023 - 12.07.2023	\$1,619.46
DD6945.1	16/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE CHARGES - MADISON SQUARE COMMUNITY HOUSING COMMON AREAS, MADISON SQUARE RETICULATION, MEMORIAL PARK LIGHTS AND RETICULATION, UNIT 6/28 WILLIAMS STREET - 24.05.2023- 26.07.2023	\$501.15
DD6947.1	16/08/2023	TELSTRA CORPORATION	MONTHLY CHARGES - PHONE USAGE AND EQUIPMENT RENTAL CHARGES - ADMINISTRATION OFFICE AND CRC OFFICE - AUGUST 2023	\$345.73
DD6957.1	17/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE CHARGES - UNIT 1/4 MATTHEW ST, SALINITY PUMP, ADMINISTRATION CENTRE, SEWERAGE PUMP STATION, 25 WHITTINGTON ST, WATER HARVESTING DAM, RAILWAY STATION - 25.05.2023-26.07.2023	\$4,561.85
DD6962.1	18/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE CHARGES CRC OFFICE - 25.05.2023-27.07.2023	\$1,097.42
DD6964.1	21/08/2023	TELSTRA CORPORATION	MONTHLY CHARGES - STAFF MOBILE PHONE PLANS - CEO, MCC, MIW, MP, BO, WS, C/PARK C/TAKER, POOL MANAGER, CESM, WLH, P&GLH - JULY 2023	\$689.21
DD6967.1	22/08/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$149.54
DD6967.2	22/08/2023	REST INDUSTRY SUPER	SUPERANNUATION CONTRIBUTIONS	\$87.92
DD6967.3	22/08/2023	AUSTRALIAN SUPER PTY LTD	PAYROLL DEDUCTIONS	\$1,274.77
DD6967.4	22/08/2023	MYNORTH SUPER WEALTH PERSONAL SUPERANNUATION AND PERSONAL FUND	SUPERANNUATION CONTRIBUTIONS	\$303.22
DD6967.5	22/08/2023	CARE SUPER	PAYROLL DEDUCTIONS	\$360.57
DD6967.6	22/08/2023	BRET EVENIS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$473.68

Chq/EFT	Date	Name	Description	Amount
DD6967.7	22/08/2023	AWARE SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$7,242.87
DD6967.8	22/08/2023	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$362.71
DD6967.9	22/08/2023	WA LOCAL GOVERNMENT SUPER PLAN	PAYROLL DEDUCTIONS	\$100.00
DD6986.1	29/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE CHARGES - CARAVAN PARK, TOWN OVAL, WB EVA PAVILION - JULY 2023	\$2,001.63
DD6993.1	22/08/2023	EXPAND SUPER	PAYROLL DEDUCTIONS	-\$149.54
DD6994.1	8/08/2023	EXPAND SUPER	SUPERANNUATION CONTRIBUTIONS	\$119.54
DD6994.2	22/08/2023	EXPAND SUPER	PAYROLL DEDUCTIONS	\$30.00
DD7003.1	22/08/2023	SYNERGY	MONTHLY CHARGES - ELECTRICITY USAGE TOWN STREET LIGHTS X 184 - 25.06.2023-24.07.2023	\$3697.69
1097.1	01/08/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1097.1	02/08/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$33.69
1097.1	02/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.16
1098.1	03/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.08
1101.1	10/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.91
1102.1	11/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.67
1104.1	15/08/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$29.50
1107.1	23/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	BANK FEE (NO GST)	\$3.13
1107.1	23/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.75
1108.1	24/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.54
1109.1	28/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.63
1109.1	25/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$17.71
1109.1	29/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$7.46
1110.1	30/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.55
1110.1	30/08/2023	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$767.38
1110.1	31/08/2023	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$2.98
DD6926.10	08/08/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD6926.11	08/08/2023	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$361.84
DD6926.12	08/08/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$165.07

Chq/EFT	Date	Name	Description	Amount
DD6967.10	22/08/2023	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$956.76
DD6967.11	22/08/2023	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$300.31
DD6967.12	22/08/2023	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$327.48
DD6967.13	22/08/2023	CBUS SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$361.84
PAYJRUN*1157	8/08/2023	SALARIES & WAGES	WEEK 6 - PPE 08/08/2023	\$62,141.39
PAYJRUN*1159	22/08/2023	SALARIES & WAGES	WEEK 8 - PPE 22/08/2023	\$76,135.63
TOTAL				\$615,720.90

List of Credit Card Transactions Paid in August 2023

Shire of Brookton - Bendigo Bank Mastercard – MIW

Direct Debit	Date	Description	Amount
DD6939.1	14/08/2023	BENDIGO BANK CARD FEE	\$ 4.00
		EDEN ROCK GARAGE DOORS - NEW LOCKS AND KEYS FOR ROLLER DOORS - GIRLS GUIDE SHED, DEPOT BUILDING, AND WB EVA PAVILION	\$432.00
		FEDCO - 3-SIDED TRAY 2MM FOR BROOKTON RAILWAY STATION	\$105.64
		MIDLAND STEEL - 6MM ALLY FLOOR PLATE FOR SHIRE DEPOT BUILDING	225.81
		BUNNINGS - EXPANSION JOINTS, TOOLS, CEMENT ADDITIVE AND PLUMBING SEALANT FOR NEW BIN SURROUND INSTALLATION	\$223.19
		TOTAL	\$990.64

Shire of Brookton - Bendigo Bank Mastercard - CESM

Direct Debit	Date	Description	Amount
DD6939.4	14/08/2023	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - MCC

Direct Debit	Date	Description	Amount
DD6939.2	14/08/2023	BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$4.00

Shire of Brookton - Bendigo Bank Mastercard - CEO

Direct Debit	Date	Description	Amount
DD6939.3	14/08/2023	BENDIGO BANK CARD FEE	\$4.00
		SEEK LIMITED - JOB ADVERTISEMENT WORKS COORDINATOR 19.07.2023	\$346.50
		BCF AUSTRALIA - PURCHASE OF GIFT CARD AS PER COUNCIL POLICY 1.16 - RICK GILL RESIGNATION 20.07.2023	\$300.00
		TOTAL	\$650.50

List of Fuel Card Transactions Paid in August 2023

Shire of Brookton – Great Southern Fuels Card – CEO

Direct Debit	Date	Description	Amount
EFT14783	18/08/2023	09.07.2023 - DIESEL PURCHASE 30.58L @1.7290 - BP MORRISON ROAD MIDVALE	\$52.87
		23.07.2023 - DIESEL PURCHASE 57.81L @1.7590 - BP MORRISON ROAD MIDVALE	\$101.69
		BP PLUS FEE X 2	\$0.76
		TOTAL	\$155.32

Shire of Brookton - Great Southern Fuel Card - CESM

Direct Debit	Date	Description	Amount
EFT14783	18/08/2023	08.07.2023 - ULSD 10PPPM PURCHASE 49.73L @ 1.7790 - PINGELLY OPT	\$88.47
		10.07.2023 - DIESEL PURCHASE 64.91L @ 1.7390 - BP WILLIAMS ROAD WILLIAMS	\$112.88
		12.07.2023 - ULSD 10PPPM PURCHASE 42.06L @ 1.7790 - PINGELLY OPT	\$74.82
		17.07.2023 - DIESEL PURCHASE 64.28L @ 1.7590 - BP WILLIAMS ROAD WILLIAMS	\$113.07
		23.07.2023 - DIESEL PURCHASE 50.27L @ 1.7589 - BP WILLIAMS ROAD WILLIAMS	\$88.42
		29.07.2023 - DIESEL PURCHASE 62.75L @ 1.8190 - BP WILLIAMS ROAD WILLIAMS	\$114.14
		TOTAL	\$591.80

Shire of Brookton - Great Southern Fuel Card - MCC

Direct Debit	Date	Description	Amount
EFT14783	18/08/2023	06.07.2023 - UNLEADED PETROL PURCHASE 52.12L @1.9300 - BP STUMPY'S ROADHOUSE BROOKTON	\$100.59
		14.07.2023 - UNLEADED PETROL PURCHASE 22.03L @1.9300 - BP STUMPY'S ROADHOUSE BROOKTON	\$42.52
		20.07.2023 - UNLEADED PETROL PURCHASE 45.72L @1.9300 - BP STUMPY'S ROADHOUSE BROOKTON	\$88.24
		BP PLUS FEE X 3	\$1.14
		TOTAL	\$232.49

Shire of Brookton - Great Southern Fuel Card - MIW

Direct Debit	Date	Description	Amount
EFT14783	18/08/2023	NO PURCHASES	0.00
		TOTAL	0.00

17.09.23.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 AUGUST 2023
--

File No:	N/A
Date of Meeting:	21 September 2023
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:	31/07/2023

Summary of Item:

The Statement of Financial Activity for period ending 31 July 2023 together with associated commentaries are present for Council's consideration.

Description of Proposal:

That Council receives the Statement of Financial Activity for the period ended 31 July 2023, 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 17.09.23.02A.

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 Compendium – October 2020, duly appended to the Next Generation BROOKTON Corporate Business Plan <2021.

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

18. Financial Control

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

Comment

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

OFFICER'S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 August 2023, in as presented in attachment 17.09.23.02A.

(Simple majority vote required)

OCM 09.23-08**COUNCIL RESOLUTION****MOVED Cr Bell****SECONDED Cr Lilly**

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the 31 August 2023, in as presented in attachment 17.09.23.02A.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachments

Attachment 17.09.23.02A – Statement of Financial Activity for the period ended 31 August 2023.



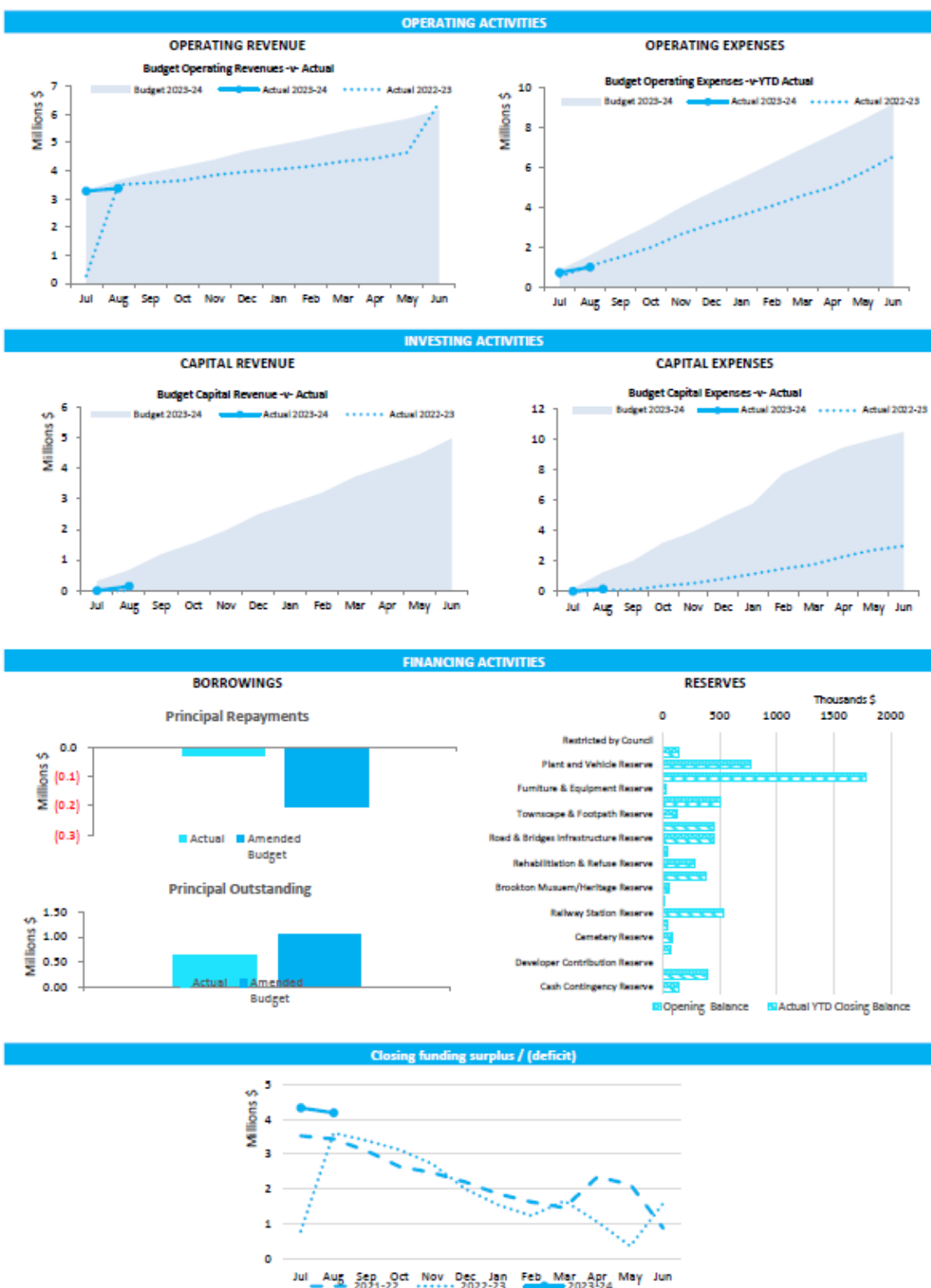
SHIRE OF BROOKTON

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 AUGUST 2023

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

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

Funding surplus / (deficit) components

	Funding surplus / (deficit)			
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.50 M	\$1.50 M	\$1.59 M	\$0.09 M
Closing	\$0.00 M	\$3.31 M	\$4.19 M	\$0.87 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$15.65 M	% of total
Unrestricted Cash	\$2.89 M	18.5%
Restricted Cash	\$12.75 M	81.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.16 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$2.37 M	% Collected
Rates Receivable	\$2.24 M	31.1%
Trade Receivable	\$0.13 M	% Outstanding
Over 30 Days		78.8%
Over 90 Days		26.6%

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)	\$2.47 M	\$2.58 M	\$0.11 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$3.17 M	% Variance
YTD Budget	\$3.14 M	0.9%

Refer to Statement of Financial Activity

Grants, Subsidies and Contributions		
YTD Actual	\$0.17 M	% Variance
YTD Budget	\$0.43 M	(61.2%)

Refer to Note 13 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.50 M	% Variance
YTD Budget	\$0.49 M	1.1%

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)	(\$0.67 M)	\$0.04 M	\$0.71 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.06 M	%
Adopted Budget	\$0.18 M	(64.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.17 M	% Spent
Adopted Budget	\$10.49 M	(98.4%)

Refer to Note 8 - Capital Acquisitions

Capital Grants and Contributions		
YTD Actual	\$0.14 M	% Received
Adopted Budget	\$4.21 M	(96.7%)

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	\$0.01 M	(\$0.03 M)	(\$0.04 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.03 M
Interest expense	(\$0.00 M)
Principal due	\$0.64 M

Refer to Note 9 - Borrowings

Reserves		
Reserves balance	\$12.75 M	
Interest earned	\$0.00 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 31 AUGUST 2023**

BY NATURE

	Ref	Adopted 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	2,670,251	(40,852)	(1.51%)	
Grants, subsidies and contributions	13	2,199,065	425,410	165,179	(260,231)	(61.17%)	▼
Fees and charges		846,688	489,823	495,053	5,230	1.07%	
Interest revenue		161,449	5,168	4,174	(994)	(19.23%)	
Other revenue		237,641	37,708	28,027	(9,681)	(25.67%)	
Profit on disposal of assets	7	845	0	17,152	17,152	0.00%	▲
		6,156,791	3,669,212	3,379,837	(289,375)	(7.89%)	
Expenditure from operating activities							
Employee costs		(2,425,436)	(388,858)	(412,031)	(23,173)	(5.96%)	
Materials and contracts		(3,876,751)	(647,704)	(229,102)	418,602	64.63%	▲
Utility charges		(225,310)	(37,502)	(30,634)	6,868	18.31%	
Depreciation		(2,176,012)	(362,638)	(195,935)	166,703	45.97%	▲
Finance costs		(72,257)	(17,542)	3,579	21,121	120.40%	▲
Insurance expenses		(233,965)	(104,075)	(112,398)	(8,323)	(8.00%)	
Other expenditure		(76,305)	(5,610)	(2,026)	3,584	63.89%	
Loss on disposal of assets	7	(82,068)	(13,678)	(9,021)	4,657	34.05%	
		(9,168,104)	(1,577,607)	(987,567)	590,040	(37.40%)	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	376,316	187,804	(188,512)	(50.09%)	▼
Amount attributable to operating activities		(754,078)	2,467,921	2,580,073	112,152	4.54%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,343,445	616,684	139,325	(477,359)	(77.41%)	▼
Proceeds from disposal of assets	7	180,000	29,998	64,545	34,547	115.17%	▲
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	0	0	0	0.00%	
		4,551,433	646,682	203,870	(442,812)	(68.47%)	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(1,321,134)	(165,007)	1,156,127	87.51%	▲
		(10,491,256)	(1,321,134)	(165,007)	1,156,127	(87.51%)	▲
Amount attributable to investing activities		(5,939,823)	(674,452)	38,863	713,315	(105.76%)	▲
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	9	600,000	50,000	0	(50,000)	(100.00%)	▼
Transfer from reserves	11	16,616,616	0	0	0	0.00%	
		17,216,616	50,000	0	(50,000)	(100.00%)	▼
Outflows from financing activities							
Repayment of borrowings	9	(202,168)	(35,512)	(26,748)	8,764	24.68%	
Payments for principal portion of lease liabilities	10	(1,515)	0	0	0	0.00%	
Transfer to reserves	11	(11,821,760)	0	0	0	0.00%	
		(12,025,443)	(35,512)	(26,748)	8,764	(24.68%)	
Amount attributable to financing activities		5,191,173	14,488	(26,748)	(41,236)	(284.62%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,502,728	1,502,728	1,593,458	90,730	6.04%	
Amount attributable to operating activities		(754,078)	2,467,921	2,580,073	112,152	4.54%	
Amount attributable to investing activities		(5,939,823)	(674,452)	38,863	713,315	(105.76%)	▲
Amount attributable to financing activities		5,191,173	14,488	(26,748)	(41,236)	(284.62%)	
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	3,310,685	4,185,646	874,961	(26.43%)	▲

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
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Administration and operations of facilities and services to members of Council. Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates, general purpose grants and interest revenue.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer community.	Supervision of various by-laws, fire prevention, emergency services and animal control.
HEALTH To provide an operational framework for good community health.	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.
EDUCATION AND WELFARE The Shire of Brookton provides low cost housing and Seniors accommodation units.	Support and provide assistance to senior citizens and other voluntary services.
HOUSING Provision and maintenance of rental housing to staff and non-staff tenants.	Provision and maintenance of rental housing to staff and non-staff tenants.
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.	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
RECREATION AND CULTURE To establish and manage efficiently infrastructure and resources which will help the social well being of the community. To establish and manage efficiently infrastructure and resources which will help the social well being of the community.	Maintenance of halls, aquatic centre, recreation centre and reserves, parks and gardens, library service, cultural and heritage services and facilities.
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.	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.
ECONOMIC SERVICES Tourism and promotion of Brookton, operation of Brookton Caravan Park, building control and land care development of the Brookton district.	Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and stand pipes. Building control.
OTHER PROPERTY AND SERVICES Private works and indirect cost allocation pools for plant operation and public works.	Private works operations, public works operation, plant operation costs, gross salaries and wages.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

BY PROGRAM

	Note	Adopted Annual Budget	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	%		
OPERATING ACTIVITIES							
Revenue from operating activities							
Governance		15,490	2,503	659	35.75%	▲	
General Purpose Funding - Rates	6	2,711,103	2,670,251	(40,852)	(1.51%)	▼	
General Purpose Funding - Other		180,694	22,404	14,204	173.22%	▲	S
Law, Order and Public Safety		321,864	10,838	(29,802)	(73.33%)	▼	S
Health		300	22	(28)	(56.36%)	▼	
Education and Welfare		54,205	8,357	(675)	(7.48%)	▼	
Housing		117,137	14,000	(5,520)	(28.28%)	▼	
Community Amenities		438,067	426,902	2,331	0.55%	▲	
Recreation and Culture		49,645	2,511	(3,489)	(58.14%)	▼	
Transport		1,886,218	124,953	(276,297)	(68.86%)	▼	S
Economic Services		358,868	80,188	37,050	85.89%	▲	S
Other Property and Services		23,200	16,907	13,043	337.55%	▲	S
		6,156,791	3,379,837	(289,375)	(7.89%)	▼	
Expenditure from operating activities							
Governance		(283,302)	(67,841)	(23,453)	(52.84%)	▼	S
General Purpose Funding		(516,771)	(33,870)	50,506	59.86%	▲	S
Law, Order and Public Safety		(613,934)	(74,661)	31,568	29.72%	▲	S
Health		(22,213)	(4,822)	(1,320)	(37.69%)	▼	
Education and Welfare		(148,672)	(19,670)	7,381	27.29%	▲	
Housing		(208,266)	(22,927)	15,322	40.06%	▲	S
Community Amenities		(747,384)	(83,281)	50,280	37.65%	▲	S
Recreation and Culture		(1,104,206)	(110,107)	74,548	40.37%	▲	S
Transport		(4,701,763)	(342,386)	449,043	56.74%	▲	S
Economic Services		(776,541)	(84,065)	42,840	33.76%	▲	S
Other Property and Services		(45,052)	(143,939)	(106,677)	(286.29%)	▼	S
		(9,168,104)	(987,567)	590,040	37.40%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,257,235	187,804	(188,512)	(50.09%)	▼	
Amount attributable to operating activities		(754,078)	2,580,073	112,152	4.54%		
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	14	4,343,445	139,325	(477,359)	(77.41%)	▼	S
Proceeds from Disposal of Assets	7	180,000	64,545	34,547	115.17%	▲	S
Proceeds from financial assets at amortised cost - self supporting loans	9	27,988	0	0			
		4,551,433	203,870	(442,812)	(68.47%)	▼	
Outflows from investing activities							
Payments for inventories, property, plant and equipment and infrastructure	8	(10,491,256)	(165,007)	1,156,127	87.51%	▲	S
		(10,491,256)	(165,007)	1,156,127	(87.51%)	▲	
Amount attributable to investing activities		(5,939,823)	38,863	713,315	(105.76%)	▲	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from New Debentures	9	600,000	0	(50,000)	(100.00%)	▼	S
Transfer from Reserves	11	16,616,616	0	0			
		17,216,616	0	(50,000)	(100.00%)	▼	
Outflows from financing activities							
Repayment of borrowings	9	(202,168)	(26,748)	8,764	24.68%	▲	
Payments for principal portion of lease liabilities	10	(1,515)	0	0			
Transfer to Reserves	11	(11,821,760)	0	0			
		(12,025,443)	(26,748)	8,764	(24.68%)	▲	
Amount attributable to financing activities		5,191,173	(26,748)	(41,236)	(284.62%)	▼	
MOVEMENT IN SURPLUS OR DEFICIT							
Net current assets at start of financial year - surplus/(deficit)	1	1,502,728	1,593,458	90,730	6.04%	▲	
Amount attributable to operating activities		(754,078)	2,580,073	112,152	4.54%		
Amount attributable to investing activities		(5,939,823)	38,863	713,315	(105.76%)	▲	
Amount attributable to financing activities		5,191,173	(26,748)	(41,236)	(284.62%)		
Net current assets at end of financial year - surplus/(deficit)	1	0	4,185,646	874,961	(26.43%)	▲	

KEY INFORMATION

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

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 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	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(845)	0	(17,152)
Add: Loss on asset disposals	7	82,068	13,678	9,021
Add: Depreciation on assets		2,176,012	362,638	195,935
Total non-cash items excluded from operating activities		2,257,235	376,316	187,804

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

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

		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 August 2023
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(12,754,602)	(12,754,601)	(12,754,601)
Less: - Financial assets at amortised cost - self supporting loans	4	(27,988)	(27,988)	(27,988)
Add: Borrowings	9	151,836	151,836	125,088
Add: Lease liabilities	10	1,515	1,515	1,515
Total adjustments to net current assets		(12,629,239)	(12,629,238)	(12,655,986)

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

Current assets				
Cash and cash equivalents	2	15,029,902	15,228,053	15,646,074
Financial assets at amortised cost	4	27,988	0	0
Rates receivables	3	105,844	105,844	2,187,502
Receivables	3	92,957	92,957	128,872
Other current assets	4	32,367	60,355	55,789
Less: Current liabilities				
Payables	5	(327,235)	(358,512)	(160,825)
Borrowings	9	(151,836)	(151,836)	(125,088)
Contract liabilities	12	(477,426)	(477,426)	(613,955)
Lease liabilities	10	(1,515)	(1,515)	(1,515)
Provisions	12	(199,079)	(275,223)	(275,223)
Less: Total adjustments to net current assets	1(b)	(12,629,239)	(12,629,238)	(12,655,986)
Closing funding surplus / (deficit)		1,502,728	1,593,458	4,185,646

CURRENT AND NON-CURRENT CLASSIFICATION

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION (ALTERNATE PRESENTATION)

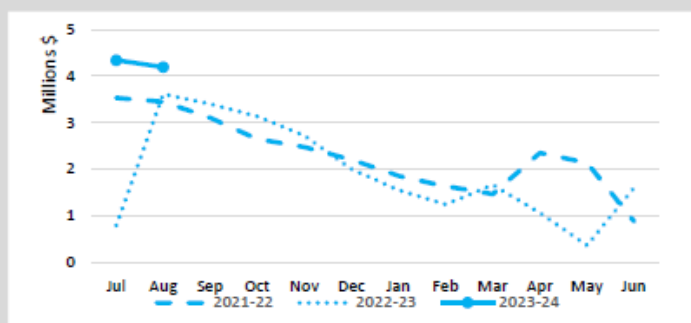
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/08/2022	Year to Date Actual 31/08/2023
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,473,451	1,739,254	2,891,473
Cash Restricted - Reserves	2	12,754,601	12,521,803	12,754,601
Cash Restricted - Bonds & Deposits	2	0	0	0
Receivables - Rates	3	105,844	2,898,423	2,187,502
Receivables - Other	3	92,957	72,256	128,872
Other Financial Assets	4	27,988	26,140	27,988
Other Assets Other Than Inventories	4	0	0	0
Inventories	4	32,367	79,548	27,801
		15,487,209	17,337,423	18,018,238
Less: Current Liabilities				
Payables	5	(345,942)	(80,108)	(147,286)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(477,426)	(842,011)	(613,955)
Bonds & Deposits	5	(12,570)	(933)	(13,539)
Loan and Lease Liability	9	(153,351)	(118,625)	(126,603)
Provisions	12	(275,223)	(199,079)	(275,223)
		(1,264,512)	(1,240,756)	(1,176,606)
Less: Cash Reserves	11	(12,754,601)	(12,521,803)	(12,754,601)
Add Back: Component of Leave Liability not Required to be funded		0	0	0
Add Back: Loan and Lease Liability		153,351	118,625	126,603
Less : Loan Receivable - clubs/institutions		(27,988)	(26,140)	(27,988)
Less : Land Held For Resale		0	(59,454)	0
Less : Trust Transactions Within Muni		0	0	0
Net Current Funding Position		1,593,458	3,607,896	4,185,646

SIGNIFICANT ACCOUNTING POLICIES

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

KEY INFORMATION

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



This Year YTD

Surplus(Deficit)

\$4.19 M

Last Year YTD

Surplus(Deficit)

\$3.61 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	705,322		705,322		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	570,455		570,455		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	602,106		602,106		Bendigo	1.50%	18/09/2023
Municipal Term Deposit	Cash and cash equivalents	1,000,000		1,000,000		Bendigo	4.55%	7/11/2023
Bond Cash At Bank	Cash and cash equivalents	13,240		13,240		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		10,754,601	10,754,601		Bendigo	4.30%	20/12/2023
Reserves Cash At Bank	Cash and cash equivalents	0	2,000,000	2,000,000		WATC	4.56%	20/12/2023
Total		2,891,473	12,754,601	15,646,074	13,820			
Comprising								
Cash and cash equivalents		2,891,473	12,754,601	15,646,074	13,820			
		2,891,473	12,754,601	15,646,074	13,820			

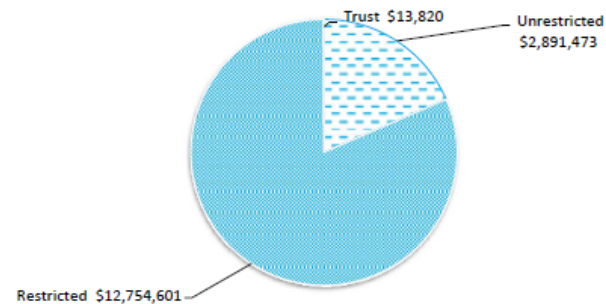
KEY INFORMATION

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.

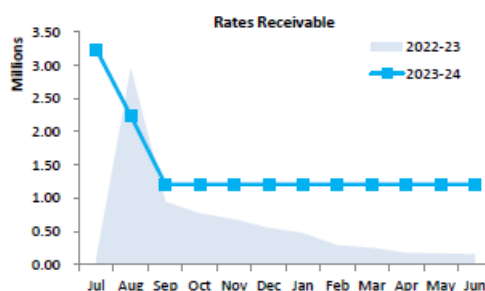
The local government classifies financial assets at amortised cost if both of the following criteria are met:

- 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 Jun 2023	31 Aug 2023
	\$	\$
Opening arrears previous years	153,188	155,777
Levied this year	2,975,379	3,092,128
Less - collections to date	(2,972,790)	(1,010,469)
Gross rates collectable	155,777	2,237,436
Net rates collectable	155,777	2,237,436
% Collected	95%	31.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,757)	15,134	30,742	1,996	16,671	62,786
Percentage	(2.8%)	24.1%	49%	3.2%	26.6%	
Balance per trial balance						
Sundry receivable						62,786
GST receivable						20,650
Other Receivables						45,436
Total receivables general outstanding						128,872

Amounts shown above include GST (where applicable)

KEY INFORMATION

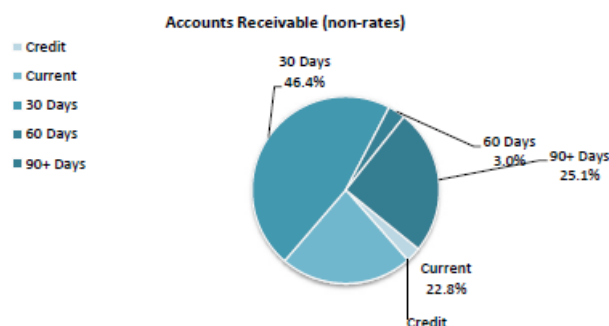
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 August 2023
Other current assets	\$	\$	\$	\$
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	27,988	0	0	27,988
Inventory				
Fuel and materials (including gravel)	32,367	0	(4,566)	27,801
Total other current assets	60,355	0	(4,566)	55,789
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.

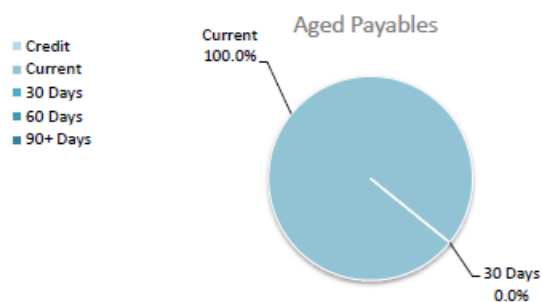
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	250	0	0	0	250
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors						250
Other creditors						73,628
ATO liabilities						9,126
Payroll creditors						43,332
Bonds and deposits held						13,539
Prepaid (Excess) Rates						13,450
Total payables general outstanding						160,825

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

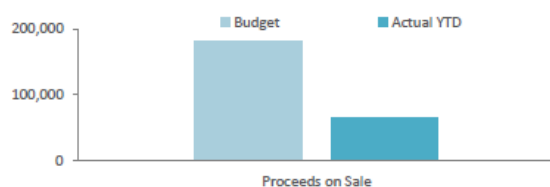
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

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	0	0	294,450
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	0	0	30,138
Unimproved value											
Unimproved	0.00721	204	268,792,000	1,937,990	0	0	1,937,990	1,937,990		0	1,937,990
Non Rateable											
Sub-Total		480	272,791,353	2,335,127	0	0	2,335,127	2,335,126	0	0	2,335,126
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	0	0	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	0	0	2,670,251
Discount							(2,150)				0
Amount from general rates							2,668,102				2,670,251
Ex-gratia rates (CBH)	Tonnage	2		43,001	0	0	43,001	0	0	0	0
Total general rates							2,711,103				2,670,251

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 Transport	24,155	25,000	845	0	0	0	0	0
PT10	ISUZU GIGA TIPTRUCK-1CQL067	41,459	35,000	0	(6,459)	45,839	36,818	0	(9,021)
PT13	2011 ISUZU TIP TRUCK 4.5TONNE 1DUD178	10,575	10,000	0	(575)	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)	0	0	0	0
PBH4	2012 Case 581Pc5 Backhoe - Bo5418	59,366	35,000	0	(24,366)	0	0	0	0
PCP3	Crendon Squirrel 5053D Cherry Picker	19,157	10,000	0	(9,157)	0	0	0	0
PT12	2010 Isuzu Giga 2 X 2 Hp Tip Body	44,922	10,000	0	(34,922)	0	0	0	0
		261,223	180,000	845	(82,068)	56,414	64,545	17,152	(9,021)



Capital acquisitions	Adopted Budget	Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings	6,011,341	6,011,341	976,850	118,404	(858,446)
Furniture and equipment	29,188	29,188	7,346	9,481	2,135
Plant and equipment	1,005,092	1,005,092	7,200	7,200	0
Infrastructure - roads	2,634,253	2,634,253	124,048	29,922	(94,126)
Infrastructure - sewerage	600,000	600,000	100,000	0	(100,000)
Infrastructure - water	211,382	211,382	105,690	0	(105,690)
Payments for Capital Acquisitions	10,491,256	10,491,256	1,321,134	165,007	(1,156,127)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	4,212,065	4,212,065	614,839	139,325	(475,514)
Borrowings	600,000	600,000	600,000	0	(600,000)
Other (disposals & C/Fwd)	160,000	160,000	29,998	64,545	34,547
Plant and Vehicle Reserve	815,776	815,776	0	0	0
Furniture & Equipment Reserve	21,000	21,000	0	0	0
Building and Facility Reserve	1,575,864	1,575,864	0	0	0
Infrastructure Reserve	249,707	249,707	0	0	0
Innovations & Development Reserve	2,457,201	2,457,201	0	0	0
			0	0	0
Contribution - operations	399,643	399,643	76,297	(38,863)	(115,160)
Capital funding total	10,491,256	10,491,256	1,321,134	165,007	(1,156,127)

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.

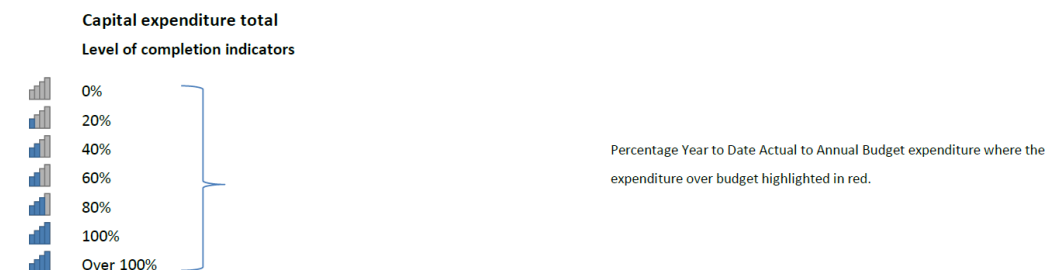
Initial recognition and measurement between

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.

Level of completion indicator, please see table at the end of this note for further detail.					Adopted		Amended		Variance	
Account Number		Job Number	Balance Sheet Category	Account/Job Description	Budget	Budget	YTD Budget	YTD Actual	(Under)/Over	
					\$	\$	\$	\$	\$	
Buildings										
	E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(29,500)	(29,500)	(4,916)	0	4,916	
	Total - Governance				(29,500)	(29,500)	(4,916)	0	4,916	
	E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(756,664)	(756,664)	(126,110)	0	(126,110)	
	E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AMEN	(621,850)	(621,850)	(103,640)	0	103,640	
	Total - Law, Order & Public Safety				(1,378,514)	(1,378,514)	(229,750)	0	(22,470)	
	Community Amenities									
	E104510	ROBICAP	9230	TOWNSCAPE - ROBINSON ROAD	(2,371)	(2,371)	(394)	(6,608)	6,214	
	E105510	CEMABLU	9230	CEMETARY ABLUTION FACILITY	(93,818)	(93,818)	(15,636)	0	(15,636)	
	E105510	ROBABLU	9230	ROBINSON ROAD TOILET UPGRADE - LRCI PHASE 3	(121,408)	(121,408)	(60,704)	(9,091)	(51,613)	
	Total - Community Amenities				(217,597)	(217,597)	(76,734)	(15,699)	(61,035)	
	Recreation And Culture									
	E111510		9230	PURCHASE BUILDINGS	(11,500)	(11,500)	(1,916)	0	(1,916)	
	E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(1,206,480)	(1,206,480)	(201,080)	0	(201,080)	
	E112510	POOLCAP	9230	POOL - CAPITAL	(107,000)	(107,000)	(35,666)	(86,000)	50,334	
	E113510	MENSCAP	9230	MENSSHED - OLD BOWLING CLUB CAPITAL	(7,500)	(7,500)	(1,250)	(110)	(1,140)	
	E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(2,488,635)	(2,488,635)	(414,772)	0	414,772	
	E116510	MEMPCAP	9230	MEMORIAL PARK CAPITAL	(20,955)	(20,955)	(3,492)	0	3,492	
	E116510	NATPLACAP	9230	YOUTH PRECINCT - NATURE PLAY AREA	0	0	0	(2,822)	(2,822)	
	Total - Recreation And Culture				(3,842,070)	(3,842,070)	(658,176)	(88,932)	261,640	
	Economic Services									
	E132510		9230	PURCHASE BUILDINGS	(11,660)	(11,660)	(1,942)	0	(1,942)	
	E136510		9230	PURCHASE BUILDINGS	(500,000)	(500,000)	0	0	0	
	Total - Economic Services				(511,660)	(511,660)	(1,942)	0	(1,942)	
	Other Property & Services									
	E142519		9230	SHIRE DEPOT IMPROVEMENTS	(32,000)	(32,000)	(5,332)	(13,774)	8,442	
					0	0	0	0	0	
	Total - Other Property & Services				(32,000)	(32,000)	(5,332)	(13,774)	8,442	
	Total - Buildings				(6,011,341)	(6,011,341)	(976,850)	(118,404)	189,551	
Plant & Equipment										
	Law, Order & Public Safety									
	E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(72,116)	(72,116)	0	0	0	
	Total - Law, Order & Public Safety				(72,116)	(72,116)	0	0	0	
	Community Amenities									
	Total - Community Amenities				0	0	0	0	0	
	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 BOI	(324,435)	(324,435)	0	0	0	
	E143530	EP002	9234	PURCHASE P&E - REPLACEMENT PTR4 CASE SKID STEER SV1	(85,000)	(85,000)	0	0	0	
	E143530	EP003	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE 581PC5 B.	(190,000)	(190,000)	0	0	0	
	E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR MITSUBISHI	(50,000)	(50,000)	0	0	0	
	E143530	LIGHTV2	9234	PURCHASE P&E - REPLACEMENT PU33 MITSUBISHI MR4L20	(40,000)	(40,000)	0	0	0	
	E143530	TRUCKH	9234	PURCHASE P&E - TIP TRUCK HEAVY TANDEM AXLE	(236,341)	(236,341)	0	0	0	
	Total - Other Property & Services				(932,976)	(932,976)	(7,200)	(7,200)	0	
	Total - Plant & Equipment				(1,005,092)	(1,005,092)	(7,200)	(7,200)	0	
Furniture & Equipment										
	Governance									
	E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(21,000)	(21,000)	(3,500)	0	(3,500)	
	E042520	ITINFCAP	9232	IT INFRASTRUCTURE	(7,448)	(7,448)	(3,724)	(9,481)	(5,757)	
	Total - Governance				(28,448)	(28,448)	(7,224)	(9,481)	(9,257)	
	Recreation & Culture									
	E113520		9232	PURCHASE FURNITURE & EQUIPMENT	(740)	(740)	(122)	0	(122)	
	Total - Recreation & Culture				(740)	(740)	(122)	0	(122)	
	Total - Furniture & Equipment				(29,188)	(29,188)	(7,346)	(9,481)	(9,379)	
Infrastructure - Roads										
	Transport									
	E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(589,715)	(589,715)	0	(2,985)	2,985	
	E121560	KINGR2R	9250	KING STREET	(36,936)	(36,936)	0	0	0	
	E121560	BRKW2R	9250	BROOKTON-KWEDA ROAD	(55,749)	(55,749)	0	0	0	
	E121560	CORBR2R	9250	CORBERDING ROAD CAPITAL R2R	(15,753)	(15,753)	0	0	0	
	E121560	MCGSR2R	9250	MCGRATH STREET R2R	(21,703)	(21,703)	0	0	0	
	E121565	ROBIR2R	9250	ROBINSON ROAD	(24,000)	(24,000)	0	0	0	
	E121565	COPPR2R	9250	COPPING ROAD R2R	(88,025)	(88,025)	(88,025)	(7,824)	(80,201)	
	E121565	WALWR2R	9250	WALWALLING ROAD R2R	(72,048)	(72,048)	(36,023)	(7,476)	(28,547)	
	E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(463,368)	(463,368)	0	(11,637)	11,637	
	E121565	WBSF2	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NE	(1,199,943)	(1,199,943)	0	0	0	
	E121570	BRIDGE05	9250	BRIDGE 3144 BROOKTON KWEDA ROAD	(5,829)	(5,829)	0	0	0	
	E121570	BRIDGE06	9250	BRIDGE 3165A WALWALLING ROAD	(13,373)	(13,373)	0	0	0	
	E121570	BRIDGE07	9250	BRIDGE 3163A JAENSCH ROAD	(23,998)	(23,998)	0	0	0	
	E121570	BRIDGE08	9250	BRIDGE 4834 BROOKTON KWEDA ROAD	(23,813)	(23,813)	0	0	0	
	Total - Transport				(2,634,253)	(2,634,253)	(124,048)	(29,922)	(94,126)	
	Total - Infrastructure - Roads				(2,634,253)	(2,634,253)	(124,048)	(29,922)	(94,126)	
Infrastructure - Sewerage										
	Community Amenities									
	E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE	(600,000)	(600,000)	(100,000)	0	(100,000)	
	Total - Community Amenities				(600,000)	(600,000)	(100,000)	0	(100,000)	
	Total - Infrastructure - Sewerage				(600,000)	(600,000)	(100,000)	0	(100,000)	
Infrastructure - Water										
	Community Amenities									
	E107541	HVCAP01	9262	HAPPY VALLEY WATER EXTENSION MEMORIAL PARK,	(110,565)	(110,565)	(55,282)	0	(55,282)	
		HVCAP02	9262	CARAVAN PARK & UPGRADE TOWN OVAL	(100,817)	(100,817)	(50,408)	0	50,408	
	E107541			HAPPY VALLEY WATER EXTENSION CARAVAN PARK AND						
				MADISON SQUARE PARK						
	Total - Community Amenities				(211,382)	(211,382)	(105,690)	0	(4,874)	
	Total - Infrastructure - Water				(211,382)	(211,382)	(105,690)	0	(4,874)	
Grand Total					(10,491,256)	(10,491,256)	(1,321,134)	(165,007)	(18,827)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

FINANCING ACTIVITIES

NOTE 9

BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2023	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	34,443	0	0	0	(5,350)	(10,850)	(10,850)	29,094	23,593	23,593	(166)	(2,044)	(2,044)
Housing														
Staff Housing (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
Community amenities														
Sewerage (14%)	80	24,110	0	0	0	(3,745)	(7,595)	(7,595)	20,366	16,515	16,515	(116)	(1,431)	(1,431)
Effluent Loan	83	0	0	600,000	600,000	0	(50,332)	(50,332)	0	549,668	549,668	0	(24,874)	(24,874)
Recreation and culture														
Sport & Recreation	81	354,293		0	0	0	(69,599)	(69,599)	354,293	284,694	284,694	1,265	(26,031)	(26,031)
Other property and services														
Grader (33%)	80	56,832	0	0	0	(8,827)	(17,902)	(17,902)	48,005	38,930	38,930	(274)	(3,372)	(3,372)
		526,510	0	600,000	600,000	(26,748)	(174,180)	(174,180)	499,761	952,330	952,330	434	(61,124)	(61,124)
Self supporting loans														
General purpose funding														
Country Club	82	142,474		0	0	0	(27,988)	(27,988)	142,474	114,486	114,486	3,145	(10,469)	(10,469)
		142,474	0	0	0	0	(27,988)	(27,988)	142,474	114,486	114,486	3,145	(10,469)	(10,469)
Total		668,983	0	600,000	600,000	(26,748)	(202,168)	(202,168)	642,235	1,066,815	1,066,815	3,579	(71,593)	(71,593)
Current borrowings		151,836							125,088					
Non-current borrowings		517,147							517,147					
		668,983							642,235					

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 Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	\$	\$						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 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

FINANCING ACTIVITIES

NOTE 10

LEASE LIABILITIES

Movement in carrying amounts

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

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council									
Leave Reserve	146,463	1,493	0	0	0	0	0	147,956	146,463
Plant and Vehicle Reserve	774,794	7,897	0	588,772	0	(975,776)	0	395,687	774,794
Land and Housing Development Reserv	1,785,748	0	0	0	0	(1,785,748)	0	(0)	1,785,748
Furniture & Equipment Reserve	30,256	308	0	97,000	0	(33,300)	0	94,264	30,256
Municipal Building & Facility Reserve	508,351	0	0	0	0	(508,351)	0	0	508,351
Townscape & Footpath Reserve	131,025	0	0	0	0	(131,025)	0	(0)	131,025
Sewerage Scheme Reserve	449,016	4,577	0	49,968	0	0	0	503,561	449,016
Road & Bridges Infrastructure Reserve	452,381	0	0	0	0	(452,381)	0	0	452,381
Sport & Recreation Reserve	32,719	0	0	0	0	(32,719)	0	(0)	32,719
Rehabilitation & Refuse Reserve	279,411	0	0	0	0	(279,411)	0	(0)	279,411
Caravan Park Reserve	373,341	0	0	0	0	(373,341)	0	0	373,341
Brookton Museum/Heritage Reserve	48,777	0	0	0	0	(48,777)	0	0	48,777
Kweda Hall Reserve	19,025	0	0	0	0	(19,025)	0	(0)	19,025
Railway Station Reserve	526,287	0	0	0	0	(526,287)	0	(0)	526,287
Madison Square Units Reserve	32,351	330	0	208	0	0	0	32,889	32,351
Cemetery Reserve	84,276	0	0	0	0	(84,276)	0	0	84,276
Water Reserve	65,683	0	0	0	0	(65,683)	0	0	65,683
Developer Contribution Reserve	2,891	0	0	0	0	(2,891)	0	0	2,891
Brookton Aquatic Reserve	387,599	0	0	0	0	(387,599)	0	(0)	387,599
Cash Contingency Reserve	138,858	0	0	0	0	(138,858)	0	(0)	138,858
Future Fund Reserve	4,206,439	0	0	0	0	(4,206,439)	0	(0)	4,206,439
Innovations Fund Reserve	2,056,957	0	0	0	0	(2,056,957)	0	0	2,056,957
Brookton Community Resource Centre	221,954	2,262	0	0	0	0	0	224,216	221,954
Building and Facility Reserve	0	61,996	0	5,968,372	0	(1,575,864)	0	4,454,504	0
Infrastructure Reserve	0	9,174	0	883,215	0	(474,707)	0	417,682	0
Waste Reserve	0	0	0	710,872	0	0	0	710,872	0
Aged Housing Reserve	0	4,155	0	400,000	0	0	0	404,155	0
Innovations & Development Reserve	0	31,161	0	3,000,000	0	(2,457,201)	0	573,960	0
	12,754,601	123,353	0	11,698,407	0	(16,616,616)	0	7,959,745	12,754,601

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 Aug 2023
Other current liabilities		\$		\$	\$	\$
Other liabilities						
- Capital grant/contribution liabilities		477,426	0	157,257	(20,728)	613,955
Total other liabilities		477,426	0	157,257	(20,728)	613,955.25
Employee Related Provisions						
Annual leave		163,504	0	0	0	163,504
Long service leave		111,719	0	0	0	111,719
Total Employee Related Provisions		275,223	0	0	0	275,223
Total other current assets		752,649	0	157,257	(20,728)	889,178

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS**

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2023	Current Liability 31 Aug 2023	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Governance								
Admin Grants & Subsidies	0	0	0	0	0	1,275	212	0
Law, order, public safety								
DFES Grant - Fire Mitigation Activity Fund	0	0	0	0	0	121,399	20,232	0
DFES Grant - ESL operating Grant	0	0	0	0	0	73,653	0	13,744
Recreation and culture								
Public Open Space Revenue	0	0	0	0	0	13,820	2,302	0
Transport								
DRFWA Grant Funding	0	0	0	0	0	1,775,000	295,832	0
MRWA Direct Grant Funding	0	0	0	0	0	105,418	105,418	107,801
Economic services								
Grant Revenue - Thank A Volunteer Event	0	0	0	0	0	1,000	166	0
Grant Revenue - Mental Health Week Event	0	0	0	0	0	4,000	666	0
Grant Revenue - Seniors Week Event	0	0	0	0	0	2,500	416	0
Revenue - Other Community Events	0	0	0	0	0	1,000	166	0
CRC Operating Grant Revenue	0	0	0	0	0	100,000	0	28,377
	0	0	0	0	0	2,199,065	425,410	165,179

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Aug 2023	Current Liability 31 Aug 2023	Adopted Budget Revenue	Adopted YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
General purpose funding								
LRCI - Replacement Public Bins - Robinson Road	0	0	0	0	0	4,114	0	0
LRCI - Waterless Public Toilet Cemetery	32,171	18,715	0	50,886	50,886	93,818	0	0
LRCI - Robinson Rd Toilets, Upgrade including Planting	44,235	24,219	(9,091)	59,363	59,363	121,408	0	9,091
LRCI - Park Furniture & Light Pole Railway Station Park	13,653	(12,913)	0	740	740	740	0	0
LRCI - Copping Road Reseal	0	1,273	0	1,273	1,273	1,273	0	0
LRCI - Lennard Street Reseal	0	10,777	0	10,777	10,777	10,777	0	0
LRCI - Strange Road Reseal	2,163	(2,163)	0	(0)	(0)	0	0	0
LRCI - CCTV - Brookton Hwy, Robinson Road & Recreation Ground	0	8,347	0	8,347	8,347	8,347	0	0
LRCI - Street Gardens - White & Cumming Streets Replace Bottelbrush Trees	48,255	(48,255)	0	0	0	0	0	0
WBDC - Railway Station Building Refurbishment	0	0	0	0	0	402,799	0	0
Railway Station Building Refurbishment Income	0	0	0	0	0	40,000	6,666	0
Law, order, public safety								
DFES Capital Grant Income (West Brookton BFB Shed)	261,195	0	0	261,195	261,195	548,101	91,350	0
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	0	0	0	0	0	656,664	109,444	0
Community amenities								
DWER - Happy Valley Water extension #1	7,740	0	0	7,740	7,740	77,395	12,898	0
DWER - Happy Valley Water extension #2	7,057	0	0	7,057	7,057	70,572	11,762	0
R2R - Richardson Street - Reseal - Income	0	0	0	0	0	17,512	2,918	17,512
R2R - Severin Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	23,820	3,970	23,820
R2R - Glenester Road - Culvert Replacement & Gravel Overlay - Income	0	0	0	0	0	35,857	5,976	35,857
R2R - Woods Loop Road - Income	0	0	0	0	0	45,871	7,644	41,408
WSFN - Dangin-Mears Road - Income	60,957	0	(11,637)	49,320	49,320	1,477,019	246,168	11,637
King Street - R2R Income	0	0	0	0	0	36,936	6,156	0
Brookton-Kweda Road - R2R Income	0	0	0	0	0	55,749	9,290	0
Corberding Road - R2R Income	0	0	0	0	0	15,753	2,624	0
Mcgrath Street - R2R Income	0	0	0	0	0	21,703	3,616	0
Robinson Road - R2R Income	0	0	0	0	0	24,000	4,000	0
Copping Road - R2R Income	0	0	0	0	0	88,025	14,670	0
Walwalling Road - R2R Income	0	0	0	0	0	72,048	12,008	0
York Williams Road Rrg	0	157,257	0	157,257	157,257	393,144	65,524	0
TOTALS	477,426	157,257	(20,728)	613,955	613,955	4,343,445	616,684	139,325

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

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

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

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

Description	Opening Balance 1 July 2023	Amount Received	Amount Paid	Closing Balance 31 Aug 2023
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	1,730	0	0	1,730
Facility Hire Bonds	5,830	250	(250)	5,830
Gym Bonds	4,810	630	(210)	5,230
Other Bonds	200	0	0	200
Sub-Total	12,570	880	(460)	12,990
Trust Funds				
Public Open Space Contributions	13,820	0	0	13,820
Sub-Total	13,820	0	0	13,820
	26,390	880	(460)	26,810

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023**

**NOTE 16
BUDGET AMENDMENTS**

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

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

KEY INFORMATION

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	(260,231)	(61.17%) ▼			Due to Accounting Standard AASB1058 recognition of revenue	
Profit on disposal of assets	17,152	0.00% ▲		Profit on sale of PT13 budgeted amount was \$10,000, proceeds received \$27,727.27		
Expenditure from operating activities						
Materials and contracts	418,602	64.63% ▲	Budget profiling to be reviewed as no significant spending has occurred in FY23/24 to date			
Depreciation	166,703	45.97% ▲	Depreciation set on prior year budgeting. Continuously monitored			
Finance costs	21,121	120.40% ▲		The variance relates to budget profiling as Effluent Loan 83 has not been drawn down		
Non-cash amounts excluded from operating activities	(188,512)	(50.09%) ▼				Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation set on prior year budgeting
Investing activities						
Proceeds from capital grants, subsidies and contributions	(477,359)	(77.41%) ▼			Due to Accounting Standard AASB1058 recognition of revenue	
Proceeds from disposal of assets	34,547	115.17% ▲		Proceeds from PT10 & PT13 were budgeted to be received August 2023, the variance relates to higher than expected trade in		
Payments for inventories, property, plant and equipment and infrastructure	1,156,127	87.51% ▲	A number of variances relate Capital projects which have not yet commenced in FY23/24. Infrastructure - Brookton Railway station, Memorial Hall, Cemetery & Robinson Road toilets, Oval reticulation, West Brookton Fire Shed, Rural Road & Bridge works			
Financing activities						
Proceeds from new debentures	(50,000)	(100.00%) ▼			The variance relates to the Effluent Scheme Upgrade loan not yet drawn down	

17.09.23.03 REVIEW OF POLICY 2.45 - INVESTMENTS

File No:	N/A
Date of Meeting:	21 September 2023
Location/Address:	N/A
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:	Absolute Majority
Previous Report:	N/A

Summary of Item:

This item seeks Council's endorsement to proposed amendments to Policy 2.45 Investments.

Description of Proposal:

The amended policy ensures investments made by the Shire comply with legislative requirements whilst enabling investment performance to be optimized together with a positive cash flow. Therefore, policy 2.45 – Investments is provided in attachment 17.09.23.03A with the relevant changes identified in red text.

Background:

The current Policy 2.45 Investments requires updating, this will ensure the funds invested are maximised within acceptable risks with the most favourable interest, cash flow and with regard to our local bank.

Consultation:

Internal consultation has occurred.

Statutory Environment:

Local Government Act 1995 S6.14

Local Government (Financial Management) Regulations 1996

The Trustees Amendment Act 1997 – Part III Investments

Australian Accounting Standards

Relevant Plans and Policy:

Council "2.45 Investments" is relevant to this report.

Financial Implications:

There are no known financial implications the 2023/24 budget applicable to this policy. However, the policy should present opportunities to leverage investments with best performance in the investment industry associated to legislation.

Risk Assessment:

The risk in relation to the amended policy is assessed as "Low". Should the policy be adopted, any investments will carry a financial risk that will be reported as per legislative requirements.

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

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

Community & Strategic Objectives:

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

18. Financial Control

18.4 Review/Manage financial investments

Comment:

The Officer's Recommendation seeks to provide greater guidance for the investment of Council funds along with a favourable rate of return.

OFFICER RECOMMENDATION

That Council adopts the amended Council Policy 2.45 Investments, as presented in Attachment 17.09.23.03A.

(Absolute majority vote required)

OCM 09.23-09

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Bell

That Council adopts the amended Council Policy 2.45 Investments, as presented in Attachment 17.09.23.03A.

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachment

Attachment 17.09.23.03A – Policy 2.45 Investments.

2.45 INVESTMENTS

Directorate:	Corporate			
Statutory Environment:	<i>Local Government Act 1995 S6.14</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>The Trustees Amendment Act 1997 – Part III Investments Australian Accounting Standards</i>			
Council Adoption:	Date:	March 2021	Resolution #:	OCM 03.21-13
Last Amended:	Date:	September 2023	Resolution #:	OCM 02.23-08
Review Date:	June 2023			

Objective:

The objective of the Investment Policy is to invest the Shire of Brookton's surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, and having regard for the community/local banks, while ensuring that its liquidity requirements are being met.

Scope:

This Policy applies to all funds (including general funds, reserve funds and other restricted funds) invested by the Council.

Section 6.14 of the *Local Government Act 1995* provides for monies held in the Municipal and Trust funds to be invested in accordance with Part III of the *Trustees Act 1962*. Regulation 19C of the *Local Government (Financial Management) Regulations 1996* has placed restrictions on what local governments can invest in and for how long.

Delegation of Authority

Delegation and sub-delegation applies to this policy – refer to the Shire of Brookton Delegation Register.

Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

Approved Investments

The only types of authorised investments under *Local Government Act 1995* – section 6.14(1), and the *Local Government (Financial Management) Regulations 1996* – Regulation 19C, are as follows;

- Deposits with an authorised institution and the term is to be no more than 36 months;
- Bonds that are guaranteed by the Commonwealth Government, or a State or Territory government with a term to maturity of up to 3 years, and;
- Australian currency only.

Authorised Institutions

Investments are limited to authorised institutions, in accordance with *Local Government (Financial Management) Regulations 1996* section 19c, being:

- Authorised deposit taking institution as defined in the *Banking Act 1959* (Commonwealth) section 5; or
- The Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation 1986*.

Prohibited Investments

This Investment Policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forward contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Credit Risk Management

To control the credit quality on the entire portfolio, a global credit framework will apply to limit the percentage of the portfolio exposed to any particular rating category.

Investments, whenever possible are to be placed with community/local banks giving consideration to interest rates and keeping within the limitations of the global credit framework, ~~up to a maximum of \$2,000,000 is to be invested in any non-community bank at any one time.~~ The maximum available limits in each Standard & Poor's credit rating category are as follows:

Standard and Poors - Credit Ratings:

S & P Long Term	Maximum % in
AAA	100%
AA	100%
A	100%
BBB	100%

S & P Short Term	Maximum % in
A-1+	100%
A-1	100%
A-2	80%
A-3	20%

Standard and Poors - Credit Ratings:

Investments obtained are to comply with three key criteria relating to:

- Portfolio Credit Framework: Limit overall exposure of the portfolio as a whole, according to credit rating.
- Counterparty Credit Framework: Limit exposure to individual counterparties/institutions, based on credit rating.
- Term to Maturity Framework: limits based upon maturity of securities to ensure adequate working capital needs are met.

If any of the Council's investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Counterpart Credit Framework

The Shire of Brookton will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Brookton. Such institutions must maintain a minimum Standard and Poors rating of A for short term investments.

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Investment Type	0 to 12 months		1 to 3 years	
	Min.	Max.	Min.	Max.
Deposit with authorised deposit-taking institution (ADI)	0%	100%	0%	0%
Government Bonds	0%	20%	0%	20%

Legislative and Strategic Context

Legislation covering investments of surplus funds include:

- Local Government Act 1995 Section 6.14
- The Trustees Act 1962 – Part III Investments as amended by the Trustees Amendment Act
- Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 19C, Regulation 28 and Regulation 29
- Australian Accounting Standards

15.09.23 GOVERNANCE REPORTS

15.09.23.01 FIREBREAK ORDER 2023/24

File No:	EME001
Date of Meeting:	21 September 2023
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Sandie Spencer – Executive Governance 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 the recommendations of the Shire of Brookton's Bush Fire Advisory Committee (BFAC) to adopt the draft Firebreak Order 2023/24.

Description of Proposal:

The Firebreak Notice 2023/24 is Council's declaration of the conditions required for compliance by landowners for this forthcoming fire season.

The draft Firebreak Notice 2023/24, included at attachment 15.09.23.01A, is very similar to that from previous years. The significant change is to include Aldersyde townsite in the townsite section, rather than rural.

With approval by Council, the draft Firebreak Notice 2023/24 will be:

1. prepared in a professional looking document with additional, pertinent, local fire prevention information;
2. made publicly available on Council's website;
2. incorporated into a folded DL size pamphlet similar to previous years. Council will provide this pamphlet:
 - a. to local residents by direct mail at the Brookton Post Office;
 - b. to absentee owners by addressed mail; and
 - c. from the Shire Administration and CRC office counters.

Background:

The Shire of Brookton's BFAC held a meeting on Tuesday 29th August 2023. Unconfirmed minutes of that meeting have been separately provided to Council and are available on the Shire of Brookton website.

Consultation:

The Shire of Brookton BFAC have endorsed the draft Firebreak Order 2023/24 included at Attachment 15.09.23.01A.

The Shire will extensively advertise the adopted Fire Break Order 2023/24.

Statutory Environment:

Bush Fires Act 1954

33. Local government may require occupier of land to plough or clear fire break

- (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situated within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things —
 - (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire breaks in such manner, at such places, of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire breaks clear of inflammable matter;
 - (b) to act as and when specified in the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire,and the notice may require the owner or occupier to do so —
 - (c) as a separate operation, or in coordination with any other person, carrying out a similar operation on adjoining or neighbouring land; and
 - (d) in any event, to the satisfaction of either the local government or its duly authorised officer, according to which of them is specified in the notice.
- (2) A notice in writing under subsection (1) may be given to an owner or occupier of land by posting it to him at his last postal address known to the local government and may be given to an owner of land by posting it to him at the address shown in the rate record kept by the local government pursuant to the Local Government Act 1995, as his address for the service of rate notices.
- (2a) The provisions of subsection (2) are in addition to and not in derogation of those of sections 75 and 76 of the Interpretation Act 1984.
- (3) The owner or occupier of land to whom a notice has been given under subsection (1) and who fails or neglects in any respect duly to comply with the requisitions of the notice is guilty of an offence.
Penalty: \$5,000.
- (4) Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice —
 - (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and
 - (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the

- requisitions of the notice.
- (5) The amount of any costs and expenses incurred by the bush fire control officer or other officer in doing the acts, matters, or things provided for in subsection (4) —
 - (a) shall be ascertained and fixed by the local government and a certificate signed by the mayor or president of the local government shall be prima facie evidence of the amount; and
 - (b) may be recovered by the local government in any court of competent jurisdiction as a debt due from the owner or occupier of land to the local government.
 - (5a) A local government may make local laws in accordance with subdivision 2 of Division 2 of Part 3 of the Local Government Act 1995 —
 - (a) requiring owners and occupiers of land in its district to clear fire breaks in such manner, at such places, at such times, of such dimensions and to such number, and whether in parallel or otherwise, as are specified in the local laws and to maintain the fire- breaks clear of inflammable matter;
 - (b) providing that things required by the local laws to be done shall be done to the satisfaction of the local government or its duly authorised officer.
 - (5b) Where an owner or occupier of land fails or neglects in any respect to comply with the requirements of local laws made under subsection (5a) the provisions of subsections (3), (4) and (5) apply mutatis mutandis as if those requirements were the requisitions of a notice given under subsection (1).
 - (5c) Nothing in subsection (5a) affects the power of a local government to give notice under subsection (1) nor its duty to do so if so required by the Minister.
 - (5d) Where the provisions of local laws made under subsection (5a) are inconsistent with those of a notice given under subsection (1) or under section 34 or 35, the provisions of that notice shall, to the extent of the inconsistency, prevail.
 - (6) A local government may, at the request of the owner or occupier of land within its district, carry out on the land, at the expense of the owner or occupier, any works for the removal or abatement of a fire danger, and the amount of the expense, if not paid on demand, may be recovered from the owner or occupier by the local government in a court of competent jurisdiction as a debt due from the owner or occupier to the local government.
 - (7) Nothing in this section authorises a local government —
 - (a) to set fire to the bush, or to require an owner or occupier of land to set fire to the bush, contrary to the provisions of section 17; or
 - (b) to make local laws authorising or requiring bush to be set on fire contrary to the provisions of section 17.
 - (8) Any amount recoverable by a local government under this section as a debt due from the owner or occupier of land is, until paid in full —
 - (a) a debt due from each subsequent owner in succession; and
 - (b) a charge against the land with the same consequences as if it were a charge under the Local Government Act 1995 for unpaid rates; and
 - (c) recoverable by the local government in the same manner as rates imposed in respect of the land are recoverable under that Act.

- (9) In this section —
owner or occupier of land includes a prescribed department of the Public Service that occupies land or a prescribed State agency or instrumentality that owns or occupies land.

Relevant Plans and Policy: Nil at this time

Financial Implications:

Council will develop the Fire Break Notice into a pamphlet with other fire prevention information. This information will be direct mailed to every resident receiving mail from the Brookton Post Office and to every ratepayer with a mailing address outside the Shire of Brookton.

The labour cost of enforcement of the conditions included in the Shire of Brookton's draft Firebreak Order 2023/24 will be significant for the Shire of Brookton staff and volunteers.

Risk Assessment:

Council's Firebreak Order 2023/24 Information is a risk management strategy to:

- ameliorate the risks to the community of bush fire; and
- reduce liability of Council's responsibilities arising in the Bush Fire Act 1954.

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

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

Community & Strategic Objectives:

This proposal relates to delivery of core business and responsibility of the Shire of Brookton.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopt the draft Firebreak Order 2023/24 as included at Attachment 15.09.23.01A.

(Simple majority vote required)

OCM 09.23-10

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Lilly

That Council adopt the draft Firebreak Order 2023/24 as included at Attachment 15.09.23.01A.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachments

Attachment 15.09.23.01A – Draft Firebreak Order 2023/24.

Shire of Brookton Fire Break Order for 2023/24

TOWNSITE LAND - all land within the Brookton and Aldersyde townsites.

All townsite properties less than 2,023m² in size are required to be fire hazard reduced by:

- A. Reduction of the vegetation fire hazard to a maximum height of 75mm. All slashed material is to be removed.

All townsite properties over 2,023m² in size are required to be fire hazard reduced by:

- A. Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 3m of the property boundaries (footpaths and roads or road verges are not to be accepted as firebreaks); or
- B. Reduction of the vegetation fire hazard to a maximum height of 75mm including the removal of slashed material, unless an exemption is granted by the Chief Executive Officer in consultation with the Chief Bush Fire Control Officer and VFRS Captain.

RURAL LAND - all land outside the Brookton and Aldersyde townsites.

All rural properties equal to or less than 100 hectares in size is required to be fire hazard reduced by:

- A. Construction and maintenance of a 3m wide minimum bare earth unobstructed trafficable firebreak within 30m of the boundary of the property.
- B. Any activity that may start a fire on the property requires an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Trailer type units must be attached to a towing vehicle and slip-on units must be attached to the tray of the vehicle in accordance with manufacturer's instructions.
- C. Construction of a 5m wide minimum bare earth unobstructed trafficable firebreak within 15m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400m from any infrastructure including operational generators and stationary motors.

All rural properties and aggregated land within the Shire of Brookton over 100 hectares in size are required to be fire hazard reduced by:

- A. Construction of a 5m wide minimum bare earth unobstructed trafficable firebreak within 15m of and surrounding all buildings, sheds, fuel storage including drums and flammable chemicals, silos and fodder stacks as well as hay stacks within a shed or within 400m from any infrastructure including operational generators and stationary motors. Excluding seed cleaners as they are deemed part of the harvest operations.

- B. Provision on the property of an operational independent mobile water filled firefighting unit with a water capacity of not less than 450 litres to be at the ready *throughout the restricted and prohibited burning period*. Any activity that may start a fire must be accompanied by a trailer type unit that must be attached to a towing vehicle and/or a slip-on unit that must be attached to the tray of the vehicle in accordance with manufacturer's instructions.

Note:

- Hay and straw stacks in open paddock areas awaiting pickup and removal are not required to be surrounded by a firebreak.
- During any period when harvesting operations are being conducted an operational independent mobile firefighting unit must be located in the same paddock, or within 50m of the paddock and be kept full of water at all times. The responsibility to supply the firefighting unit is that of the landowner.
- Harvesting operations includes the use of augers and seed cleaning units, other than when used in a silo compound where surrounded by more than 15 metres cleared area.

PLANTATIONS—Is an area of planted trees, other than a windbreak, within the gazetted townsites exceeding 3 hectares and outside of a townsite exceeding 10 hectares.

- A. Boundary firebreaks: a 15m clear area is required on all boundaries of plantations and along public roads. This clear area must have a minimum trafficable surface of 5m minimum of clear bare earth and a minimum vertical clearance of 4m. The remaining 10m must be maintained in a low fuel condition, i.e. Closely mowed, grazed or sprayed.
- B. Compartment firebreaks: internal firebreaks between compartments of up to 30 hectares must be a minimum of 6m wide and for compartments over 30 hectares a minimum of 10m wide. In all cases a 5m trafficable surface and a minimum 4m vertical clearance should be maintained to allow access by firefighting appliances.
- C. Firefighting water supplies: must be designed and constructed to enable heavy duty firefighting equipment to access the water supply in accordance with DFES Guidelines for Plantation Fire Protection 2011 or as revised.
A copy of these Guidelines is available from the Shire Administration office upon request.
- D. Firefighting equipment must be provided by the plantation owner to the minimum standards recommended in the DFES Guidelines for Plantation Fire Protection 2011 or as revised.
- E. Paragraphs A to D do not apply to established plantations which have received planning approval and have an approved fire management plan as part of the planning approval. Owners and managers of such plantations must comply with the conditions of their fire management plan.

HARVESTING MACHINES & HEADERS – REGULATIONS 38

Pursuant to Regulations 38 of the Bush Fires Regulations 1954, a person shall not operate harvesting machinery or header in any crop during the prohibited burning times or restricted burning times set out unless a fire extinguisher is carried in the machine.

SLASHER AND ROTARY MOWER BAN

A ban applies to the use of slasher and rotary mowers from 1st December to 28th February during the hours of 6:00am to 6:00pm and from 6:00pm on the day before an extreme or above fire danger rating is forecast from Bureau of Meteorology, unless the use is:

- A. On a property within a townsite, of any size that is reticulated or;
- B. On a property outside the townsite, with the area being slashed or mowed is irrigated or reticulated and is less than 1 hectare.

15.09.23.02 APPOINTMENT OF DUAL FIRE CONTROL OFFICERS

File No:	EME002
Date of Meeting:	21 September 2023
Location/Address:	N/A
Name of Applicant:	Shires of Wandering, Pingelly and Corrigin
Name of Owner:	N/A
Author/s:	Sandie Spencer – Governance Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Item:

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

Description of Proposal:

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

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

In an oversight Mr Brad Bassett was not formally recommended to Council for appointment as a FCO at the March 2023 Bush Fire Advisory Committee (BFAC). Following consultation with the Chief Bushfire Control Officer and the Captain of the Shire of Brookton's Central Volunteer Bush Fire Brigade, the Officer's Recommendation includes that Council appoint Mr Bassett as an FCO.

Background:

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

At the April 2023 Council Meeting, Council made the following appointments:

Position	Appointed
Chief Bush Fire Control Officer	Murray Hall
Deputy Chief Bush Fire Control Officer	Travis Eva
FCO's – Central Brigade	Troy Bassett, Andrew Pike, Ashley Hobbs, William Wilkinson, Neville Messenger, Blair Montague, Anton de Lange
FCO's – East Brigade	Bevan Walters, Darrell Turner, Dennis Wilkinson, Michael Eva
FCO's – West Brigade	Tim Evans, Ross Evans, Len Simmons, Mark

Position	Appointed
	Whittington, Jamie Blight
FCO – Shire of Brookton	Jason Carrall

At the March 2024 BFAC it is expected that Council will be requested to nominate Shire of Brookton FCOs to neighbouring Council's as Dual FCOs.

Consultation:

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

Statutory Environment:

The appointment of Dual FCOs for the 2023/24 Bush Fire season is undertaken in accordance with Sections 38, 39, 40 and 56 – Appointment of Bush Fire Control Officers of the *Bush Fires Act, 1954*.

Relevant Plans and Policy:

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

Financial Implications:

There is no direct financial implications of this matter.

Risk Assessment:

The appointment of Dual FCOs encourages cross border liaison between volunteer bush fire brigades, reducing the organisation risks associated with deployment to fire emergencies.

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

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

Community & Strategic Objectives: Nil.

Comment: Nil

BFAC'S/OFFICER'S RECOMMENDATION

That Council appoint:

1. Brad Bassett as a Fire Control Officer for Central Brigade for 2023/24 fire season; and
2. the following as Dual Fire Control Officer's for the 2023/24 fire season for the Shire of Brookton:

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

(Simple majority vote required)

OCM 09.23-11

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Lilly

That Council appoint:

1. **Brad Bassett as a Fire Control Officer for Central Brigade for 2023/24 fire season; and**
2. **the following as Dual Fire Control Officer's for the 2023/24 fire season for the Shire of Brookton:**

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

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell
Against: Nil

Attachment

- 15.09.23.02A – Letter from Shire of Wandering
- 15.09.23.02B – Letter from Shire of Pingelly
- 15.09.23.02C – Letter from Shire of Corrigin

SHIRE OF WANDERING

22 Watts Street, Wandering, WA. 6308
Ph: 08 9884 1056
www.wandering.wa.gov.au



Our Ref: 05.051.05108 / BF303

Your Ref:

Enquiries: Helen Herbert

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

3 August 2023

Dear Gary,

DUAL FIRE CONTROL OFFICER APPOINTMENTS - 2023/2024

The Shire of Wandering would like to nominate Graham Treasure as Dual Fire Control Officers with the Shire of Brookton for 2023/24 fire season.

If request is approved, please arrange the necessary local advertising.

Should you have any questions regarding this matter, please contact the Shire Office on (08) 6828 1800 or email admin@wandering.wa.gov.au.

Kind Regards,

Alan Hart
CHIEF EXECUTIVE OFFICER

Wandering Road District
Established 1874

YOUR REF:

OUR REF:

ADM0313/OWS2234592

ENQUIRIES:

Sheryl Squiers



18 May 2023

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

Dear Gary

Appointment of Dual Fire Control Officers 2023/24

Council is seeking the appointment of the following Shire of Pingelly Dual Fire Control Officers with the Shire of Brookton for the 2023/24 fire season:

Rodney Leonard Shaddick
Sam MacNamara
Jeffrey Bernard Edwards
Brodie Cunningham
Robert John Lee
Malcolm Leslie Cunningham
Adam Lindsay Watts

If Council's request is approved, please arrange the necessary local advertising.

Should you have any questions in regard to this matter, please contact Sheryl Squiers, Administration Officer Technical on (08) 9887 1066 or email sheryl.squiers@pingelly.wa.gov.au.

Yours faithfully

Andrew Dover
Chief Executive Officer



PO Box 221, Corrigin WA 6375
T: 9063 2203
F: 9063 2005
E: shire@corrigin.wa.gov.au

Our Ref: ES 0001
Contact: Jarrad Filinski
eso@corrigin.wa.gov.au

20 April 2023

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

Dear Garry

RE: APPOINTMENT OF DUAL FIRE CONTROL OFFICERS 2023/2024

The Shire of Corrigin requests the following people be appointed as Dual Bush Fire Control Officers by the Shire of Brookton for the 2023/2024 bush fire season:

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

Yours sincerely

Natalie Manton
Chief Executive Officer

www.corrigin.wa.gov.au

15.09.23.03 REVIEW OF ORGANISATIONAL STRUCTURE – SEPTEMBER 2023

File No:	ORG015
Date of Meeting:	21 September 2023
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:	Simple Majority
Previous Report:	16 February 2023

Summary of Report:

This report seeks approval of a minor review of the Shire of Brookton Organisational Structure that makes adjustment to existing position titles and alignment of duties and reporting responsibilities, particularly relating to the Infrastructure and Works Department.

Description of Proposal:

The proposed and revised Organisational Structure – September 2023 is included as attachment 15.09.23.03A.

The revised Organisational Structure – September 2023 includes:

- an update to reflect staff changes in the Brookton CRC in the Corporate and Community Directorate;
- the removal of the Works Coordinator position. Council has been unable to attract suitable candidates for this senior role;
- the replacement of the Leading Hand position in Roads section of the Infrastructure and Works Directorate with a Senior Leading Hand position. This change reflects the current seniority associated with this position with the incumbent likely to act in the role of Manager Infrastructure and Works from time to time;
- A reduction in the number of staff in the Roads section in the Infrastructure and Works Directorate from eight to six. This number of staff included in the Organisation Chart of February 2023 at Attachment 15.09.23.03B was understated by one position. This section will be tasked in completing the larger road construction and maintenance projects;
- The creation of a Maintenance section in the Infrastructure and Works Directorate. This section, with a Leading Hand and General Hand/Plant Operator, would have as a priority completing the full range of minor road and other maintenance tasks. This work will include maintenance requests that are received daily. This section will be available to assist with other sections when the tasks require additional staff.

In summary there is a reduction of one FTE of the Infrastructure and Works Directorate.

Background:

To enhance and maintain a contemporary approach to service delivery, the Organisational Structure of the Shire is consistently the subject of review.

Council last reviewed the Organisational Structure at their February 2023 Ordinary Meeting. A copy of the Organisational Structure – February 2023 is included at attachment 15.09.23.03B.

Consultation:

Internal consultation has occurred.

Statutory Environment:

This report seeks to aligns to the Council Budget and more particularly the allocation of salaries and wages as part of this process under Section 6.2 (1) of the Local Government Act, 1995.

Relevant Plans and Policy:

Nil at this time.

Financial Implications:

Because staffing levels remain similar it is expected the revised Organisational Structure – February 2023 will not have a significant impact the Salary and Wages budget allocation for the current or next financial year's budget.

Risk Assessment:

There is an assessed 'medium' risk in endorsing the revised Organisational Structure which is only marginally different from the existing framework, and therefore does not present any significant concern.

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, broadly relating to the functions of Governance and Organisational Development.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council endorses the revised Organisational Structure – September 2023, as included in Attachment 15.09.23.03A.

(Simple majority vote required)

OCM 09.23-12

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Lilly

That Council endorses the revised Organisational Structure – September 2023, as included in Attachment 15.09.23.03A.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

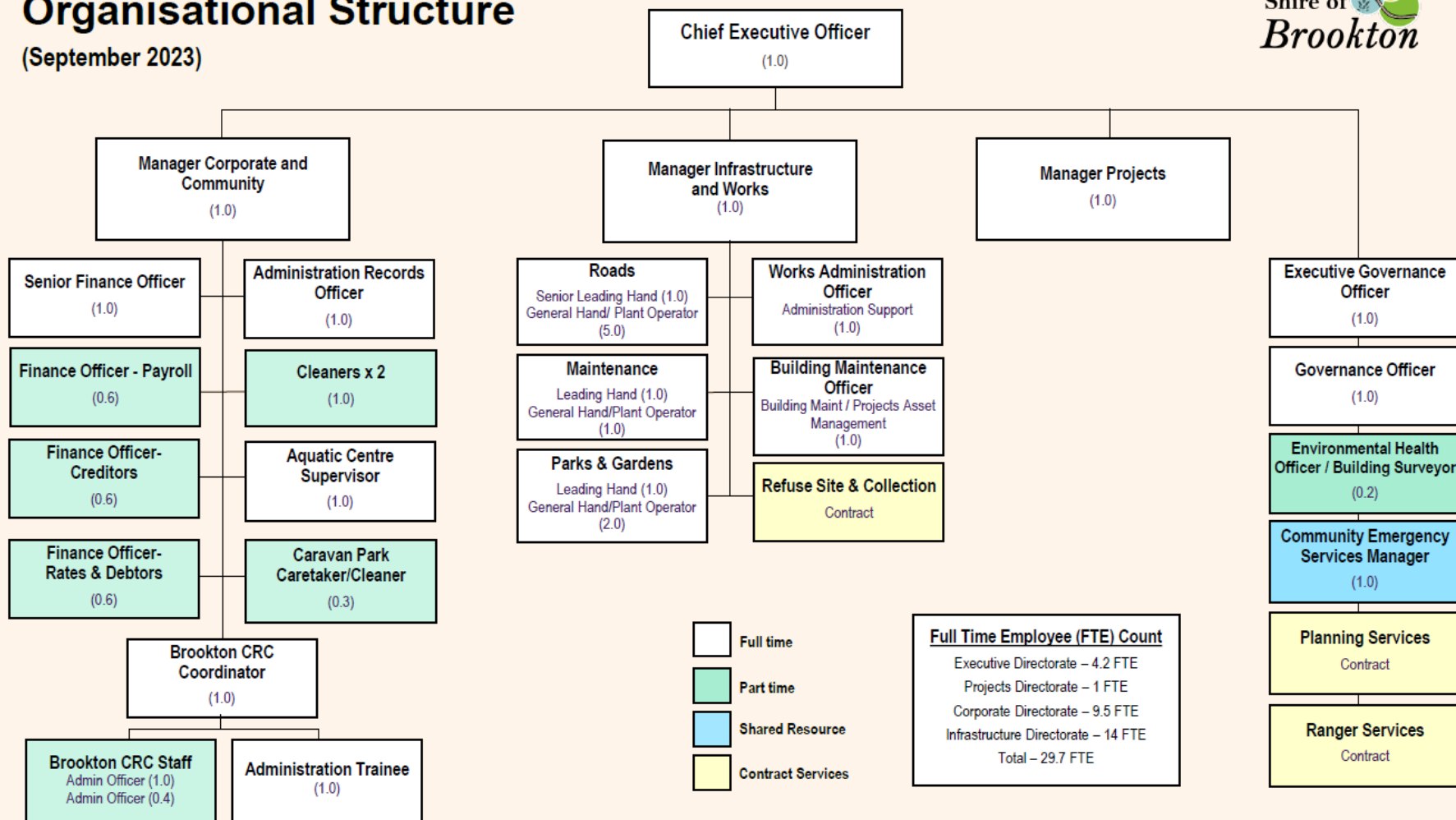
Attachments

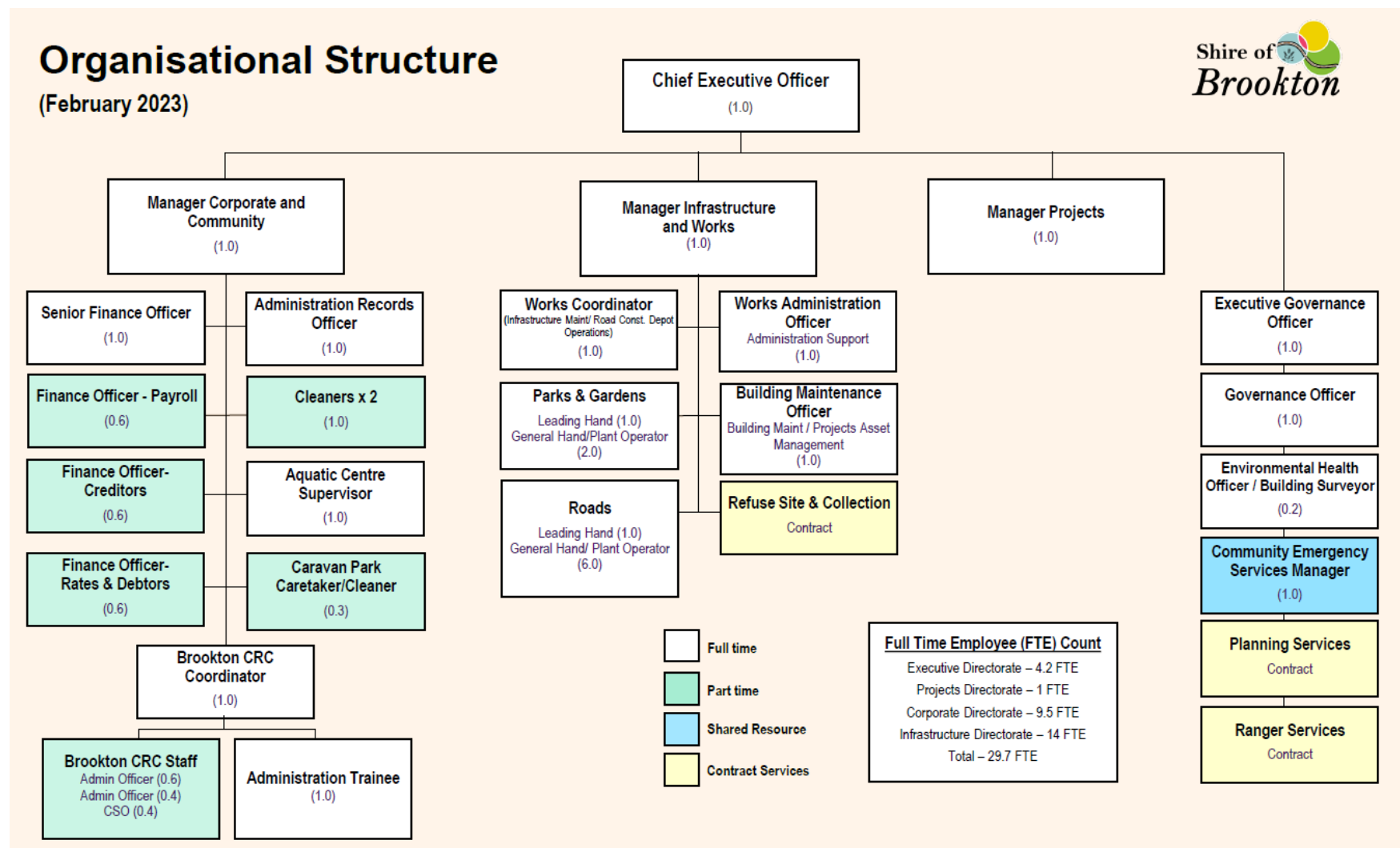
Attachment 15.09.23.03A - Organisational Chart – September 2023.

Attachment 15.09.23.03B - Organisational Chart – February 2023.

Organisational Structure

(September 2023)





15.09.23.04 SPECIAL MEETING OF COUNCIL – ELECTED PRESIDENT DELEGATES

File No:	GOV022A
Date of Meeting:	21 st September 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	15 October 2023

Summary of Report:

Council is to consider holding a Special Meeting of Council to elect Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

Description of Proposal:

The terms of the three retiring Councillors, being Councillors Walker, Lilly and Hartl expire on Saturday 21st October 2023. The terms of the current President and Deputy President also expire on this day.

The next scheduled meeting after the Council election will be the November Ordinary Meeting of Council to be held on Thursday 16th November 2023. While it is possible for Council to not elect a Shire President until this meeting, it is suggested that this period of a month is too long to be without a Shire President.

It is proposed to hold a Special Meeting of Council at 5.15pm on Monday 23rd October 2023 at the Shire of Brookton Council Chambers to conduct the election of Councillors to the Positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

It is expected that from 5.00pm on Monday 23rd October 2023, prior to the meeting, a ceremony to swear in the two successful candidates of the 2023 Council election will be held.

Background:

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

At the October 2022 Ordinary Meeting the following meeting schedule for 2023 was adopted by Council

No	Date	Time
1	Thursday 16 February 2023	6pm
2	Thursday 16 March 2023	6pm
3	Thursday 20 April 2023	6pm
4	Thursday 18 May 2023	6pm
5	Thursday 15 June 2023	6pm

6	Thursday 20 July 2023	6pm
7	Thursday 17 August 2023	6pm
8	Thursday 21 September 2023	6pm
9	Thursday 19 October 2023	6pm
10	Thursday 16 November 2023	6pm
11	Thursday 14 December 2023	6pm

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

Consultation:

Council will advertise any Special Council Meeting.

Statutory Environment:

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

- (1) In this regulation —
meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.
- (2) The CEO must publish on the local government's official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held —
 - (a) ordinary council meetings;
 - (b) committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public.
- (3) Any change to the meeting details for a meeting referred to in subregulation (2) must be published on the local government's official website as soon as practicable after the change is made.
- (4) If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.

Relevant Plans and Policy: Nil

Financial Implications:

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

Risk Assessment:

A delay in the appointment of a Shire President until the November 2023 could possibly result in uncertainty in the leadership of the Shire of Brookton resulting in substantial media or political attention.

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

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

Community & Strategic Objectives:

Council has had a number of local residents or interested people attend Council's meetings. Council should encourage this to occur in 2023 by advertising Special Meetings in the local community.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council conduct a Special Meeting of Council to be held at 5.15pm on Monday 23rd October 2023 at the Shire of Brookton Council Chambers to conduct the election of Councillors to the positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

(Simple majority vote)

OCM 09.23-13

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Bell

That Council conduct a Special Meeting of Council to be held at 5.15pm on Monday 23rd October 2023 at the Shire of Brookton Council Chambers to conduct the election of Councillors to the positions of Shire President, Deputy Shire President and to appoint Councillors to committees.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

16.09.23 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.09.23 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.09.23.01 URGENT BUSINESS – POLICY REVIEW, ROADWISE COUNCIL AND EXTRAORDINARY ELECTION**

File No:	COM002
Date of Meeting:	21 September 2023
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:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider urgent business relating to:

1. the review of Council policy 1.5 – Gifts for Retiring Councillors; and
2. accepting an invitation to become a RoadWise Council; and
3. consider dates for an Extraordinary Election.

Description of Proposal: Nil

Background:

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

Consultation: Nil

Statutory Environment: Nil

Relevant Plans and Policy:

Shire of Brookton Policy

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

5.4 New business of an urgent nature

- (1) In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.
- (2) In subclause (1), 'cases of extreme urgency or other special circumstances' means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the Local Government and must be considered and dealt with by the Council before the next meeting.

Financial Implications: Nil

Risk Assessment:

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	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 relating to:

1. the review of Council policy 1.5 – Gifts for Retiring Councillors; and
2. accepting an invitation to become a RoadWise Council; and
3. consider dates for an Extraordinary Election.

(Simple majority vote required)

OCM 09.23-14

COUNCIL RESOLUTION

MOVED Cr Bell

SECONDED Cr Lilly

That Council consider the urgent business relating to:

1. ***the review of Council policy 1.5 – Gifts for Retiring Councillors; and***
2. ***accepting an invitation to become a RoadWise Council.***
3. ***consider dates for an Extraordinary Election.***

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

17.09.23.02 REVIEW - POLICY 1.5 GIFT FOR RETIRING COUNCILLORS

File No:	GOV031A - Policy Manual (Current)
Date of Meeting:	20 July 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	13.08.18.01 Revision of Policy 1.5 – Gift for Retiring Councillors

Summary of Report:

Council is to consider a review of Council policy 1.5 – Gifts for Retiring Councillors with a reword of the document to afford clarity on what is deemed acceptable recognition for retiring Elected Members in consideration of expending public funds.

Description of Proposal:

The existing policy allows for a function to recognise elected members who serve at least 2 consecutive terms attended by current and recently retired elected members and their partners and staff. This policy was expected to have up to 30 members attend.

A revised draft policy included at attachment 17.09.23.02A with proposed amendments identified. This revised policy:

- maintains the Shire President setting the style and level of the function;
- permits a function to be attended by up to 30 people. There is no requirement that the Shire President would hold a function with the maximum number of attendees for all retiring elected members;
- allows for the possibility of guests to be invited by the retiring elected members. This could include previous elected members with whom the retiring elected members served but who no longer qualify to attend a function under this policy; and
- permits a maximum expenditure of \$2,250. This level of expenditure would permit a function for 30 people of up to \$75 per attendee.

In 2023 Cr Walker will retire as an elected member after serving two terms of 15 and 14 years respectively. While this level of service is not common, the Council policy must allow appropriate recognition of all levels of service.

Background:

With the expiry of the terms of several elected members in October 2023, the Council policy relating to appropriate recognition of elected member service is appropriate. The current policy was last amended in 2018.

Consultation: Nil

Statutory Environment:

Council's role in determining the Local Government's Policies is defined in Section 2.7(2)(b) of the Local Government Act (1995).

Relevant Plans and Policy:

This report seeks to review and amend existing policy.

Financial Implications:

If adopted, this policy will cap the level of expenditure for gifts and functions applicable to this policy at \$2,250 (GST Exclusive). This amount is broadly based on attendance of 30 people at \$75 per person for meal, drinks and gifts.

Risk Assessment:

The current policy provides clarity and minimises the risk of perception that the recognition of elected member service is excessive but requires review to provide an appropriate level of recognition for exemplary service.

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

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

Community & Strategic Objectives: Nil

Comment: Nil

OFFICER'S RECOMMENDATION

That Council adopt the revised Policy 1.5 – Gift for Retiring Councillors included at attachment 17.09.23.02A.

(Simple majority vote required)

OCM 09.23-15

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Bell

That Council adopt the revised Policy 1.5 – Gift for Retiring Councillors included at attachment 17.09.23.02A.

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

Attachments

Attachment 17.09.23.02A - Draft Policy 1.5 Gift For Retiring Councillors.

1.5 GIFT FOR RETIRING COUNCILLORS

Directorate:	Executive			
Statutory Environment:	Local Government Act, 1995			
Council Adoption:	Date:		Resolution #:	305/03
Last Amended:	Date:	Aug 2018	Resolution #:	13.08.18.01
		Sept 2021		OCM 09.21-11
Review Date:	June 2023			

Objective:

To detail the protocol to be followed in acknowledging the services of retiring Councillors.

Policy:

1. A gift purchased for a retiring Councillor, irrespective of length of service, shall constitute a framed certificate in gratitude of service as an elected member.
2. A Councillor, upon retirement, is entitled to a dinner or function to be held in recognition of their continuous two terms of service (8 years) to the Shire, subject to their agreement.

The style of dinner or function is to be at the discretion of the Shire President with the parameters of the event being limited to:

- a. The invitation list **may** consisting of:
 - Retiring members that qualify under this section of the policy and their spouse/partner;
 - **up to 8 guests of the retiring members that qualify under this section of the policy;**
 - Sitting and immediately retiring elected members who do not qualify under this section of the policy and their spouse/partner; and
 - Current Senior Employees **and their spouse/partner.**
- b. The total cost of the event including all food and refreshments not exceeding **\$1,500 2,250 (excludes GST Exclusive).**
- c. Where an elected member is "stood down", "suspended", or their term of office expired without completing two terms of office, they shall only be entitled to a gift of a framed certificate of service.

17.09.23.03 ROADWISE COUNCIL

File No:	REL003 WALGA
Date of Meeting:	21 September 2023
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	N/A

Summary of Report:

Council is to consider becoming a RoadWise Council.

Description of Proposal:

The Shire of Brookton has been invited to become a RoadWise Council. This is new initiative of WALGA that seeks to encourage, motivate and support Local Governments to incorporate best practice road safety principles and policy across their business services to reduce the number of people killed and seriously injured on local roads.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting Local Governments in working towards delivering best practice road safety. The Framework takes into account the elements which determine the level of safety of the road transport system within the context of Local Governments.

To register, Local Governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

The benefits for Local Governments that register as RoadWise Councils include:

- use of the Road Wise logo;
- priority access to WALGA's road safety services and products;
- exclusive quarterly meetings and support from a Road Safety Advisor;
- priority access to participate in WALGA's road safety policy development, training, professional development forums and knowledge-sharing workshops offered by WALGA;
- access to incentives and sponsored programs, and
- participation in the new RoadWise Recognised initiative.

Being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions.

RoadWise Recognised will assist Local Governments with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

Cr Lilly has previously advised of her interest in road safety matters and Council's Manager Infrastructure and Works, Mr Les Vidovich, has direct operational responsibility for most aspects of road safety and management.

Background:

The previous RoadWise program was focused on community events and activities to encourage driver behaviour change.

Consultation:

Council has received information from WALGA and a presentation from Mr Rodney Thornton, Regional Road Safety Advisor.

Statutory Environment:

Road authorities owe all road users a duty of care and must do what is reasonable to make them aware of deficiencies in the road transport system, to assess and prioritise them, and have a system for remedying them.

Relevant Plans and Policy:

This Officer's Recommendation may need to be reflected in the implementation of existing or new council policies.

Financial Implications:

There are no budget implications to register as a RoadWise Council.

Risk Assessment:

There are few identifiable consequences for becoming a RoadWise Council.

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

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

Community & Strategic Objectives:

This Officer's Recommendation may need to be incorporated when strategic plans are reviewed.

Comment: Nil

OFFICER'S RECOMMENDATION

That Council accept WALGA's invitation to register as a RoadWise Council and appoint:

1. Cr Lilly as the Council delegate for RoadWise Council activities; and
2. appoint Mr Les Vidovich as the primary point of contact for RoadWise Council and road safety matters.

(Simple majority vote required)

OCM 09.23-16

COUNCIL RESOLUTION

MOVED Cr Walker

SECONDED Cr Bell

That Council accept WALGA's invitation to register as a RoadWise Council and appoint:

- 1. Cr Lilly as the Council delegate for RoadWise Council activities; and***
- 2. appoint Mr Les Vidovich as the primary point of contact for RoadWise Council and road safety matters.***

CARRIED BY SIMPLE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

17.09.23.04 WESTERN AUSTRALIAN ELECTORAL COMMISSION – EXTRAORDINARY ELECTION - FRIDAY 14TH MARCH 2024

File No:	GOV029A2
Date of Meeting:	21 st September 2023
Location/Address:	Shire of Brookton
Name of Applicant:	N/A
Name of Owner:	Gary Sherry – Chief Executive Officer
Author/s:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The author and authorising officer has an impartiality interest in this matter as the default Returning Officer by legislation
Voting Requirements:	Absolute Majority
Previous Report:	N/A

Summary of Report:

Council's consideration and endorsement of an extraordinary election arising from the failure to obtain the required number of candidate nominations for the vacant positions of Councillor at the October 2023 local government elections.

Description of Proposal:

At the close of the 2023 Local Government Election Nominations on Thursday 7th September 2023, an insufficient number of candidate nominations were received to fill all the four available Councillor vacancies in the Shire of Brookton.

This means an extraordinary election needs to be conducted in the Shire of Brookton to fill these vacancies.

Due to a range of operational factors, the earliest date the WA Electoral Commission (WAEC) can conduct an extraordinary election for the Shire of Brookton is Friday 1 March 2024. The WAEC can also be engaged to conduct an extraordinary election on an alternative date after 1 March 2024.

Below are the key dates to consider for a 1 March election:

Election Activity	Date	Date
Election date	Wed 1 Mar 2023	Thu 14 Mar 2024
Last day for election to be declared by EC	Tue 12 Dec 2023	Mon 25 Dec 2023
Roll close	Thu 4 Jan 2024	Wed 24 Jan 2024
Nominations open	Wed 10 Jan 2024	Tue 30 Jan 2024
Nominations close	Wed 17 Jan 2024	Tue 6 Feb 2024

The Officer believes that a Thursday 14 March 2024 election would be more suitable, with key activities being completed prior to summer holidays or closer to the end of this period.

It is possible for the Shire staff to conduct a voting in person election, but given the increased complexity of the proportional, preferential voting system, this is not supported in the Officer's Recommendation.

Once an election date is confirmed, the WAEC will provide more information about costings, timelines and operational details. The WAEC did provide a cost estimate of \$17,000 to complete the 2023 local government election and Council should expect a similar cost. The basis of this cost estimate is that:

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

The WAEC cost estimate does not incorporate costs of:

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

Background:

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

Consultation:

Council has released publicity around the failure to attract the required number of candidates and alerted the community to a future election.

Statutory Environment:

Local Government Act 1995

4.9. Election day for extraordinary election

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

4.17. Cases in which vacant offices can remain unfilled

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

* Absolute majority required.

4.20. CEO to be returning officer unless other arrangements made

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

* Absolute majority required.

- (3) An appointment under subsection (2) —
 - (a) is to specify the term of the person's appointment; and

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

* Absolute majority required.

4.61. Choice of methods of conducting election

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

* Absolute majority required.

Relevant Plans and Policy: Nil

Financial Implications:

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

Council has allocated \$17,000 in the 2023/24 Council Budget to hold elections in 2023/24.

Risk Assessment:

There are few variables in this decision of Council where negative impacts are 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: Nil

Comment:

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

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

OFFICER'S RECOMMENDATIONS

That Council

1. declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election to be held on Thursday 14th March 2024; and
2. decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the extraordinary election to be held on Thursday 14th March 2024 will be as a postal election.

(Absolute majority vote required)

OCM 09.23-17

COUNCIL RESOLUTION

MOVED Cr Lilly

SECONDED Cr Bell

That Council

1. ***declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Western Australian Electoral Commissioner to be responsible for the conduct of the extraordinary election to be held on Thursday 14th March 2024; and***
2. ***decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the extraordinary election to be held on Thursday 14th March 2024 will be as a postal election.***

CARRIED BY ABSOLUTE MAJORITY VOTE 4/0

For: Cr Crute, Cr Walker, Cr Lilly, Cr Bell

Against: Nil

18.09.23	CONFIDENTIAL REPORTS
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Nil.

19.09.23	NEXT MEETING & CLOSURE
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The next Ordinary meeting of the Council will be held on Thursday 19th October 2023 commencing at 6.00 pm.

There being no further business, the Shire President, Cr Crute, declared the meeting closed at 6:20pm.