



AGENDA – Revised

Ordinary Meeting of Council

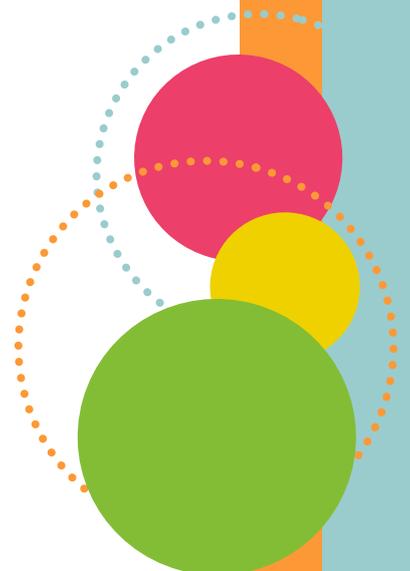
To be held on:

Thursday 24 July 2025 at 6:00pm

Shire of Brookton Council Chamber

14 White Street, Brookton

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





NOTICE OF MEETING

Dear Councillor, Resident or Ratepayer,

Notice is hereby given that the Ordinary Meeting of the Brookton Shire Council will be held on Thursday 24th July 2025 in the Council Chambers at the Shire Administration Centre commencing at 6.00 pm.

The business to be transacted is shown in the agenda.

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

Gary Sherry
CHIEF EXECUTIVE OFFICER
18th July 2025

DISCLAIMER

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

Living Values

Collaborate

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

I will

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

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

I will

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

Learn

Integrity

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

I will

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

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

I will

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

Resilient

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1.07.25 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

Recording of proceedings

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

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

2.07.25 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

Elected Members (Voting)

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

Staff (Non-Voting)

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

Apologies

Cr L McCabe

Leave of Absence

Nil.

Members of the Public

Nil at this time.

3.07.25 USE OF COMMON SEAL

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

Use of Common Seal Register		
File Ref:	Purpose	Date Granted
COM004	Brookton Mens Shed Lease Agreement	14/07/2025

4.07.25 DELEGATED AUTHORITY – ACTIONS PERFORMED

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

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

BUILDING			
Permit No.	Lot & Street	Type of Building Work	Date Granted
18-24/25	510 Brookton Highway	Replacement Patio for Brookton Aquatic Centre	04/06/2025
19-24/25	80 Brookton Highway	New Garage	11/06/2025
20-24/25	93 Jose Street	Spa & Spa Barrier	18/06/2025

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
A158	P2025-005	1525 Boyagarra Road	Multipurpose Storage Shed	04/06/2025
Various	P2025-004	87 Richardson Street	Upgrade CBH Rail Loading Facilities	19/06/2025

5.07.25 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

6.07.25 PUBLIC QUESTION TIME

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

Nil at this time.

7.07.25 APPLICATIONS FOR LEAVE OF ABSENCE

Nil at this time.

8.07.25 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil at this time.

9.07.25 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

9.07.25.01 ORDINARY MEETING OF COUNCIL – 19 JUNE 2025

That the minutes of the Ordinary meeting of Council held in the Shire of Brookton Council Chambers, on 19th June 2025, be confirmed as a true and correct record of the proceedings.

9.07.25.02 SPECIAL MEETING OF COUNCIL – 24 JUNE 2025

That the minutes of the Special meeting of Council held in the Shire of Brookton Council Chambers, on 24th June 2025, be confirmed as a true and correct record of the proceedings.

9.07.25.03 AUDIT AND RISK COMMITTEE MEETING – 24 JULY 2025

That the minutes of the Audit and Risk Committee Meeting held in the Shire of Brookton Council Chambers, on 24th July 2025, be confirmed as a true and correct record of the proceedings.

10.07.25 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil at this time.

11.07.25 DISCLOSURE OF INTERESTS

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

Disclosure of Financial & Proximity Interests

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

Disclosure of Interest Affecting Impartiality

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

12.07.25 TECHNICAL & DEVELOPMENT SERVICES REPORTS**12.07.25.01 DEVELOPMENT APPLICATION – OVERSIZE OUTBUILDING – 43 GAYNOR STREET, BROOKTON**

File No:	A274
Date of Meeting:	24 July 2025
Location/Address:	Lot 167 on Deposited Plan 222184 (No. 43) Gaynor Street, Brookton
Name of Applicant:	Timothy Prior
Name of Owner:	As above
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider a Development Application for an oversized outbuilding.

Description of Proposal:

The development application proposes an outbuilding of 162m² (18m long x 9m wide). It will have a wall height of 3.6m and will be 4.47m to the roof apex. The walls and roof are proposed to be Slate Grey Colourbond. A location plan is included at Attachment 12.07.25.01A.

The applicant advises the outbuilding will be used for storage purposes.

The proposed outbuilding is located 6m from the southern boundary and approximately 40m from the eastern boundary. Details provided by the applicant are included at Attachment 12.07.25.01B.

Background:

The site is 1.3978 hectares in area and contains an existing dwelling and outbuildings. The total area of existing outbuildings is approximately 125m². The applicant proposes to retain all existing outbuildings.

Smaller sheds (outbuildings) are typically exempt from the requirement to obtain development (planning) consent if the total area of the outbuilding(s) is 60m² or below on Residential zoned land and they meet other deemed-to-comply requirements of the *Residential Design Codes*.

This application is required to be considered by Council given the proposed outbuilding combined with the existing outbuildings is over 75m² on Residential zoned land as referenced in Council's *Policy 3.6 Outbuildings* included at Attachment 12.07.25.01C.

Consultation:

The Shire sought comments from adjoining and nearby neighbours on this Development Application for 14 days. No submissions were received.

Statutory Environment:

Planning and Development Act 2005

The site is zoned 'Residential R12.5/R25' in LPS4. The site is not located within a bushfire prone area.

Relevant Plans and Policy:

There is a need to review aspects of Policy 3.6 *Outbuildings* including the maximum total area of an outbuilding(s) on Residential zoned land. There is also a need to amend the criteria, outlined in the table for Residential R10 and below, from 10m² to at least 75m² for the maximum total area for all outbuildings on the lot.

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Risk Assessment:

There is a low risk that the applicant may request a review of the Council's decision to the State Administrative Tribunal.

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

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

Community & Strategic Objectives:

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

Comment:

The application requires Council determination given the outbuilding area of 162m² exceeds the maximum area of 75m² set out in Council's Policy 3.6 *Outbuildings*. The total area of existing outbuildings is approximately 125m². The cumulative area of existing and proposed

outbuildings is approximately 290m². Accordingly, this application does not comply with *Policy 3.6 Outbuildings* relating to floor area.

While noting the application is inconsistent with Council Policy 3.6, given it is 'oversize', the Development Application is conditionally supported given:

- The application is considered consistent with Design Principle P3 Outbuildings of *State Planning Policy 7.3 - Residential Design Codes* which states 'Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.' This includes that the outbuilding is well setback from Gaynor Street, McGrath Street and neighbouring properties;
- The outbuilding is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance including that it will have Colourbond walls and roof;
- No objections or issues were raised by neighbours;
- The outbuilding is not located within a designated bushfire prone area;
- There will be no overshadowing onto neighbouring dwellings;
- The property is large for a Residential zoned property and the cumulative area of existing and proposed outbuildings is approximately 2% of the site area; and
- Recommended development conditions and advice can assist to control the use and management of the development.

The proposed outbuilding is recommended for conditional approval.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for an outbuilding on Lot 167 on Deposited Plan 222184 (No. 43) Gaynor Street, Brookton pursuant to Schedule 2, Part 9, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

- 1. The development hereby approved must be carried out in accordance with the submitted plans and specifications (addressing all conditions) or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 2. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the outbuilding shall be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.***
- 3. The outbuilding is not used for industrial, commercial or habitable purposes.***
- 4. The outbuilding walls and roof are clad in Colorbond to the satisfaction of the local government.***

Advice Notes

- A) The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.***
- B) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval will lapse and be of no further effect.***
- C) If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.***

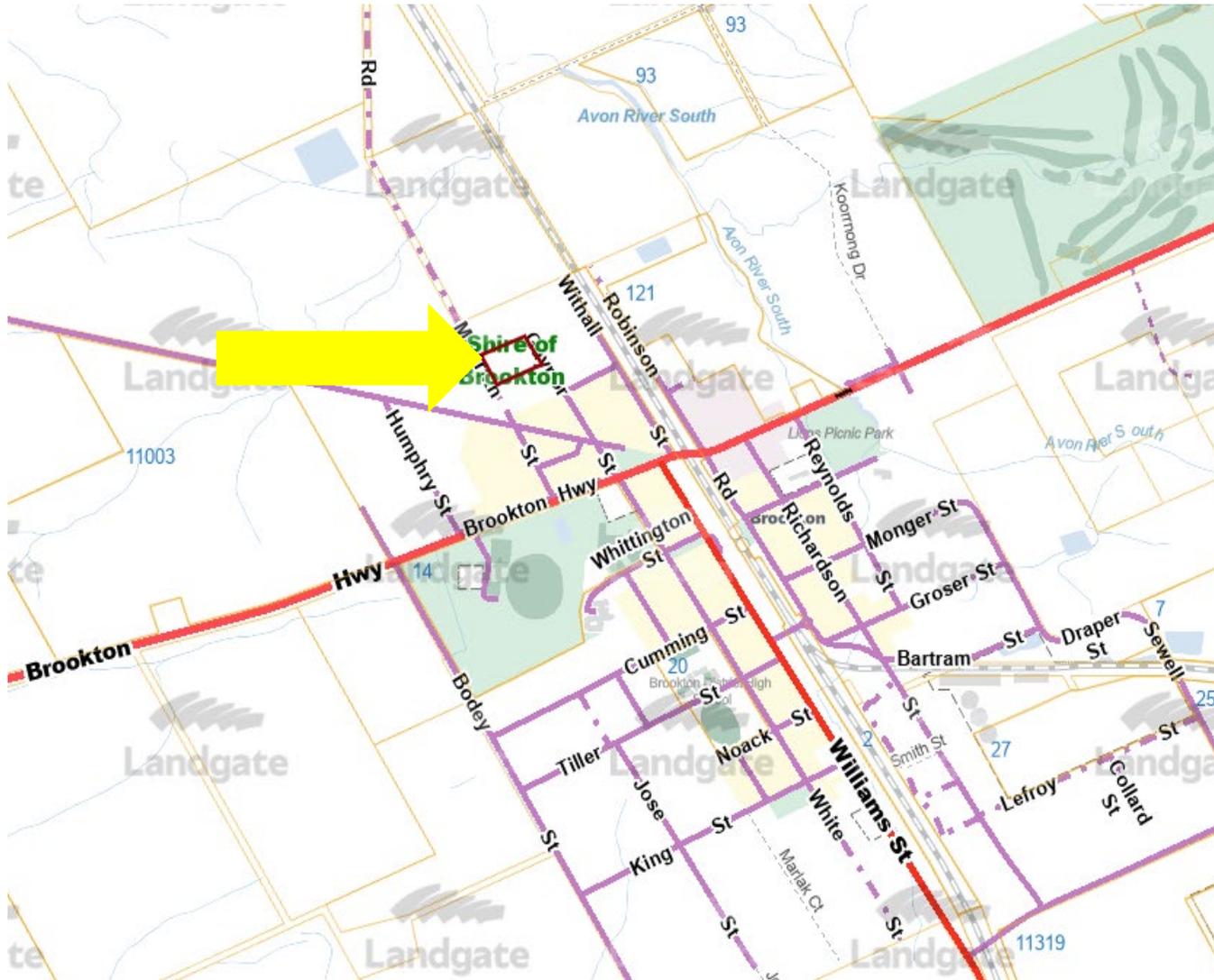
(Simple majority Vote required)

Attachments

Attachment 12.07.25.01A– Location Plan

Attachment 12.07.25.01B – Details from applicant

Attachment 12.07.25.01C – Policy 3.6 – Outbuildings





**LOCAL PLANNING SCHEME NO. 4
APPLICATION FOR DEVELOPMENT APPROVAL**

Land Owner Details			
Full Name: TIMOTHY ROBERT PRIOR			
ABN: (if applicable)			
Postal Address: 43 GAYNOR ST, BROOKTON, WA, 6306			
Phone	Work:	Home:	Mobile: [REDACTED]
Email: [REDACTED]			
Contact Person for Correspondence:			
<i>The Signature of the owner(s) is required on this application in order for it to proceed. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).</i>			
Signature: [Signature]			Date: 11/6/2025
Signature:			Date:

Applicant details (if different from owner)			
Name:			
Address:			
Phone	Work:	Home:	Mobile:
Email:			
Contact Person for Correspondence:			
It is accepted the information and plans provided with this application may be made available by the Local Government for Public viewing.			
Signature:			Date:

Property Details		
Lot No:	House/Street No: 43	Location No:
Diagram or Plan No:	Certificate of Title Vol. No:	Folio:
Title encumbrances (e.g. easements, restrictive covenants, etc):		
Street Name: GAYNOR ST		Suburb: BROOKTON
Nearest street intersection: Matthew St		

Proposed Development

Nature of Development, (Works, Land/Premise Use or Works and Use):

Works Use Works & Use

Is an exemption from development claimed for part of the development? Yes No

If yes, is the exemption for: Works Use

Description of proposed works and/or land use:

9m x 18m x 3.6m high Shed for storing Personal Items and personal use

Nature of any existing buildings and/or land use:

- House
- open front shed - 9m x 5m
- Garden shed

Approximate cost of proposed development (GST Exclusive):

\$65,000

Estimated time of completion: 6 months

CHECK LIST FOR SUPPORTING DOCUMENTS

SITE PLANS

- Electronic delivery – One (1) copy of the site plan with the proposed development at a scale of not less than 1:500
- Hard Copy delivery - Two (2) copies of the site plan with the proposed development at a scale of not less than 1:500
- Scale to be notated
- North point
- Street Name – Lot number and if appropriate house number
- Location of existing and proposed buildings on site
- Means of access (crossover, driveway, etc.)

HOME OCCUPATIONS, COTTAGE INDUSTRIES or LAND USE APPLICATIONS

- Details of the proposal
- Hours of operation (including operating times during the day and days of operation during the week)
- Location of the proposal on site (see Site Plans)
- Details of access and parking (see Site Plans)

Should an Application for Development Approval not contain all the requirements, as detailed above, it will be considered incomplete and will not be accepted by the Shire of Brookton.

OFFICE USE ONLY

Lodgment Date: 12/6/25

Property Assessment No.: A274

Fee Payable: \$208.00

Payment Date: 13/6/25

Receipt No: 49506



3.6 OUTBUILDINGS

Objective

To provide a guide for the assessment and determination of applications for planning approval for outbuildings (sheds/garages) in all zones.

1. BACKGROUND

Under the Shire of Brookton's Local Planning Scheme No. 4, Planning Approval is may be required for a shed (outbuilding) in some zones.

The Shire's Local Planning Scheme has no criteria under which an application for an outbuilding is to be determined. As such, the objective of this policy is to give clarity as to what the development standards are in relation to outbuildings within specific land use zones.

2. OBJECTIVES OF THE POLICY

The primary objectives are to:

- 2.1 Limit the impact of outbuildings by specifying maximum areas and height, location, material colour, landscaping and the like.
- 2.2 Ensure aesthetic and amenity impacts on neighbouring properties are considered when determining outbuilding proposals.
- 2.3 Recognize "Sheds" and "Sea Containers" in the Residential and Commercial zones are defined as outbuildings where the floor area greater than 10m². Outbuildings with a floor area of 10m² or less do not require a Planning Approval or Building Permit.
- 2.4 Recognize that outbuildings that accord to the deemed-to-comply provisions of the Residential Design Codes are exempt from planning approval in accordance with Clause 61; Part 7; Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

3. POLICY

- 3.1 Ablution facilities within outbuildings will only be approved in accordance with this policy for 'Farming' zoned allotments of 10 hectares or more in area to support on farm agricultural activities. In all other circumstances an application for planning approval is to be submitted with accompanying justification for consideration and determination by Council on merit.
- 3.2 The construction of an outbuilding on vacant land in all zones other than the Rural and Rural Smallholdings zones is not permitted without an application for a residence having been approved and construction having first commenced.
- 3.3 Sea containers are only supported as outbuildings for storage purposes in the Residential, Rural Residential, Rural Enterprise, Commercial, and Special Use zones where the applicant can demonstrate the sea container will not have a detrimental impact on the amenity of the property or surrounding area and is not highly visible from the street. Sea containers for storage purposes in General Industry, Light Industry, and Rural zones do not require planning approval.

3.4 Within the Residential zone and on lots of less than 2ha in all other Zones, outbuildings other than a carport or garage will not be permitted in the area between the house and the front boundary of the property. Front setbacks for carports and garages in the 'Residential' and 'Commercial' zones will be subject to the *Residential Design Codes* standards.

3.5 This Policy does not apply to large scale agricultural, industrial, and commercial buildings that are assessed against the General Development requirements as presented in Table 5; Schedule 1 of Local Planning Scheme No.4.

Zone	CRITERIA			
	Maximum Total area for all outbuildings on the lot (m2)	Maximum individual area of proposed outbuilding (m2)	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0
Residential R10 and below	10	75	3.0	4.0
Rural Residential, Rural Enterprise and Rural smallholding	200	150	3.0	4.0
Rural (below 1 hectare)	100	75	3.0	4.0
Rural (between 1 hectare and 10 hectares)	200	150	3.0	4.0

Resolution No: OCM 06.25-20
Resolution Date: 19 June 2025

12.07.25.02 10 YEAR ROAD CONSTRUCTION PROGRAM

File No:	ROA006
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Kevin D'Alton– Acting Manager Infrastructure and Works
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	The authors have no financial interest in this matter
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider the 10-Year Road Construction Program for the Shire of Brookton that will provide direction to staff in seeking future funding to complete these works.

Description of Proposal:

The 10-Year Road Construction Program includes a comprehensive range of works including:

- Full road reconstructions
- Gravel sheeting and resheeting
- Reseals (single and two-coat)
- Tree lopping and mulching
- Drainage improvements
- Car park upgrades and shoulder widening

Each year includes a structured and costed list of projects funded from the following revenue sources:

- BS - Brookton Shire funding
- RRG - Regional Road Group
- R2R - Roads to Recovery
- WSN - Wheatbelt Secondary Freight Network

The summary of the proposed road projects through to the 2033/34 financial year

Year	Expenditure \$
2025/26	1,258,909
2026/27	1,079,033
2027/28	1,077,448
2028/29	1,077,448
2029/30	1,077,448
2030/31	1,077,448
2031/32	1,077,448
2032/33	1,077,448
2033/34	1,077,448
Total	9,880,078

The detailed 10-Year Road Construction Program 2025/26 – 2033/34 is included at Attachment 12.07.25.02A.

Background:

The Shire of Brookton is committed to delivering a sustainable, safe, and well-maintained road network that supports community needs, agricultural transport, and regional connectivity. This long-term plan consolidates previous planning efforts and integrates funding availability, asset condition assessments, and community priorities.

Consultation: Nil

Statutory Environment:

The proposed works are aligned with the Local Government Act 1995 and the Integrated Planning and Reporting Framework. All projects will be included in the relevant Annual Budgets and adopted Forward Capital Works Plans.

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

The program is subject to annual budget approval. Funding sources have been identified for each project. Council may revise works annually depending on asset condition and funding changes.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment: Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. endorses the 10-Year Road Construction Program 2025/26 – 2033/34 as included at Attachment 12.07.25.02A; and***
- 2. notes that the implementation of projects is subject to annual budget adoption and funding availability.***

(Simple majority vote required)

Attachment

Attachment 12.07.25.02A – 10 Year Road Construction Program 2025/26 – 2033/34.

Road	Description of Work	Funded	Total Amount
2025/26			
Corberding Road (Gaynor to McGrath)	Footpath construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$62,000
York/Williams Road	Full Construction 3000m	RRG	\$593,100
Youralling Road	Gravel Sheeting, 2000m	R2R	\$83,771
Young Road	Gravel Sheeting, 1500km	R2R	\$57,000
Ramsay Road	Gravel Sheeting 1000m, reconstruct Culverts and approaches	R2R	\$88,785
McGrath Street	Reseal works 7mm	R2R	\$12,000
Richardson Street	Reseal works 7mm	R2R	\$55,000
White Street	Mill and Fill, Ashphalt	R2R	\$55,000
South Dale Road	Gravel Sheeting 2000m	R2R	\$93,253
Volley Ball Car Park	Reseal works 7mm	BS	\$41,000
Swimming Pool Car Park	Reseal Works 7mm	BS	\$27,000
Sports Pavillion	Reseal Works and Ashphalt	BS	\$41,000
Dangin Mears Road	Reconstruct	WBSF	
			\$1,258,909
2026/27			
Corberding Road McGrath st to Humphrey	Footpath construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
York/Williams Road	Full Construction 2000m	RRG	\$350,122
Brookton Kweda Road	Full Construction 2000m	RRG	\$244,126
McGrath Street Section 2.	Reseal 1 coat seal. 7mm	R2R	\$54,000
Robinson Street Roundabout	Mill and fill, Black Asphalt	R2R	\$85,000
Avonbank and Korrnong Street	Full Construction and reseal works	R2R	\$122,893
Boyagarra Road	Profile and widen (7m), 0 SLK to 1.42SLK, 2 coat seal	R2R	\$122,892
Aldersyde North Road	Reconstruct	WBSF	
			\$1,079,033
2027/28			
Withall Street	Footpath construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Brookton Kweda Road	Full Construction 2000m	RRG	\$592,663
Walwalling Road	Gravel Sheeting, 3000m	R2R	\$128,262
McCabe Road	Gravel Sheeting, Reconstruct drains 3000m	R2R	\$128,262

Road	Description of Work	Funded	Total Amount
Hill Croft Road	Gravel Resheeting, 3000m	R2R	\$128,261
Aldersyde North Road	Reconstruct	WBSF	
			\$1,077,448
2028/29			
Corberding Road Town Side	Footpath construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Brookton Kweda Road	Full Construction 2000m	RRG	\$592,663
Hillcroft Road	Gravel Sheeting, 3000m	R2R	\$155,955
Walwalling Road	Gravel Sheeting, 3000m	R2R	\$155,954
Collard Street	Reseal, 1 coat seal	R2R	\$72,876
Aldersyde North Road	Reconstruct	WBSF	
			\$1,077,448
2029/30			
Sports Pavillion Road Entry	Reseal, 1 coat seal	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Moorumbine Road	Full Construction 2000m	RRG	\$592,663
Boyagarra Road	Widen shoulders, 2 coat seal, 2000m	R2R	\$125,726
Boyagarra Road	Gravel Sheeting, 4000m	R2R	\$259,059
Aldersyde North Road	Reconstruct	WBSF	
			\$1,077,448
2030/31			
Caravan Park Ring road	100mm road base	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Moorumbine Road	Full Construction 2000m	RRG	\$592,663
Boyagarra Road	Widen shoulders, 2 coat seal, 2000m	R2R	\$128,263
Austin Road	Gravel Sheeting, 2500m	R2R	\$128,261
Mills Road	Gravel Sheeting, 2500m	R2R	\$128,261
Aldersyde Pingelly Road	Reconstruct	WBSF	
			1,077,448
2031/32			
McGrath Street	Footpath Construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000

Road	Description of Work	Funded	Total Amount
Moorumbine Road	Full Construction 2000m	RRG	\$592,663
Richardson St. Monger st. Train line	Reseal, 1 coat seal	R2R	\$128,262
Tiller Street	Prepare and 2 coat seal (400m x 8m)	R2R	\$128,262
Mills Road	Gravel Sheeting, 2500m	R2R	\$128,261
Aldersyde Pingelly Road	Reconstruct	WBSF	
			\$1,077,448
2032/33			
McGrath Street	Footpath Construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Yeo Road	Full Construction 2000m	RRG	\$592,663
Dangin Mears South	Gravel Sheeting, 4000m	R2R	\$259,060
Watts Road	Gravel Sheeting, 3000m	R2R	\$125,725
Aldersyde Pingelly Road	Reconstruct	WBSF	
			\$1,077,448
2033/34			
Withall Street	Footpath Construction	BS	\$50,000
Rural Roads	Tree Lopping and Mulching	BS	\$50,000
Yeo Road	Full Construction 2000m	RRG	\$592,663
McCooke Road	Gravel Sheeting, 2500m	R2R	\$128,262
Jaensch Road	Gravel Sheeting, 2500m	R2R	\$128,262
Fancote Road	Gravel Sheeting, 2500m	R2R	\$128,261
Aldersyde Pingelly Road	Reconstruct	WBSF	
			\$1,077,448
			\$9,880,078

12.07.25.03 DOG KENNELS (BREEDING AND BOARDING) - LOT 1 GREAT SOUTHERN HIGHWAY, BROOKTON

File No:	A760
Date of Meeting:	24 July 2025
Location/Address:	Lot 1 on Diagram 80139 Great Southern Highway, Brookton
Name of Applicant:	Pamela Cook
Name of Owner:	Pamela Cook
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider a Development Application for dog at Lot 1 Great Southern Highway, Brookton.

Description of Proposal:

The applicant proposes to build dog kennels for the purpose of breeding and short term boarding in the central section of the site. The location of the application site is outlined in Attachment 12.07.25.03A.

The dog kennels are proposed to be setback approximately 75 metres from the western property boundary (Great Southern Highway). Details provided by the applicant are set out in Attachment 12.07.25.03B.

The proposal includes:

- The total number of dogs over the age of 3 months kept on site will be 15;
- The kennel area will consist of a shed, 2 converted sea containers (20ft) and several exercise yards;
- The shed will contain 3 enclosures for large dogs (measuring 1.5m x 1.85m each as well as an individual 'yard'), a kitchenette and grooming zone;
- Each sea container (kennel zone) will house 6 small dogs. Each dog will be kept in an enclosure measuring 0.9m x 4.5m and will consist of a 0.9m x 1.5m internal temperature controlled area and an individual 'run';
- Each sea container will be lined and insulated, and will be fitted with a 2m x 1.6m sliding window, and sliding door at one end;
- A communal grassed area with a sandpit will be provided;
- The kennel area will be partially shaded with existing mature trees;
- Water will be supplied from rainwater tanks and a bore;
- Landscaping will be provided on the western, eastern and southern sides of the kennel area;
- The kennel area will be fenced with corrugated iron (ironstone colour) at a height of 1.67m for the small dog area and 1.8m for the large yards;
- The existing shed and kennel buildings will be painted Dulux Ironstone;
- All gates will be self-closing; and
- The kennels are proposed to be operated by the landowner who lives on-site.

Background:

The site:

- Is situated approximately 6km north of the Brookton townsite;
- Has an area of 1.2767 hectares;
- Contains an existing dwelling and various ancillary buildings;
- Is predominantly cleared; and
- Adjoins Great Southern Highway to the west.

The site is surrounded by 'Rural' zoned land. The adjoining and nearby properties are generally larger. The locality has a rural character containing large open paddocks along with clusters of remnant vegetation.

A review of aerial photography reveals the closest off-set dwelling from the kennels is approximately 1.2 kilometres away to the west.

Consultation:

The Shire sought comments from adjoining and nearby landowners (within 2km of the proposed kennels) for 42 days. Additionally, the Shire also sought comments from Main Roads Western Australia, the Department of Primary Industries and Regional Development, along with internal comments. Details of the Development Application were also included on the Shire website, Facebook page as well as the Shire notice boards. The only external submission received, included at Attachment 12.07.25.03C, was from Main Roads Western Australia (MRWA).

MRWA have no objections and advise that:

- No MRWA approval/confirmation has been given for a 'hidden driveway sign' to the north of the property as stated in the application supporting information;
- The crossover/driveway has been recently upgraded to the current standards and no additional work will be required to the crossover; and
- Any advertising signage on or visible from the Great Southern Highway (Northam Cranbrook Road) will need to be approved by Main Roads.

Statutory Environment:

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Dog Act 1976

Dog Regulations 2013

Local Government Act 1995

Environmental Protection (Noise) Regulations 1997

Shire of Brookton Local Planning Scheme No. 4 (LPS4)

Shire of Brookton Dogs Local Law 2001

Shire of Brookton Health Local Laws 2000

The site is zoned 'Rural'. LPS4 objectives for the 'Rural' zone include:

- To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.

- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.
- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

The operation of a dog kennel (housing up to 15 dogs) is generally consistent with the objectives of the 'Rural' zone.

As defined in LPS4, the use is best described as 'animal establishment'. This means 'premises used for the breeding, boarding, training or caring of animals for commercial purposes but does not include animal husbandry - intensive or veterinary centre.'

'Animal establishment' is a 'A' land use within the 'Rural' zone under LPS4. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving notice in accordance with clause 64 of the deemed provisions.

Clause 53 of LPS4 sets out matters to consider for non-rural uses in the Rural zone. It is suggested the application addresses these matters.

The site is not located in the bushfire prone area.

Relevant Plans and Policy:

The proposed development addresses *State Planning Policy 2.5 Rural Planning*, *State Planning Policy 3.7 Bushfire* and *State Planning Policy 5.4 Road and Rail Noise*.

Financial Implications:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Risk Assessment:

There is a medium risk that the applicant may request a review of the Council's decision to SAT.

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

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

Community & Strategic Objectives:

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

Comment:

1. Overview

Following assessment of the Development Application against LPS4 and the planning framework, the submission and the site's context, it is concluded that the Development Application for the proposed dog kennels (boarding and breeding) should be conditionally approved. The reasons for this include:

- It is a low-key scale operation;
- The site's location addresses the Environmental Protection Authority's *Separation Distances Between Industrial and Sensitive Land Uses*. The nearest off-site residence is approximately 1.2kms distance from the kennels;
- The operations can be effectively managed through normal planning conditions which are reinforced by other statutory regulations; and
- The kennels will not create visual impacts when viewed from the Great Southern Highway.

The *Planning and Development (Local Planning Schemes) Regulations 2015* list a number of matters that a local government is required to consider in its assessment of a Development Application. The Clause 67 is included at Attachment 12.07.25.03D.

It is suggested the primary planning matters associated with the proposal are:

- Whether the proposed dog kennels are consistent with the Environmental Protection Authority's *Separation Distances between Industrial and Sensitive Land Uses*;
- Whether the proposed dog kennels would adversely impact the amenity of the area by way of noise; and
- Whether the proposed dog kennels are compatible with its setting, including the relationship of the dog kennels to land uses on adjacent properties.

These and other matters are considered below.

2. Separation Distances

The proposed dog kennels are consistent with the Environmental Protection Authority's *Separation Distances Between Industrial and Sensitive Land Uses* (EPA policy). The EPA policy sets out recommended generic buffer distances between industrial/commercial land uses and sensitive land uses. In cases where site specific analysis has not been undertaken, the EPA policy recommends that a buffer of 500 metres is applied between a kennel and a sensitive

land use (such as an off-site dwelling). Based on Landgate's aerial photography, the nearest dwelling is approximately 1.2km away to the west. Accordingly, the proposed kennels comply with the EPA policy of 500 metres.

3. *Land use compatibility and noise*

The keeping of multiple numbers of dogs on a property has the potential to be disruptive especially due to noise. Given the site's location, it is considered the proposed dog kennels are compatible with their setting, subject to effective on-going management by the applicant/operator.

The term 'amenity' as defined in the *Planning and Development (Local Planning Schemes) Regulations 2015* means 'all those factors which combine to form the character of an area and include the present and likely future amenity'.

As outlined above, the EPA's policy prescribes the minimum distance requirements for environmental management. In relation to dog kennels, the EPA policy prescribes a distance of 500m in rural zones due to potential noise and odour impacts. The nearest off-site dwelling is approximately 1.2km away.

The State Administrative Tribunal has consistently recognised the EPA's generic buffer distance. Sensitivity to noise is a subjective matter and can vary based upon the tonality, modulation or impulsiveness of the noise. It is also well recognised in the case law that there are a number of management measures which can be introduced to reduce or control barking and noise. These include:

- Locating the kennels at least 500 metres away from residential areas;
- Providing some fully enclosed or acoustically baffled kennels should be available to house particularly noisy animals;
- Constructing kennels to visually screen stimuli such as other dogs, animals or traffic;
- Restricting access to kennels solely to staff;
- Restricting the feeding of the dogs to within the day time hours;
- Exercise of the dogs to be performed within day time hours;
- Having a responsible person being available on site 24 hours per day; and
- Constructing kennels of such a material so as to provide an appropriate reduction in the emission of noise.

4. *Odour and waste management*

It is not expected that odour from the kennels would adversely impact the amenity of the area noting the location of off-site dwellings. The kennels are also required to be connected to an appropriate waste management system. There is a need for additional details from the applicant relating to waste management.

5. *Fencing*

The applicant/operator needs to ensure that dogs are effectively contained in the designed kennels and that there is appropriately designed and maintained fencing.

The applicant has set out details on fencing. This will be further reviewed if matters progress to the applicant applying for a kennel licence under the Shire's Dog Local Law.

6. *Parking and vehicle access*

There is sufficient space for parking on-site.

The applicant proposes that the gate for the existing driveway be moved 15 metres in from the road to ensure cars can exit and enter the highway safely.

Based on the applicant's site plan, it is suggested that the entry and exit in the south-west section be 'flipped' so vehicles drive on the left hand side.

7. *Kennel design and management considerations*

Detailed matters to kennel design will be addressed through the Building Permit and via the kennel licence.

It noted that while development permits are normally attached to the land, they may also be attached to the applicant. Where the management expertise and experience of the applicant are likely to be significant in reducing the amenity impacts of proposed uses, including dog kennels, the responsible authority (e.g. Council) may impose a condition which makes the permit 'personal' to the applicant.

Similarly the development approval may be granted for a specified number of years (e.g. 5 years or 10 years). This may be done so as to allow for an assessment of the management of the operation, however any use of this must also balance the cost of establishing the business. If the kennels were operating effectively, a separate Development Application could be later lodged to be determined on its merits by the Council.

The Officer's Recommendation does not include a time-based approval but does include a condition requiring the manager/operator to live on site.

8. *Animal welfare and suitability of applicant to operate kennels*

It is highlighted that animal welfare and on-going effective management are best addressed by other legislation and processes.

At the Development Application stage, there is no thorough way to determine whether the kennels will be managed appropriately. This is not a matter that can be considered as part of the assessment of the Development Application. It cannot be proven that the kennel would be operated poorly and the kennel could be managed very well. If approved, the landowner would need to manage the facility in accordance with the Shire's conditions of approval, other legislation and relevant guidelines.

9. *Conclusion*

It is suggested the kennels can address relevant planning issues (such as buffers, noise, waste disposal, traffic) noting the proposed siting and that the kennels can be managed via development conditions. There is a need for additional information to address the conditions and the Dog Local Law. A number of other matters, including animal welfare, are suggested best addressed through other legislation and guidelines.

The Council has various options in determining the Development Application including approving with conditions (including potentially time-limited), refusal or deferring the application. It is recommended the Development Application be conditionally approved.

OFFICER'S RECOMMENDATION

That Council grant development approval for an animal establishment (dog kennels for breeding and boarding) at Lot 1 Great Southern Highway, Brookton pursuant to Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

- 1. This approval shall expire if the development hereby approved has not been substantially commenced within a period of three years from the date hereof, or within any extension of that time (requested in writing prior to the approval expiring) that may be granted by the local government. Where the Development Approval has lapsed no further development is to be carried out.***
- 2. The development hereby approved must be carried out in accordance with the plans submitted with the application, addressing all conditions, or otherwise amended by the local government and shown on the approved plans and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 3. The maximum number of dogs over the age of 3 months which can be kept at the property at any one time is 15.***
- 4. The manager/operator of the dog kennels shall reside at Lot 1 (No. 10289) Great Southern Highway, Brookton at all times. Additionally, there shall be suitable ongoing management of the kennels at all times to the satisfaction of the local government.***
- 5. A Management Plan is suitably prepared prior to the commencement of building works and then suitably implemented to the satisfaction of the local government.***
- 6. The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.***
- 7. The development and operation of the site shall manage noise levels to the requirements and satisfaction of the local government.***
- 8. Waste water and other waste from the kennel operations shall be designed and located to the satisfaction of the local government prior to occupation. Following this, waste is treated and managed to the requirements and satisfaction of the local government at all times. No polluted drainage shall be discharged beyond the boundaries of the land but shall be so treated and/or absorbed on that lot to the satisfaction of the local government.***
- 9. An adequate on-site water supply is provided in accordance with the Australian Drinking Water Guidelines 2004 prior to commencement of the kennels and prior to occupation of the residence***

10. ***The kennels, exercise areas and yards shall be suitably fenced to the requirements and satisfaction of the local government prior to the kennels formally operating.***
11. ***The vehicle access ways are to be designed, constructed and drained to the satisfaction of the local government prior to occupation. Thereafter, the applicant/landowner shall appropriately maintain these areas to the satisfaction of the local government.***

Advice:

- A) ***This is not a Building Permit. A Building Permit must be obtained before any building works commence. A certified BA1 - Building Permit is to be submitted for the shed/grooming area, kennels and kennel area. This will require a BA3 – Certificate of Design Compliance to be first issued by a Private Building Certifier. All structures are to be certified by a practicing structural engineer.***
- B) ***In relation to Condition 5, this includes:***
 - ***Addressing vermin management;***
 - ***All parts of the premises, enclosures, shelters, fittings, fixtures, shelving, cabinets, benches and tables used in conjunction with the operation of the kennels are to be kept in a clean, tidy and sanitary state at all times;***
 - ***Shelters and kennel areas are to be constructed so that they provide adequate shelter and can be effectively cleaned and maintained in a sanitary condition;***
 - ***An adequate pest, fly and flea control plan is to be implemented at all times to ensure the health and wellbeing of the animals is satisfactorily maintained;***
 - ***Dead animals are to not to be disposed of onsite and are to be disposed of at an approved facility;***
 - ***Adequate drainage is to be provided so that there is no ponding of water or animal waste, that could give rise to detrimental impact on animal or human health; and***
 - ***General waste is disposed of by an approved waste service or disposed of at an approved waste facility.***
- C) ***In relation to Condition 7, compliance with the Environmental Protection (Noise) Regulations 1997 is considered to be the minimum standard. Where so directed by the local government, additional measures may be required to comply with this condition.***
- D) ***The applicant obtains a licence for a kennel establishment under the Shire of Brookton Dogs Local Law prior to any building works commence.***
- E) ***Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.***
- F) ***Sign(s) shall not be erected on the lot or within the Great Southern Highway reserve without the prior approval of the Shire of Brookton.***

- G) The applicant is advised there is additionally a requirement to address other legislation including the Animal Welfare Act 2002, Dog Act 1976 and Dog Regulations 2013.**
- H) The applicant is encouraged to:**
- **Become a registered breeder with Dogs West and the Australian Association of Pet Dog Breeders;**
 - **Be audited by a qualified veterinarian every year, to maintain high standards; and**
 - **Maintain Public Liability Insurance.**
- I) If the applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

(Simple majority Vote required)

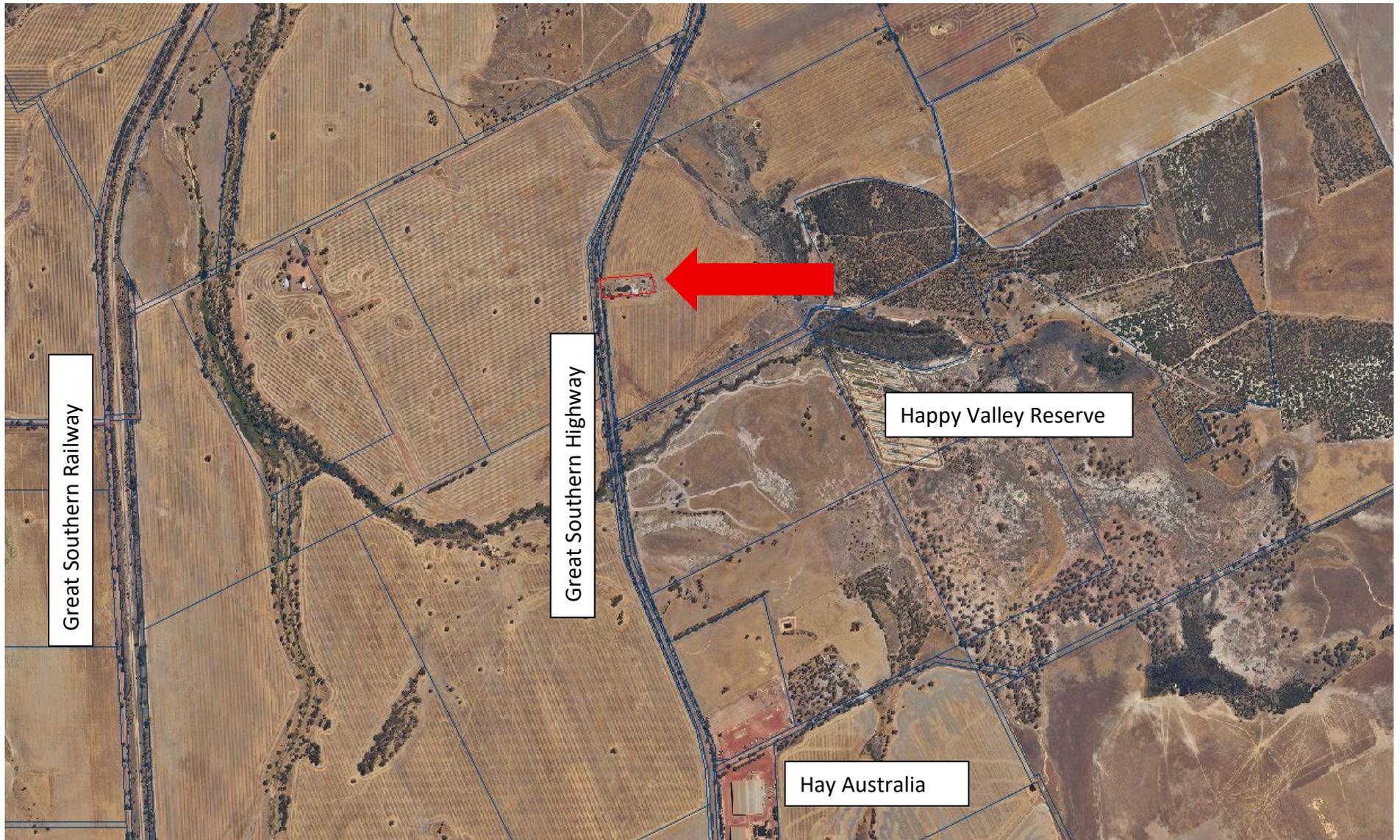
Attachments

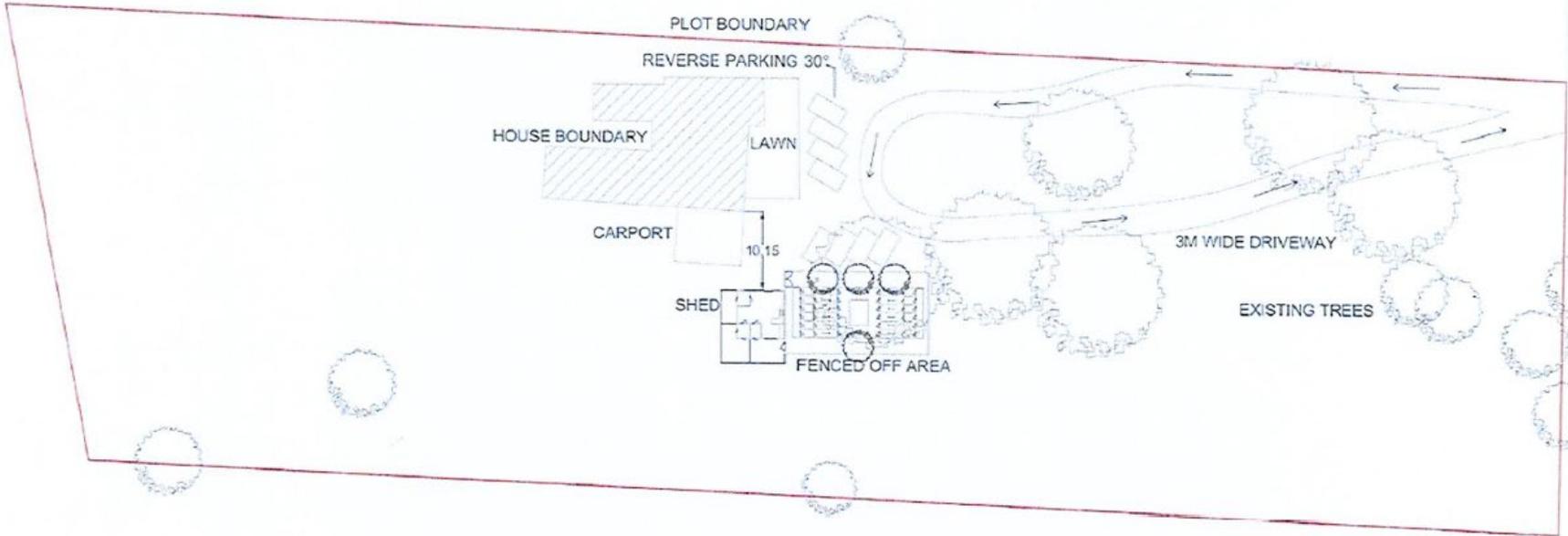
Attachment 12.07.25.03A – Location Plan

Attachment 12.07.25.03B – Details from applicant

Attachment 12.07.25.03C – Submission from Main Roads Western Australia

Attachment 12.07.25.03D – Extract from *Planning and Development (Local Planning Schemes) Regulations 2015*





PLOT MAP
SCALE 1:500

KENNEL AREA SPECIFICATIONS

- Indicative footprint of the all inclusive Kennel zone on my property is
- Kennel housing will be 2 x 20ft shipping containers, lined and insulated with a washable metal insulation panel.
- Each Kennel zone houses 6 small dogs in a temperature-controlled climate using reverse cycle air conditioning. Inside kennel accommodation for each dog is 900mm W x 1500mm L.
- Each building will be fitted to with a 2m wide x 1.60m high sliding window and a sliding door access at one end. Buildings will have a tropical roof fitted to each.
- A 900mm W walkway will service all kennels with each having access to a private outside area 900mm W x 3.00m L. This also has access to a large communal area. This will be a reticulated grassed area with a sand pit area in the middle.
- Flooring is Armstrong Vinyl, (Specifications attached) commonly used in most vet centres, heat welded and covered up the wall to 200mm effectively creating a waterproof flooring. Holds Group 3 Fire Cert for Walls.
- Kennels, inclusive of outside areas will be cleaned daily by vacuuming, moping and disinfecting.
- All solid waste is composted for use by my worm farms, which in turn is used as fertiliser for my extensive garden area. All grey water will drained.
- Water is supplied by rain and held in water tanks and a bore.
- The existing garage will be refurbished as a washing and grooming area. Provision has also been made for a small kitchenette suitable for food prep and three additional larger kennels. (1.50m x 1.85m)
- The existing shed and kennel buildings will be painted Dulux Ironstone.
- Landscaping will also be done around the kennel edge on the western, eastern and southern sides. This landscaping will provide further shade to the outdoor kennel area.
- There are 4 large trees that will shade the kennel zone.
- Dog Security - All fences surrounding the Kennel area will be corrugated iron (ironstone colour bond) and at a height of 1.67m for the small dog area and 1.80m for the large yards.
- All gates are self-closing ensuring containment. The outer area adjacent to the kennels are exercise runs ensuring double containment and no escapees. My priority is to keep all dog guests healthy and safe for their owners.
- Perimeter areas around the kennels will have paving.

PARKING

- I have put in a large circular drive which has allowed the facilitation of two areas of reverse parking enough to accommodate up to 10 cars if required.
- The driveway will also have the gates moved in 15 metres from the road to ensure cars can exit the highway quickly and have plenty of room to leave again safely. I also offer a pick up and delivery service.
- Main Roads WA have confirmed they will place a 'hidden drive way sign' to the North of my property once the application has been approved.

NOISE

- My nearest neighbour is the hay shed which is over 3klm away and makes more noise than me. Please refer to your local maps to confirm this.
- Dogs will only bark when people come and go. This would not be an issue.

MY EXPERIENCE

I have owned and breed dogs all my life, in the 80s I was a registered breeder of prize-winning German Shepard's with Dogs West, previously known and CAWA.

In 2013, I became besotted with the Miniature Schnauzer and have become one of the top breeders in the state and some would say Australia.

Importing bloodlines in from all over the world is important to me to ensure I am producing dogs in Australia true to breed standards. This provides the Australian Miniature Schnauzer market with diversity to the gene pool, of which many breeders are now requesting access to my imported lines.

Healthy, genetically sound, temperament sound and true to breed is of high importance to me.

I own 3 stud dogs who are used by breeders through out Australia. When female dogs are here for stud services they are in residence for 1 at the maximum 2 weeks at a time.

My preference when Show dogs are requested is to hold them back till 6-8 months to ensure they are of show quality. Sometimes they don't do as well as expected as a show dog and then they will be rehomed as pets. This is one of the important reasons I request a kennel licence.

ANKC standards dictate the sale of pet/companion dogs is at 8+ weeks. As I fly many puppy's interstate and some overseas, this means I hold those puppies till approved flying/export age.

I am an extremely ethical breeder and I feel this is reflected by the fact that my puppies are sold at 2 weeks of age and the high demand for them. We do our matings for the show ring not the pet market and have a high wait list. All puppies leaving here are toilet trained, microchipped and vaccinated and are sold with a full health guarantee against congenital or hereditary diseases. All of our parent dogs are DNA tested. Adhering to ANKC and Dogs West regulations is paramount.

My Pet/companion dog contracts have a clause that should the owner not be able to care for the dog any more to contact us and I will assist with rehoming.

Recently, I titled my 7th Australian Champion after having re-entered the show ring in 2020. The quality of my dogs is evidenced by the high demand for my dogs and success I have in the show ring.

Many of the people who own my dogs request if I can board them when they are on holidays, overseas or any other reason, they know their dogs are loved and treated as part of my family.

This is another reason for the kennel licence. Short term but high-end kennel care in a nurturing environment.

I reside full time on the property. This is to ensure that I am effectively managing the Kennels.

Once the kennel is operational, I will be employing local staff to assist with the day to day running of the kennels, further to that I will be plan to grow my grooming business and will require an assistant to specialise in this area.

Being a member of Dogs West I am also affiliated with the Utility Club who are always looking for different show options. Brookton has a great oval with the caravan park right next door which would lend itself wonderfully to hosting a weekend champion show that is still in close proximity to Perth and would definitely be a boost to the local economy should everyone be open to it.

Dog shows are a great way to get young people interested and having positive, active interests.

OFFICIAL

Hi Jennie

Thanks for the opportunity to comment.

Main Roads Wheatbelt has considered the development application for proposed Dog Kennels on Lot 1 Great Southern Highway (Northam Cranbrook Road) and has no objection.

Firstly, I would like to point out that Main Roads has not approved/confirmed that we will place a "hidden driveway sign" to the north of the property once the application has been approved, as stated in the application supporting information.

It is noted that the crossover/driveway has been recently upgraded to the current standards and not additional work will be required to the crossover.

Main Roads only other comment is that any advertising signage on or visible from the Great Southern Highway (Northam Cranbrook Road) will need to be approved by Main Roads.

Please feel free to contact me as below if you wish if you require any additional information.

Kind Regards

Darren Wallace (he/him/his)
Project Contract Manager
Wheatbelt Region
Regional Operations
Tel: +61 8 9622 4720 Mob: 0417707478



Main Roads acknowledges the traditional custodians throughout Western Australia and their continuing connection to the land, waters and community. We pay our respects to all members of the Aboriginal communities and their cultures; and to Elders both past and present.

Planning and Development (Local Planning Schemes) Regulations 2015
Schedule 1 — Model provisions for local planning schemes

67. Consideration of application by local government

- (1) Development approval cannot be granted on an application for approval of —
- (a) development that is a class X use in relation to the zone in which the development is located, unless —
 - (i) the development relates to land that is being used for a non-conforming use; and
 - (ii) the local government considers that the proposed use of the land would be less detrimental than the non-conforming use;
 - or
 - (b) development that otherwise does not comply with a requirement of this Scheme, unless —
 - (i) this Scheme gives the local government discretion to waive or vary the requirement or to grant development approval despite noncompliance with the requirement; or
 - (ii) the development is permitted under a provision of this Scheme in relation to non-conforming uses.
- (2) In considering an application for development approval (other than an application on which approval cannot be granted under subclause (1)), the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —
- (a) the aims and provisions of this Scheme (including any planning codes that are read, with or without modifications, into this Scheme) and any other local planning scheme operating within the Scheme area;
 - (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;
 - (c) any approved State planning policy;
 - (d) any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d);
 - (e) any policy of the Commission;
 - (f) any policy of the State;
 - (fa) any local planning strategy for this Scheme endorsed by the Commission;
 - (g) any local planning policy for the Scheme area;
 - (h) any structure plan or local development plan that relates to the development;
 - (i) any report of the review of the local planning scheme that has been published under the Planning and Development (Local Planning Schemes) Regulations 2015;
 - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
 - (k) the built heritage conservation of any place that is of cultural significance;
 - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
 - (m) the compatibility of the development with its setting, including —
 - (i) the compatibility of the development with the desired future character of its setting; and
 - (ii) the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
 - (n) the amenity of the locality including the following —
 - (i) environmental impacts of the development;
 - (ii) the character of the locality;

- (iii) social impacts of the development;
 - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
 - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
 - (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
 - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
 - (s) the adequacy of —
 - (i) the proposed means of access to and egress from the site; and
 - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
 - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
 - (u) the availability and adequacy for the development of the following —
 - (i) public transport services;
 - (ii) public utility services;
 - (iii) storage, management and collection of waste;
 - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
 - (v) access by older people and people with disability;
 - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
 - (w) the history of the site where the development is to be located;
 - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
 - (y) any submissions received on the application;
 - (za) the comments or submissions received from any authority consulted under clause 66;
 - (zb) any other planning consideration the local government considers appropriate.
- (3) Subclause (1) has effect despite the zoning table for this Scheme.
 [Clause 67 amended: SL 2020/252 r. 74; SL 2024/25 r. 55.]

**12.07.25.04 DEVELOPMENT APPLICATION – SINGLE HOUSE AND OVERSIZE OUTBUILDING
– 8 AVONBANK CLOSE, BROOKTON**

File No:	A2775
Date of Meeting:	24 July 2025
Location/Address:	Lot 104 on Deposited Plan 69075 (No. 8) Avonbank Close, Brookton
Name of Applicant:	Karla Hopa & Wade Berry
Name of Owner:	As above
Author/s:	Gary Sherry – Chief Executive Officer
Authorising Officer:	Gary Sherry – Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Item:

Council is to consider a Development Application for a single house and oversize outbuilding.

Description of Proposal:

The development application for 8 Avonbank Close proposes a single house plus an outbuilding of 200m² which is 20m long x 10m wide, has a wall height of 4m and is 4.88m to the roof apex. A location plan is included at Attachment 12.07.25.04A.

The applicant advises the outbuilding will be used for storage purposes.

The proposed single house is located 3m from the southern boundary and the proposed shed is located 6m from the eastern boundary. The buildings are well setback from other boundaries. Details provided by the applicant are attached.

Initially the applicant proposed a combined shed and habitable component with the building, 180m² in area, in the southern section of the property. The site plan for the application is included at Attachment 12.07.25.04B.

The applicant has submitted amended plan included at Attachment 12.07.25.04C.

Background:

The site is 3,303m² in area, largely cleared and vacant.

Smaller sheds (outbuildings) are typically exempt from the requirement to obtain development (planning) consent if the total area of the outbuilding(s) is 60m² or below on Residential zoned land and they meet other deemed-to-comply requirements of the *Residential Design Codes*.

This application is required to be considered by Council given the proposed outbuilding is over 100m² on Residential zoned land (at R10 or below) as referenced in Council's *Policy 3.6 Outbuildings* included at Attachment 12.07.25.04D.

Consultation:

The Shire sought comments from 3 adjoining neighbours on the original (initial) Development Application for 14 days. No submissions were received.

Statutory Environment:

Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Regulations 2015

Shire of Brookton Local Planning Scheme No. 4 (LPS4)

The site is zoned 'Residential R10/R25' under LPS4. Most of the site is located within a bushfire prone area.

Clause 45(1) of LPS4 states:

'Except in the Rural and Rural Smallholdings zone, the erection of an outbuilding on a vacant lot is not permitted unless a building permit has been issued for the development of a single house, grouped dwelling or multiple dwelling and work has substantially commenced.'

Without an approved house on the site, a shed on Residential zoned land is classified as 'warehouse/storage' in LPS4 which is an 'X' (not permitted) use. To address LPS4, a Building Permit is required for the single house before earthworks commence for the outbuilding. The substantial commencement of the single house could be earthworks or constructing a slab.

Relevant Plans and Policy:

There is a need to review aspects of *Policy 3.6 Outbuildings* including the maximum total area of an outbuilding(s) on Residential zoned land. There is also a need to amend the criteria, outlined in the table for Residential R10 and below, from 10m² to at least 75m² for the maximum total area for all outbuildings on the lot.

Local Planning Policies are relevant in assessing the Development Application. Local Planning Policies are non-statutory documents which are designed to provide guidance to assist the Council in its decision making. Accordingly, the Council is not bound by the policies but is required to have regard to the policies in determining the Development Application.

Financial Implications:

The applicant has paid the Development Application fee. The applicant has a right of review to the State Administrative Tribunal to review the Council's decision. If this occurred, the Shire would have associated costs.

Risk Assessment:

There is a medium risk that the applicant may request a review of the Council's decision to the State Administrative Tribunal.

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

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

Community & Strategic Objectives:

This proposal aligns with Council’s *Strategic Community Plan 2022-2032* including ‘There are new or current people living in BROOKTON who work elsewhere.’

Comment:

The application requires Council determination given the outbuilding area of 200m² exceeds the maximum area of 100m² set out in Council’s *Policy 3.6 Outbuildings*.

Given the Residential zoning and a need to address LPS4, Council’s *Policy 3.6 Outbuildings* and the *Residential Design Codes*, there is a need:

- To obtain development approval and obtain a Building Permit for the house prior to the commencement of on-the-ground works associated with the outbuilding; and
- For substantial commencement of the house (such as earthworks) prior to occupation of the outbuilding.

Following assessment against the planning framework, information provided by the applicant and site characteristics, conditional approval is recommended given:

- The application is considered consistent with Design Principle P3 Outbuildings of *State Planning Policy 7.3 - Residential Design Codes* which states ‘Outbuildings that do not detract from the streetscape or the visual amenity of the residents or neighbouring properties.’ This includes that the outbuilding is well setback from public roads and properties;
- The outbuilding is considered compatible with its setting in terms of height, bulk, scale, orientation and appearance including that it will be clad in Colorbond;
- No objections or issues were raised by neighbours;
- There will be no overshadowing onto neighbouring dwellings;
- The property is large for a Residential zoned property and the cumulative area of the proposed outbuildings is approximately 6% of the site area; and
- Recommended development conditions and advice can assist to control the use and management of the development.

The proposed single house and outbuilding are recommended for conditional approval.

OFFICER'S RECOMMENDATION

That Council grant Development Approval for a single house and outbuilding as set out in Attachment 12.07.25.04C on Lot 104 on Deposited Plan 69075 (No. 8) Avonbank Close, Brookton pursuant to Schedule 2, Clause 68 of the Planning and Development (Local Planning Schemes) Regulations 2015 and subject to the following conditions and advice notes:

Conditions

- 1. This approval is only granted until 17 July 2027. Should a single house be approved and substantially commenced on 8 Avonbank Close before 17 July 2027 to the satisfaction of the local government, the development approval for the outbuilding becomes permanent.***
- 2. A Building Permit is issued for the single house and outbuilding prior to commencement of development works associated with the outbuilding. Additionally, substantial commencement of the single house is to occur to the satisfaction of the local government prior to the occupation of the outbuilding.***
- 3. The development hereby approved must be carried out in accordance with the plans and specifications (addressing all conditions) outlined in Attachment 12.07.25.04C or otherwise amended by the local government and these shall not be altered and/or modified without the prior knowledge and written consent of the local government.***
- 4. The provision of details with the Building Permit application as to how stormwater will be addressed for the proposed development to the satisfaction of local government. The local government will require that all stormwater from the development to be collected and detained on site to the satisfaction of the local government prior to occupation. The stormwater facilities provided in accordance with this condition shall be permanently maintained in an operative condition to the satisfaction of the local government.***
- 5. The outbuilding is not used for industrial, commercial or habitable purposes.***
- 6. The single house is connected to an approved on-site wastewater treatment system, to the satisfaction of the local government, prior to occupation.***
- 7. The single house is provided with a suitable potable water system, to the satisfaction of the local government, prior to occupation.***
- 8. The outbuilding walls and roof are clad in Colorbond to the satisfaction of the local government.***
- 9. A Bushfire Attack Level Assessment is to be submitted with the Building Permit Application for the single house. The development is to be constructed in accordance with AS3959 Construction of Buildings in Bushfire Prone Areas. The Asset Protection Zone is to be permanently maintained around the single house in accordance with the Bushfire Attack Level assessment.***

10. ***Prior to the issue of a Building Permit, elevations and a floor plan are provided for the single house to the satisfaction of the local government. The approved design to be reflected in the Building Permit application.***
11. ***The outbuilding is setback at least 6m from the eastern property boundary.***

Advice Notes

- A) ***In relation to Conditions 1 and 2, unless matters are suitably met, should no substantial commencement of the single house occur by 17 July 2027, the local government may require the owner to move or demolish the outbuilding and clear the property of all debris and building material at the owner's cost. The development approval for the outbuilding becomes permanent following substantial commencement of the single house and ensuring that all development conditions for the outbuilding have been met and are maintained.***
- B) ***The proponent is advised that this development approval is not a Building Permit. A Building Permit must be formally applied for and obtained before the commencement of any site and/or development works.***
- C) ***The property is located within a designated bushfire prone area as set out at <https://maps.slip.wa.gov.au/landgate/bushfireprone/>. A low fuel area should be maintained around the outbuilding at all times.***
- D) ***If an applicant is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.***

(Simple majority Vote required)

Attachments

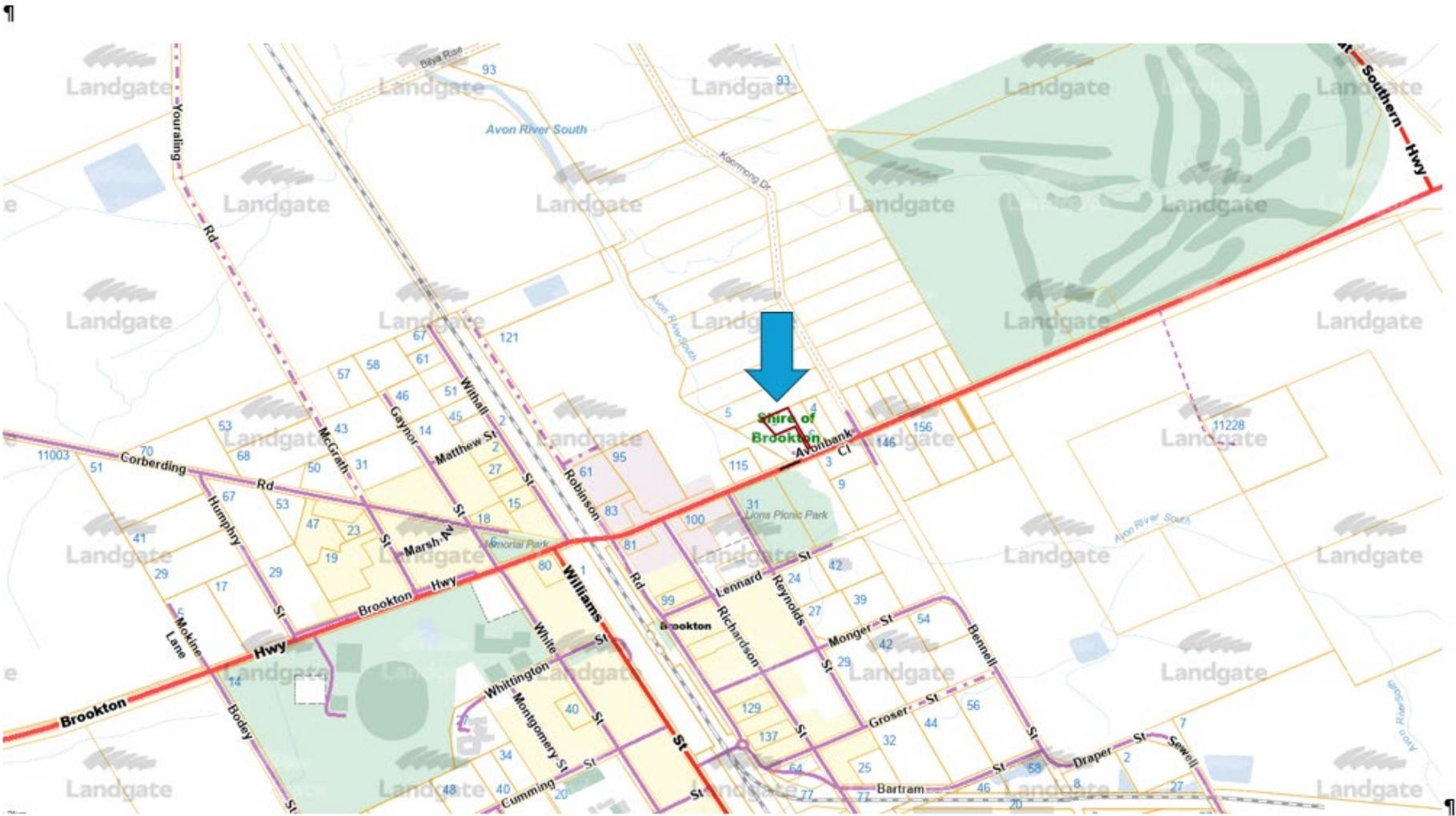
Attachment 12.07.25.04A – Location Plan

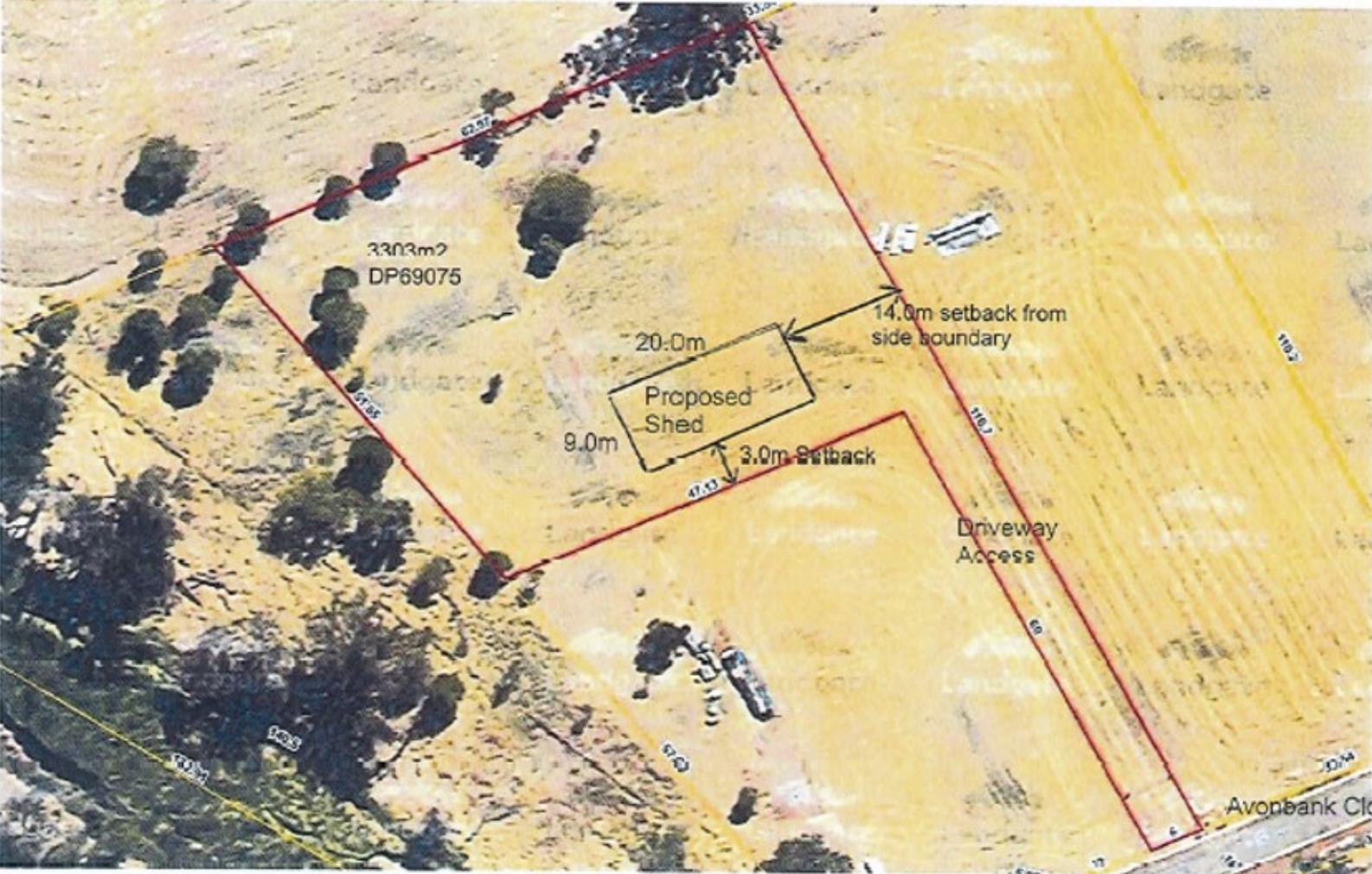
Attachment 12.07.25.04B – Initial details from applicant

Attachment 12.07.25.04C – Updated details from applicant

Attachment 12.07.25.04D – Policy 3.6 – Outbuildings

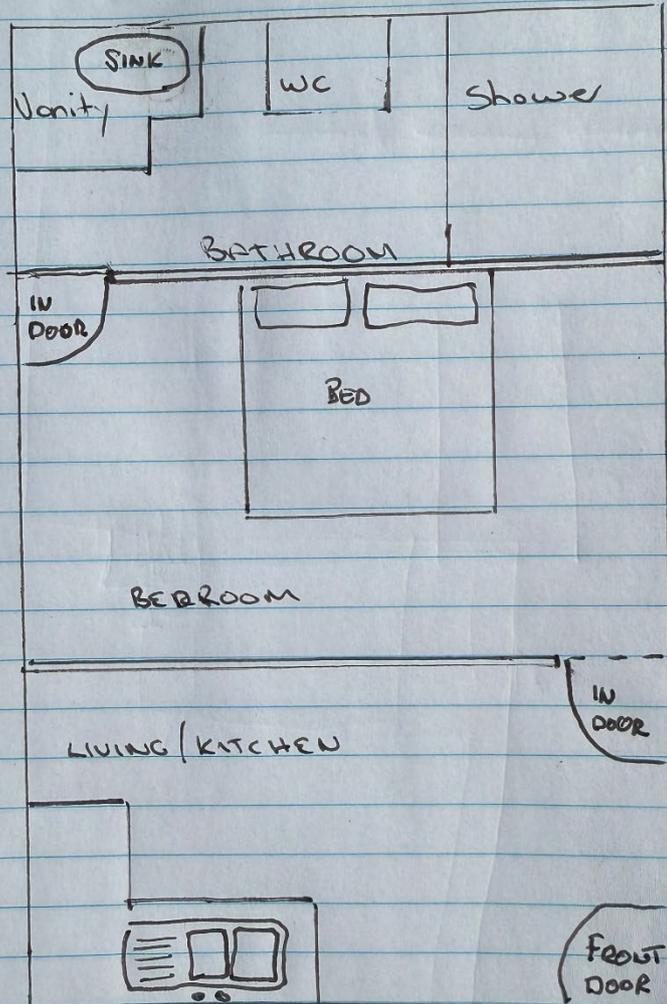
Location - 8 Avonbank Close Brookton





Site Plan - 8 Avonbank Close Brookton WA 6306

Living Quarters Bay of Shed.



2 ✓ large windows



TR Home to be on southern boundary, 3m off boundary fence approx. 15m from driveway corner.

3.6 OUTBUILDINGS

Objective

To provide a guide for the assessment and determination of applications for planning approval for outbuildings (sheds/garages) in all zones.

1. BACKGROUND

Under the Shire of Brookton's Local Planning Scheme No. 4, Planning Approval is may be required for a shed (outbuilding) in some zones.

The Shire's Local Planning Scheme has no criteria under which an application for an outbuilding is to be determined. As such, the objective of this policy is to give clarity as to what the development standards are in relation to outbuildings within specific land use zones.

2. OBJECTIVES OF THE POLICY

The primary objectives are to:

- 2.1 Limit the impact of outbuildings by specifying maximum areas and height, location, material colour, landscaping and the like.
- 2.2 Ensure aesthetic and amenity impacts on neighbouring properties are considered when determining outbuilding proposals.
- 2.3 Recognize "Sheds" and "Sea Containers" in the Residential and Commercial zones are defined as outbuildings where the floor area greater than 10m². Outbuildings with a floor area of 10m² or less do not require a Planning Approval or Building Permit.
- 2.4 Recognize that outbuildings that accord to the deemed-to-comply provisions of the Residential Design Codes are exempt from planning approval in accordance with Clause 61; Part 7; Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

3. POLICY

- 3.1 Ablution facilities within outbuildings will only be approved in accordance with this policy for 'Farming' zoned allotments of 10 hectares or more in area to support on farm agricultural activities. In all other circumstances an application for planning approval is to be submitted with accompanying justification for consideration and determination by Council on merit.
- 3.2 The construction of an outbuilding on vacant land in all zones other than the Rural and Rural Smallholdings zones is not permitted without an application for a residence having been approved and construction having first commenced.
- 3.3 Sea containers are only supported as outbuildings for storage purposes in the Residential, Rural Residential, Rural Enterprise, Commercial, and Special Use zones where the applicant can demonstrate the sea container will not have a detrimental impact on the amenity of the property or surrounding area and is not highly visible from the street. Sea containers for storage purposes in General Industry, Light Industry, and Rural zones do not require planning approval.

3.4 Within the Residential zone and on lots of less than 2ha in all other Zones, outbuildings other than a carport or garage will not be permitted in the area between the house and the front boundary of the property. Front setbacks for carports and garages in the 'Residential' and 'Commercial' zones will be subject to the *Residential Design Codes* standards.

3.5 This Policy does not apply to large scale agricultural, industrial, and commercial buildings that are assessed against the General Development requirements as presented in Table 5; Schedule 1 of Local Planning Scheme No.4.

Zone	CRITERIA			
	Maximum Total area for all outbuildings on the lot (m2)	Maximum individual area of proposed outbuilding (m2)	Maximum Wall Height (m)	Maximum Roof height (m)
Residential R10 and above	75	75	3.0	4.0
Residential R10 and below	10	75	3.0	4.0
Rural Residential, Rural Enterprise and Rural smallholding	200	150	3.0	4.0
Rural (below 1 hectare)	100	75	3.0	4.0
Rural (between 1 hectare and 10 hectares)	200	150	3.0	4.0

Resolution No: OCM 06.25-20
Resolution Date: 19 June 2025

13.07.25 COMMUNITY SERVICES REPORTS

Nil.

14.07.25 CORPORATE SERVICES REPORTS

14.07.25.01 LIST OF PAYMENTS – JUNE 2025

File No:	N/A
Date of Meeting:	24 July 2025
Location/Address:	14 White Street, Brookton
Name of Applicant:	Shire of Brookton
Name of Owner:	Shire of Brookton
Author/s:	Jessika Ashworth – Finance Creditors & Records Officer
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
Previous Report:	19 June 2025

Summary of Report:

The purpose of this report is to present the list of payments for the month of June 2025, 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, included within Attachment 14.07.25.01A.

Contained within Attachment 14.07.25.01B is a detailed transaction listing of credit card expenditure paid for the period ended 30 June 2025.

Background

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

Consultation

There has been no consultation on this matter.

Statutory Environment

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

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

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

Local Government (Administration) Regulations 1996

- 13. *Publication of unconfirmed minutes of meetings (Act s. 5.25(1)(i))*
- (1) *The CEO must publish on the local government's official website —*
 - (a) *the unconfirmed minutes of each council and committee meeting that is open to members of the public;*

Relevant Plans and Policy

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

Financial Implications

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

Risk Assessment

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

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

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

Community & Strategic Objectives

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

Comment

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

OFFICER’S RECOMMENDATION

That Council receive:

- 1. the list of accounts, totalling \$1,269,264.09 paid under delegated authority in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996 for the month of June 2025, as contained within Attachment 14.07.25.01A and*
- 2. the list of credit card transactions, totalling \$2,193.34 paid in June 2025, as contained within Attachment 14.07.25.01B.*
- 3. the list of fuel card transactions, totalling \$508.17 paid in June 2025, as contained within Attachment 14.07.25.01C.*

(Simple majority vote required)

Attachments

Attachment 14.07.25.01A – List of accounts paid.

Attachment 14.07.25.01B – Credit card transactions.

Attachment 14.07.25.01C – Fuel card transactions.

List of Payments Paid in June 2025

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8516.1	04/06/2025	NAYAX AU PTY LTD	AML / KYC ONBOARDING SETUP COSTS - VENDING MACHINE CARAVAN PARK	\$165.00
DD8519.1	04/06/2025	TELSTRA CORPORATION	WIRELESS M2M DATA PLAN 5MB (SEWERAGE PUMP STATION ALARM)	\$16.98
DD8521.1	04/06/2025	WATER CORPORATION OF WA	WATER USAGE CHARGES 11/03/25 TO 13/05/25 DEPOT	\$6,008.01
DD8533.1	04/06/2025	WATER CORPORATION OF WA	WATER USAGE & SERVICE CHARGES 11/03/25 TO 13/05/25 FOR CRC BUILDING	\$67.46
DD8542.1	10/06/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,473.48
DD8542.2	10/06/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$359.68
DD8542.3	10/06/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$598.44
DD8542.4	10/06/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$367.77
DD8542.5	10/06/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$992.31
DD8542.6	10/06/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$640.63
DD8542.7	10/06/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05
DD8542.8	10/06/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$2,990.52
DD8542.9	10/06/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD8542.10	10/06/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$647.34
DD8584.10	24/06/2025	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	\$483.86
DD8542.11	10/06/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$314.86
DD8584.11	24/06/2025	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	\$313.35
DD8546.1	11/06/2025	SYNERGY	ELECTRICITY SUPPLY & SERVICE CHARGES 09/04/25 TO 13/05/25 FOR CARAOP, OVALOP, WBOP	\$2,743.73
DD8551.1	14/06/2025	SHIRE OF BROOKTON - MASTERCARD - CEO	CREDIT CARD PURCHASES FOR MAY 25 INCLUDES STARLINK INTERNET CHARGES 05/05/25 TO 05/06/25 WB EVA PAVILION, WEST BROOKTON FIRE SHED & CESM VEHICLE, WALGA STAFF TRAINING LG EMERGENCY MANAGEMENT FORUM EGO, SINCH MESSAGE MEDIA 2226 OUTBOUND MESSAGES & ACCESS FEE, WATER TANK STAND BASE REPLACEMENT 40 WHITE ST SENIOP, ILLUMINATED HOUSE NUMBERS FOR 40 WHITE ST UNITS	\$1,583.51

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8551.2	14/06/2025	SHIRE OF BROOKTON - MASTERCARD - MCC	MCC CREDIT CARD PURCHASES FOR MAY 25 INCLUDES SAMPLES TESTED FOR ASBESTOS, SHAMPOO CONDITIONER & HAND BODY LOTION FOR CARAVAN PARK	\$605.83
DD8551.3	14/06/2025	SHIRE OF BROOKTON - MASTERCARD - CESM	CESM CREDIT CARD FEES MAY 25	\$4.00
DD8556.1	16/06/2025	TELSTRA CORPORATION	ADMIN PHONE LINE RENTAL & TEMPORARY DISCONNECTION CHARGES 20/05/25 TO 22/06/25	\$209.62
DD8556.2	16/06/2025	3E ADVANTAGE PTY LTD	PRINT SERVICE COSTS CRC 10,300 X B&W & 13,369 X COLOUR PRINTING FOR MAY 25	\$2,380.26
DD8556.3	16/06/2025	SYNERGY	ELECTRICITY USAGE CHARGES FOR 185 STREETLIGHTS 25/03/25 TO 24/04/2025	\$2,820.72
DD8562.1	18/06/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES MADISON SQUARE RETICULATION 26/03/25 TO 27/05/25 MADIOP	\$1,585.85
DD8567.1	19/06/2025	SYNERGY	ELECTRICITY CONSUMPTION & SUPPLY CHARGES FOR WATER HARVEST DAM WAHPOP2, SALINITY PUMP DRAIOP, SEWERAGE POND PUMP SEWEOP, DEPOOP, POOLGO, SEWEOP, OVALOP, MENSSED, MEMPOP, 27/03/25 TO 28/05/25	\$3,599.48
DD8569.1	20/06/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES U5MSOP COMMUNITY HOUSING COMMON AREA 03/04/25 TO 27/05/25	\$68.04
DD8574.1	21/06/2025	TELSTRA CORPORATION	MONTHLY MOBILE PHONE USAGE CHARGES FROM 02/06/25 TO 01/07/25 FOR BMO, PARKS LEADING HAND, CEO, MCC, WC, MP, CARAVAN PARK CARETAKER, CESM & MOBILE PHONE REPAYMENT, SWIMMING POOL, WORKS LEADING HAND,	\$675.79
DD8574.2	23/06/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION CHARGES 29/03/25 TO 29/05/25 FOR ADMIOP, RWSTOP, CRC BUILDING	\$2,053.15
DD8582.1	24/06/2025	SYNERGY	ELECTRICITY SUPPLY & CONSUMPTION FOR 185 STREET LAMPS 25/04/25 TO 24/05/25	\$2,729.72
DD8584.1	24/06/2025	AWARE SUPER PTY LTD	PAYROLL DEDUCTIONS	\$6,400.96
DD8584.2	24/06/2025	REST INDUSTRY SUPER	PAYROLL DEDUCTIONS	\$359.68
DD8584.3	24/06/2025	COLONIAL FIRST STATE CHOICE WHOLESALE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$615.69
DD8584.4	24/06/2025	MLC NOMINEES PTY LIMITED	SUPERANNUATION CONTRIBUTIONS	\$367.77
DD8584.5	24/06/2025	SANDHURST TRUSTEES	SUPERANNUATION CONTRIBUTIONS	\$992.31
DD8584.6	24/06/2025	HUB24 SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$356.05

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
DD8584.7	24/06/2025	AUSTRALIAN SUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	\$3,006.82
DD8584.8	24/06/2025	THE TRUSTEE FOR JOHNS FAMILY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	\$559.02
DD8584.9	24/06/2025	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	\$647.34
EFT16915	06/06/2025	ALYSSA ALCANZAREN	GYM KEY BOND REFUND	\$140.00
EFT16916	06/06/2025	BYRON AMM	GYM KEY BOND REFUND	\$70.00
EFT16917	06/06/2025	CHERYLE LEE	FACILITY BOND REFUND - WITH ALCOHOL	\$500.00
EFT16918	06/06/2025	JADEEN DEVESON	GYM KEY BOND REFUND	\$70.00
EFT16919	06/06/2025	MELISSA ROMEO	FACILITY BOND REFUND - NON ALCOHOL	\$250.00
EFT16920	06/06/2025	ATKINS MECHANICAL SERVICE	30,000KM SERVICE & INSPECTION FOR ISUZU D-MAX PU38 MAY 25	\$921.03
EFT16921	06/06/2025	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CANCELLATION FEE FOR NATIONAL GENERAL ASSEMBLY IN CANBERRA FOR CR CRUTE & CR DE LANGE MAY 25	\$220.00
EFT16922	06/06/2025	BROOKTON ROADHOUSE	CATERING FOR LOCAL EMERGENCY WORKSHOP 10/12/24 & FIRE CONTROL OFFICERS 09/04/25, ULP & DEISEL FOR JERRY CANS FIRE TENDERS APRIL 25 PF8, PF9, PF10	\$431.93
EFT16923	06/06/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT16924	06/06/2025	CLEANFLOW ENVIRONMENTAL SOLUTIONS	UV RELINING PIPES ON WILLIAMS STREET SEWEPIPE MAY 25	\$19,951.80
EFT16925	06/06/2025	DEANNE SWEENEY	REIMBURSEMENT FOR TAXI 23/05/25 FOR THE 2025 FINANCIAL REPORTING WORKSHOP	\$20.06
EFT16926	06/06/2025	H RUSHTON & CO	TRANSPORT STEEL DRUM ROLLER JELCOBINE RD TO MATTINGLY RD, JELCOBINE RD TO SHIRE DEPO MAY 25 MATR2R	\$770.00
EFT16927	06/06/2025	MCINTOSH AND SON NARROGIN MCINTOSH AND SON NARROGIN	INSPECT & FIX THE SIDE TIPPER DOOR THAT CREEPS OPEN PT14 FEBRUARY 25	\$2,198.30
EFT16928	06/06/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT16929	06/06/2025	SKYE FISHER	REIMBURSEMENT FOR ACCOMMODATION DURING IGNITE LEADERSHIP WORKSHOP 26 MAY 25 TO 28 MAY 25 EV0012	\$438.00
EFT16930	06/06/2025	STUMPYS GATEWAY ROADHOUSE	CATERING FOR YOUTH WEEK EV0009 16 APRIL 25	\$465.00
EFT16931	06/06/2025	WATER CORPORATION OF WA	WATER USAGE & CHARGES 09/01/25 TO 11/03/25, 11/03/25 TO 13/05/25 RAILWAY STATION RWSTOP & 11/03/25 TO 13/05/25 FOR CRC BUILDING	\$2,468.40
EFT16932	10/06/2025	3E ADVANTAGE PTY LTD	MONTHLY PRINTING SERVICE FEE FOR SHIRE ADMIN 4000 X B&W, 6000 X COLOUR PRINTS MAY 25	\$1,175.90
EFT16933	10/06/2025	AMPAC DEBT RECOVERY	MINING TENEMENT A2919, EXTERNAL SKIP TRACE A772, PALISADE CORP FEES FOR A388 & A2682 MAY 25	\$566.50

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EFT16934	10/06/2025	B & N EYRE BROOKTON NEWSAGENCY	PRIZES & GIFTS FOR ALPHABET BINGO LIBRARY EVENT & REGISTRATION DAY APRIL 25	\$168.96
EFT16935	10/06/2025	BROOKTON PLUMBING	INVESTIGATE & FIX CARAVAN PARK SEPTIC TANK BLOCKAGE CARAOP, EMPTY CARAVAN PARK DUMP POINT CARAOP, REPAIR BROKEN COLD TAP AT U3MSOP, SEPTIC TANK PUMP OUT FOR 10MAOP, INVESTIGATE & FIX LEAK ON OLD BOWLING GREEN INFRONT OF OLD BOWLING CLUB & MENS SHED, MAY 25	\$4,785.00
EFT16936	10/06/2025	BROOKTON PROFESSIONAL SERVICES CENTRE	CRC BUILDING RENT 01/06/25 TO 30/06/25	\$1,050.00
EFT16937	10/06/2025	BROOKTON TYRE SERVICE	REPLACE WORN TYRES ON UTE PU38, REPLACE 2 TYRES ON PIG TRAILER PPT2, REPLACE STEER & DRIVE TYRES ON TIP TRUCK PT14, REPLACE TYRES ON MOWER PM9 MAY 25	\$5,846.50
EFT16938	10/06/2025	BULLIVANTS PTY LTD	ON SITE INSPECTION OF ALL LIFTING & RIGGING GEAR DEPOOP MAY 25	\$1,332.58
EFT16939	10/06/2025	CORSIGN WA PTY LTD	8KM SPEED LIMIT SIGN FOR CARAVAN PARK - CARAOP MAY 25	\$167.20
EFT16940	10/06/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	GALVANISED FENCE DROPPERS FOR ROAD MARKING OTHMRRM APRIL 25, WORKS MONTHLY PURCHASES FOR MAY 25 RWPKOP, MADIOP, U5MSOP, OTHMRRM, ADMIOP, MEMPOP, MHALLOP, BCRPOP, SENIOP	\$1,719.89
EFT16941	10/06/2025	DFES	2024/25 ESL QUARTER 4 CONTRIBUTION	\$7,829.44
EFT16942	10/06/2025	EDGE PLANNING & PROPERTY	PLANNING SERVICES FOR FEBRUARY 25 11.25 HOURS INCLUDES ASSESSING & PROGRESSING DEVELOPMENT APPLICATIONS, SUBDIVISION & BOUNDARY REALIGNMENT, ADVICE TO SHIRE & ADVICE TO PROPONENTS & COMMUNITY MEMBERS	\$1,794.37
EFT16943	10/06/2025	ERGOLINK	MESH RATCHET BACK FOAM SEAT NO ARMCHAIR FOR MCC & DELIVERY MAY 25	\$544.50
EFT16944	10/06/2025	FLICK ANTICIMEX	4 WEEKLY SUPPLY & SERVICING OF SANITARY DISPOSAL UNITS AT CRC FEBRUARY 25 TO AUGUST 25	\$474.47
EFT16945	10/06/2025	FUEL DISTRIBUTORS OF WA	BULK DIESEL 7000L @ \$1.56951 FOR DEPOT MAY 25	\$10,986.57
EFT16946	10/06/2025	FULLPOWER ELECTRICS (WA) PTY LTD	POWER RUN IN & CONNECTION EAST BROOKTON FIRE SHED MAY 25 EBSHEDCAP	\$4,269.86

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EFT16947	10/06/2025	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION 450 HOUSEHOLDS X 4 WEEKS, RECYCLING COLLECTION 335 HOUSEHOLDS X 2WEEKS, LANDFILL LABOUR 39 HOURS X 4 WEEKENDS = 156, LANDFILL MACHINE HOURS 3 X 4 WEEKENDS = 12, BINS OF WASTE X 12, CARBOARD BINS X 14, 27/03/25 TO 24/04/25 RUBBOP, TIPOP	\$20,172.90
EFT16948	10/06/2025	GREENFIELD TECHNICAL SERVICES	PROVIDE PROJECT MANAGEMENT, PROJECT ADMINISTRATION, SITE INSPECTIONS IN APRIL 25 STRROP	\$475.48
EFT16949	10/06/2025	H RUSHTON & CO	HYDRAULIC FITTING FOR LOADER PL7 MARCH 25	\$121.40
EFT16950	10/06/2025	HOLLY BASSETT	REFUND 75% OF DOG LIFE REGISTRATION LT00350 - CONCESSION FOR WORKING DOG	\$187.50
EFT16951	10/06/2025	JOHN ALBERT HODGKINSON	SEPTIC TANK PUMP OUT SEWERAGE INCENTIVE REIMBURSEMENT A376 SEWEOP	\$400.00
EFT16952	10/06/2025	LANDGATE (DOLA)	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2025/03 15/03/25 TO 09/05/25, COUNTRY URBAN UV RENTAL REVALUATION 2024/2025	\$1,017.70
EFT16953	10/06/2025	LGC TRAFFIC MANAGEMENT	TRAFFIC CONTROL 23/04/25 TO 27/04/25 FOR YORK WILLIAMS ROAD YORKRRG, TRAFFIC CONTROL 12/05/25 FOR YORK WILLIAMS ROAD YORKRRG, TRAFFIC CONTROL 06/05/25 TO 09/05/25 FOR YORK WILLIAMS ROAD YORKRRG, TRAFFIC CONTROL 28/04/25 TO 02/05/25 FOR YORK WILLIAMS ROAD YORKRRG	\$74,365.32
EFT16954	10/06/2025	MCINTOSH AND SON NARROGIN	REBUILD HYDRAULIC VALVE BLOCK ON TIPPER TRUCK PT14 APRIL 25	\$3,817.29
EFT16955	10/06/2025	NARROGIN QUARRY OPERATIONS	ROAD BASE 166.06 TONNE, APRIL 25 TILLSFC	\$2,109.80
EFT16956	10/06/2025	NEW GROUND WATER SERVICES PTY LTD	INSTALL OF RELAYS & STAGE 1 MEASURES TO PREVENT POWER SURGES SEWEOP	\$2,365.00
EFT16957	10/06/2025	NOURISH BROOKTON	CATERING FOR YOUTH WEEK EVENT INCLUDES JUICE BOXES, EASTER EGGS, WATER & A BAG APRIL 25 EV0009, CRC MONTHLY REFRESHMENTS FOR MAY 25, SHIRE ADMIN REFRESHMENTS & CLEANING PRODUCTS FOR MAY 25, WORKS MONTHLY PURCHASES FOR REFRESHMENTS INCLUDES MILK & COFFEE MAY 25	\$493.33
EFT16958	10/06/2025	PREPLAN PTY LTD	BUSHFIRE MITIGATION TREATMENT 27859 WEST SIDE MCGUIRE RD, MULCHING MAY 25 FIREM25	\$9,872.00

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EFT16959	10/06/2025	RSEA PTY LTD	WET WEATHER JACKET X 1 UNIFORM & EMBROIDERY FOR GARDEN CREW MAY 25	\$99.24
EFT16960	10/06/2025	SOUTHWEST VEHICLE GROUP	15000KM SERVICE ON MITSUBISHI TRITON PU39 MAY 25	\$489.01
EFT16961	10/06/2025	STALLION BUILDING CO PTY LTD T/AS STALLION HOMES & MULTICON COMMERCIAL CONSTRUCTIONS	MAY 25 PROGRESS CLAIM FOR WORKS COMPLETE EAST BROOKTON FIRE SHED EBSHEDCAP	\$139,868.71
EFT16962	10/06/2025	TOLL TRANSPORT PTY LTD	MONTHLY FREIGHT FEES FOR WORKS INCLUDES WATER TEST SAMPLES, DOG POO BAGS, POOLOP, SEWEOP, OVALOP	\$112.59
EFT16963	10/06/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 14/05/25 5.5HOURS ANIMAL CONTROL & REMOVE 1 CAT, 19/05/25 4 HOURS ANIMAL CONTROL	\$1,097.25
EFT16964	10/06/2025	WA LOCAL GOVERNMENT ASSN	ELECTED MEMBER TRAINING - EFFECTIVE COMMUNITY LEADERSHIP 10/06/25 CR L MCCABE	\$654.50
EFT16965	10/06/2025	WALLIS COMPUTER SOLUTIONS	BACKUP SERVER STORAGE INCREASE - MANAGED INFRASTRUCTURE LICENSE AND CLOUD FROM 2TB TO 3TB MAY 25	\$2,756.38
EFT16966	13/06/2025	AC ELECTRICS WA	SHIRE ADMIN REPLACE TOILET LIGHT & SMOKE DETECTOR ADMIOF MAY 25	\$429.00
EFT16967	13/06/2025	BOHAN (WA) PTY LTD T/A VINES MEDICAL PRACTICE	PRE-EMPLOYMENT MEDICAL & INSTANT DRUG SCREEN FOR ADMINISTRATION TRAINEE 27/05/25	\$200.00
EFT16968	13/06/2025	BROOKTON PHARMACY	HEPATITIS A VACCINE FOR WORKS LEADING HAND APRIL 25	\$74.60
EFT16969	13/06/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06
EFT16970	13/06/2025	GAVIN PEPPER	SEWERAGE INCENTIVE REIMBURSEMENT A278	\$400.00
EFT16971	13/06/2025	HERSEY SAFETY PTY LTD	WORKS PPE & STOCK FOR DEPOT INCLUDES BATTERIES, SPRAY & MARK, D-SHACKLES, VEHICLE AIR FRESHENERS, BAGS OF RAGS, EARPLUGS, GLOVES, HATS & DELIVERY	\$622.05
EFT16972	13/06/2025	SECURUS	CRC BUILDING SECURITY, ADD MASTER CODE & UPDATE LIST OF CODES MAY 25	\$85.00
EFT16973	13/06/2025	SHARON MARIE STEVENSON	RATES REFUND FOR ASSESSMENT A2775	\$242.00
EFT16974	13/06/2025	SHIRE OF BROOKTON	CRC NEIGHBOURHOOD CENTRE WEEK TELEGRAPH ADVERTISING 2 X A4 COLOUR PAGES, PRINTING 40 X DOUBLE SIDED COLOUR PAGES, CRC HALF DAY HIRE X 2 12/05/25 & 16/05/25 EV0008 MAY 25	\$492.00
EFT16975	13/06/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16976	13/06/2025	TIANCO TRANSPORT	16/04/25 TRANSPORT OF ROLLER FROM DANGIN-MEARS TO MATTHEWS RD, 25/04/25 TRANSPORT OF ROLLER FROM MILLS RD TO MATTHEWS RD	\$988.90
EFT16977	19/06/2025	APEX ENVIROCARE - APEX ECO MANAGEMENT INTERNATIONAL PTY LTD	WASTE WATER POND LINER 40M X 45M SEWEDS MAY 25	\$19,308.30
EFT16978	19/06/2025	ATKINS MECHANICAL SERVICE	REPLACEMENT BATTERY FOR GENERATOR MAY 25 PSP11	\$276.10
EFT16979	19/06/2025	AUSTRALIA POST	SHIRE ADMIN & CRC MONTHLY POSTAL FEES MAY 25 INCLUDES SMALL LETTERS, LARGE LETTERS, REGISTERED POST & SMALL PARCEL	\$316.54
EFT16980	19/06/2025	AUSTRALIAN NATIONAL CHARACTER CHECK	NATIONAL POLICE CLEARANCE ADMINISTRATION TRAINEE JUNE 25	\$53.00
EFT16981	19/06/2025	AYLMORE FABRICATION & WELDING	BASKETBALL HOOPS & SWING AWAY SET UP REPLACEMENT INCLUDES BASKETBALL HOOP NETS WB EVA PAVILION MAY 25	\$15,184.14
EFT16982	19/06/2025	B & N EYRE BROOKTON NEWSAGENCY	SHIRE ADMIN MONTHLY STATIONERY PURCHASES MAY 25 INCLUDES DOCUMENT FOLDERS, A4 PAPER, A3 PAPER	\$178.80
EFT16983	19/06/2025	BEDFORD ARMS HOTEL	GIFT VOUCHER FOR LEAVING STAFF MEMBER PER POLICY 1.16 MARCH 25	\$40.00
EFT16984	19/06/2025	BOC GASES	WORKS MONTHLY RENTAL CHARGES FOR OXYGEN, ACETYLENE, ARGOSHIELD, OXYGEN MEDICAL 28/04/25 TO 28/05/2025 DEPOOP	\$58.03
EFT16985	19/06/2025	BOOKEASY AUSTRALIA PTY LTD	CARAVAN PARK BOOKING ROOM MANAGER MONTHLY FEE MAY 25	\$242.00
EFT16986	19/06/2025	BROOK AND MARSH PTY LTD	ROAD DEDICATION & CLOSURE OF BUCKINGHAM RD BUCKRRM MAY 25, WORKS TO DEDICATE PART OF LOT 25806 AS DANGIN-MEARS RD & BROOKTON HWY FOR ROAD WIDENING MAY 25 WBSF2	\$16,508.00
EFT16987	19/06/2025	BROOKTON 24/7 TOWING	REPAIRS TO BLADES & BLADE HUBS, DAMAGED FAIRINGS ON THE SLASHER PM9	\$2,860.00
EFT16988	19/06/2025	BROOKTON DELI	CRC EVENT - NEIGHBOURHOOD CENTRE WEEK, DOOR PRIZE VOUCHER & CATERING EV0008	\$90.00

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EFT16989	19/06/2025	BROOKTON PLUMBING	SUPPLY & INSTALL VERTICAL CENTRIFUGAL PUMP TO SEWER POND SHED APRIL 25, SEPTIC PUMP OUT AT MADDISON SQUARE U1MSOP, U2MSOP, U3MSOP, U4MSOP, 28AWSOP, 28BWSOP JUNE 25, SEPTIC TANK PUMP OUT FOR ROBINSON ROAD TOILETS RRTLOP MAY 25, REPLACE GAS REGULATOR ON U1MSOP, REPLACE KITCHEN TAPS IN U640WS JUNE 25, REPAIRING LEAKING TAP AT CRC BUILDING BCRCOP JUNE 25	\$15,141.00
EFT16990	19/06/2025	BROOKTON TYRE SERVICE	INSPECT & CHANGE PUNCTURED TYRE ON GRADER PG8 JUNE 25	\$652.30
EFT16991	19/06/2025	BUILDING & ENERGY	BSL PAYMENT FOR THE MONTH OF MAY 25 1 X LEVIES A2662	\$292.93
EFT16992	19/06/2025	BULLIVANTS PTY LTD	REPLACEMENT OF FAILED LIFTING CHAINS AT THE DEPOT DEPOOP	\$515.37
EFT16993	19/06/2025	CORSIGN WA PTY LTD	CARAVAN PARK SIGNS FOR NON-POWERED & TENT SITES CARAOP JUNE 25	\$158.40
EFT16994	19/06/2025	CUBALLING WINDSCREENS, PANEL, PAINT AND TOWING	EXCESS FOR WINDSCREEN REPLACEMENT 7BO PAV3 APRIL 25	\$600.00
EFT16995	19/06/2025	DARRY'S PLUMBING & GAS DARR BEST PLUMBING PTY LTD	CARAVAN PARK SERVICE SEPTIC SYSTEM MAY 25 CARAOP	\$360.00
EFT16996	19/06/2025	DELTA AGRIBUSINESS WA- BROOKTON RURAL TRADERS	CARAVAN PARK MONTHLY PURCHASES MAY 25 CARAOP, WORKS MONTHLY PURCHASES FOR MAY 25 RWPKOP, MADIOP, U5MSOP, OTHMRRM, ADMIOP, MEMPOP, MHALLOP, BCRCOP, SENIOP, DEPOOP	\$2,046.08
EFT16997	19/06/2025	EDGE PLANNING & PROPERTY	TOWN PLANNING SERVICES FOR MAY 25 21.75HOURS INCLUDES ASSESSING DEVELOPMENT APPLICATIONS, SUBDIVISION & BOUNDARY APPLICATIONS, DRAFTING AN AGENDA ITEM, PROVIDING ADVICE TO THE SHIRE & PROPONENTS & COMMUNITY MEMBERS	\$3,469.12
EFT16998	19/06/2025	GARY SHERRY	REIMBURSEMENT FOR UTILITIES AS PER EMPLOYMENT CONTRACT CEO 09/06/25	\$140.24
EFT16999	19/06/2025	GREAT SOUTHERN FUEL SUPPLIES	FUEL CARD PURCHASES 1BO MCC FOR MAY 25, DIESEL 37.78L@ \$1.8800, 64.44L@ \$1.8800, 31.91L@ \$1.8800, 31.58L@ \$1.8800, 46.89L@ \$1.8800 & CARD FEE PAV7 FUEL CARD PURCHASES JUNE 25 01BO CEO - 58.61L @ \$1.88 PAV6, 26/06/25 58.61L @ \$1.88	\$508.17
EFT17000	19/06/2025	GREENFIELD TECHNICAL SERVICES	PROJECT MANAGEMENT & PROJECT ADMINISTRATION FOR ARGN1061 FLOOD & STORM DAMAGED ROADS STRROP	\$1,645.88

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EFT17001	19/06/2025	INTELIFE GROUP LTD	ROADSIDE MULCHING & PRUNING ON MATTINGLY ROAD 05/05/25 TO 14/05/25 MTTR2R	\$16,186.50
EFT17002	19/06/2025	JENNIE MASON	REIMBURSEMENT FOR REFRESHMENTS & PARKING REQUIRED FOR TRAINING GO 08/06/25 TO 09/06/25	\$60.05
EFT17003	19/06/2025	NARROGIN AUTO ELECTRICS	ELECTRICS TO NEW CESM VEHICLE DFES SPECIFIC JOB:270191 MAY 25	\$3,908.75
EFT17004	19/06/2025	NARROGIN QUARRY OPERATIONS	ROAD BASE FOR TILLER ST ROAD WORKS 01/05/25 TO 09/05/25 497.46 TONNE TILLSFC	\$10,607.92
EFT17005	19/06/2025	NOURISH BROOKTON	CRC EVENT - NEIGHBOURHOOD WEEK REFRESHMENTS & DECORATIONS EV0008	\$505.10
EFT17006	19/06/2025	OFFICEWORKS BUSINESS DIRECT	SHIRE ADMIN A3 DISPLAY BOOK 20 POCKETS X 13, JUNE 25	\$148.27
EFT17007	19/06/2025	PREPLAN PTY LTD	BUSHFIRE MITIGATION WORKS FOR TREATMENT 27875 CLEAR UNDER POWERLINES, 27886 SOUTH SIDE BROOKTON HWY BY BRIDGE, 27505 MULCHING BROOKTON CARAVAN PARK FIREM25	\$17,400.50
EFT17008	19/06/2025	PYNC INVASIVE ANIMAL CONTROL	REFUSE SITE FERAL CAT CONTROL MAY 25 TIPOP	\$550.00
EFT17009	19/06/2025	SEABROOK ABORIGINAL CORPORATION	CLEANING SERVICES, RELIEF FROM 07/04/25 TO 27/04/25 TOTAL 41 HOURS	\$1,845.00
EFT17010	19/06/2025	SEEK LIMITED	ADVERTISEMENT FOR EXPRESSIONS OF INTEREST FOR MATERNITY LEAVE COVER - SENIOR FINANCE OFFICER	\$412.50
EFT17011	19/06/2025	SHIRE OF CORRIGIN	STAFF TRAINING LEADERSHIP DEVELOPMENT 20/05/25 TOWN INFRASTRUCTURE COORDINATOR	\$320.00
EFT17012	19/06/2025	SKYE FISHER	REIMBURSEMENT FOR DECORATIONS FOR CRC EVENT - A TRIBUTE TO LEGACY & SERVICE 28/06/25 EV0007	\$90.40
EFT17013	19/06/2025	SLR CONSULTING AUSTRALIA PTY LTD	CORRESPONDENCE WITH DWER BUND AND LINER CONSTRUCTION, LICENCE AMENDMENT FOR DREDGING SEWEDS MAY 25	\$3,080.00
EFT17014	19/06/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SANITISING WIPES PACKETS X 6 FOR GYMOP MARCH 25	\$215.40
EFT17015	19/06/2025	STUMPYS GATEWAY ROADHOUSE	MEALS FOR FIREFIGHTERS ON A NIGHT INCIDENT BUCKINGHAM ROAD 13/05/25 FIREGO	\$549.03
EFT17016	19/06/2025	THOMAN MANAGEMENT PTY LTD T/A QUEST INNALOO	ACCOMMODATION & PARKING 08/06/25 FOR TRAINING IN PERTH FOR GO	\$202.00
EFT17017	19/06/2025	TJ & SJ NANKIVELL PTY LTD NARROGIN SMASH REPAIRS	VEHICLE INSURANCE EXCESS FOR REPAIRS TO PU33 MAY 25	\$300.00
EFT17018	19/06/2025	TOLL TRANSPORT PTY LTD	WORKS MONTHLY FREIGHT COSTS JUNE 25, BULLIVANTS PARCELS DEPOOP	\$98.45

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EFT17019	19/06/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 28/05/25 3 HOURS ANIMAL CONTROL, 05/06/25 8 HOURS ANIMAL CONTROL & REMOVAL OF A DOG	\$1,270.50
EFT17020	19/06/2025	WALLIS COMPUTER SOLUTIONS	ONBOARDING COMPUTER SET UP FOR ADMIN TRAINEE JUNE 25	\$214.50
EFT17021	19/06/2025	WRIGHT AGRICULTURAL CONTRACTING	WB EVA PAVILION TENNIS COURTS DOUBLE CHAIN GATES INSTALLED BCOUCAP MAY 25	\$4,194.30
EFT17022	19/06/2025	ZIRCODATA (TOTALLY CONFIDENTIAL RECORDS)	STORAGE ARCHIVE, MONTHLY FEE FOR 214 BOXES 01/05/25 TO 31/05/25	\$55.18
EFT17023	19/06/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY WORKS FOR DANGIN MEARS RD INTERSECTION WITH BROOKTON HWY, WBSF2	\$5,991.70
EFT17024	24/06/2025	ARMADALE BYFORD PATIOS PTY LTD	SUPPLY & INSTALL REPLACEMENT PATIO & ONLINE MAPPING FEE AT AQUATIC CENTRE POOLCAP JUNE 25	\$6,804.00
EFT17025	25/06/2025	CHARLOTTE COOKE	GYM KEY BOND REFUND - CHARLOTTE COOKE	\$70.00
EFT17026	25/06/2025	EMILY LEWIS	FACILITY HIRE BOND REFUND - EMILY LEWIS	\$250.00
EFT17027	25/06/2025	KIM EDWARD LILLY	GYM KEY BOND RETURN - KIM LILLY	\$70.00
EFT17028	25/06/2025	MEGAN GODDARD	GYM KEY BOND REFUND - MEGAN GODDARD	\$70.00
EFT17029	25/06/2025	MELISSA BENNELL	GYM KEY BOND REFUND - MELISSA BENNELL	\$70.00
EFT17030	25/06/2025	TAMARA LACROIX	FACILITY HIRE BOND REFUND - TAMARA LACROIX	\$250.00
EFT17031	25/06/2025	TANDIN WANGMO	GYM KEY BOND REFUND - TANDIN WANGMO	\$70.00
EFT17032	25/06/2025	THOMAS FAULKNER	GYM KEY BOND REFUND - THOMAS FAULKNER	\$70.00
EFT17082	27/06/2025	BEDFORD ARMS HOTEL	REFRESHMENTS FOR JUNE 25 MEETING, 6 X ELECTED MEMBERS & 4 STAFF MEALS	\$281.00
EFT17083	27/06/2025	BERYL JOYCE COPPING	QUARTER 4 COUNCILLOR SITTING FEES 01/04/25 TO 30/06/25	\$971.00
EFT17084	27/06/2025	BROOKTON HISTORICAL SOCIETY	COMMUNITY CHEST FUND COUNCIL RESOLUTION OCM 06.25-13 TO FUND INSURANCE EXPENDITURE	\$1,000.00
EFT17085	27/06/2025	BROOKTON PLUMBING	REPAIR OF LEAKING TOILET AT U133WS MAY 25	\$336.60
EFT17086	27/06/2025	BROOKTON ROADHOUSE	VOUCHERS FOR NEIGHBOURHOOD CENTRE WEEK EV0008 MAY 25	\$250.00
EFT17087	27/06/2025	BROOKTON TENNIS CLUB	REIMBURSEMENT OF DRUM MUSTER CLAIM 2025	\$603.40
EFT17088	27/06/2025	BROOKTON TYRE SERVICE	REPAIR PUNCTURE TYRE ON GRADER PG9 JUNE 25	\$1,215.50
EFT17089	27/06/2025	BROOKTON WOMEN'S HOCKEY CLUB INC	COMMUNITY CHEST FUND COUNCIL RESOLUTION OCM 06.25-10 TO FUND AUDIO EQUIPMENT	\$174.50
EFT17090	27/06/2025	CHILD SUPPORT AGENCY EMPLOYER SERVICES	PAYROLL DEDUCTIONS	\$307.06

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17091	27/06/2025	CITY OF ALBANY	MIGRATION FEE TO JOIN REGIONAL WA LIBRARY CONSORTIUM CRC LIBRARY JUNE 25	\$4,400.00
EFT17092	27/06/2025	CORSIGN WA PTY LTD	WORKS ROADS, VARIOUS ROAD SIGNS JUNE 25 OTHMRRM	\$3,399.00
EFT17093	27/06/2025	DEANNE SWEENEY	REIMBURSEMENT FOR STORAGE TUBS TO KEEP VENDING MACHINE STOCK IN, JUNE 25	\$44.97
EFT17094	27/06/2025	EDWARDS ISUZU UTE	24MY D-MAX CREW CAB PU42 REPLACEMENT FOR 2020 TRITON PU34 & ON ROAD COSTS, TRADE IN CREDIT FOR PU34 JUNE 25	\$27,767.80
EFT17095	27/06/2025	FLEET FITNESS	GYM EQUIPMENT REAPIR & CALL OUT FOR ROWER GYMOP JUNE 25	\$792.22
EFT17096	27/06/2025	FUEL DISTRIBUTORS OF WA	WORKS DEPOT BULK DIESEL 7000L @ \$1.59101 JUNE 25	\$11,137.07
EFT17097	27/06/2025	GERALDTON TRANSPORT	FREIGHT COSTS FOR CHRISTMAS DECORATIONS JUNE 25 EV0003	\$192.50
EFT17098	27/06/2025	GREAT SOUTHERN SUPPLIES T/AS G&M DETERGENTS	MONTHLY CLEANING ORDER PURCHASES INCLUDES CLEANING CHEMICALS, TOILET PAPER, HAND TOWELS, HAND TOWEL DISPENSER JUNE 25 WBOP	\$955.11
EFT17099	27/06/2025	GREAT SOUTHERN WASTE DISPOSAL	DOMESTIC RUBBISH COLLECTION 451 HOUSEHOLDS X 5 WEEKENDS = 2254, RECYCLING 335 HOUSEHOLDS X 3 WEEKS = 1005, REFUSE SITE 39 LABOUR HOURS X 5 WEEKENDS = 195, REFUSE MACHINE HOURS 3 X 5 WEEKENDS = 15, 6 WASTE BINS & 5 CARBOARD BINS 24/04/25 TO 29/05/25	\$24,034.45
EFT17100	27/06/2025	HAROLD ATHOL BELL	QUARTER 4 COUNCILLOR SITTING FEES 01/04/25 TO 30/06/25	\$971.00
EFT17101	27/06/2025	JH COMPUTER SERVICES	CESM VEHICLE ACCESSORIES, STARLINK ROOF MOUNT & 12V POWER CABLE FOR STARLINK MINI	\$330.00
EFT17102	27/06/2025	JOHN LUXTON	CARAVAN PARK REFUND 2 X NIGHTS POWERED SITES (CARAVAN CLUB FEES) 21/06/25 TO 23/06/25	\$60.00
EFT17103	27/06/2025	KATRINA LOUISE CRUTE	QUARTER 4 PRESIDENTS ALLOWANCE & SITTING FEES 01/04/25 TO 30/06/25	\$3,625.00
EFT17104	27/06/2025	LACHLAN MCCABE	QUARTER 4 COUNCILLOR SITTING FEES 01/04/25 TO 30/06/25	\$971.00
EFT17105	27/06/2025	LANDGATE (DOLA)	GRV GENERAL REVALUATION 2024/25	\$12,836.37
EFT17106	27/06/2025	LGC TRAFFIC MANAGEMENT	TRAFFIC CONTROL YORK WILLIAMS SLK 16.85 TO 13.70 ACCOMMODATION 25/02/25 TO 09/05/25 YORKRRG	\$9,740.13
EFT17107	27/06/2025	LGIS INSURANCE BROKING	HALF YEARLY ARREARS CONTRIBUTION FOR PARTICIPATION IN LGIS REGIONAL RISK COORDINATOR PROGRAM	\$7,150.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17108	27/06/2025	MAIN ROADS WESTERN AUSTRALIA	REFURBISHMENT OF STRUCTURE REPAIRS FOR BRIDGE 3143 MAY 25	\$411,400.00
EFT17109	27/06/2025	NARROGIN GLASS	SUPPLY & FIT TINT FILM TO PU41 CESM VEHICLE JUNE 25	\$385.00
EFT17110	27/06/2025	NORTH DANDALUP TURNER MECHANICAL SERVICE PTY LTD	SERVICE, INSPECTION & TRAVEL ON PT17 MAY 25	\$3,668.50
EFT17111	27/06/2025	NORTHAM AUTOS PTY LTD T/A NORTHAM MAZDA, SUZUKI & GWM	70,000KM SERVICE ON 01BO PAV6	\$471.94
EFT17112	27/06/2025	OFFICEWORKS BUSINESS DIRECT	SHIRE ADMIN STATIONERY ORDER & CRC SENIORS WEEK EVENT STATIONERY EV0007	\$148.74
EFT17113	27/06/2025	PYNC INVASIVE ANIMAL CONTROL	FERAL CAT CONTROL AT REFUSE SITE 5 HOURS JUNE 25 TIPOP	\$550.00
EFT17114	27/06/2025	QUALITY PRESS	ADMIN ENVELOPES DL-400 X 500 & DL-390 X 1000 - JUNE 25	\$390.50
EFT17115	27/06/2025	REDFISH TECHNOLOGIES PTY LTD	SHIRE ADMINISTRATION BUILDING CCTV FIT OUT CCTVCAP MAY 25	\$14,023.79
EFT17116	27/06/2025	RODERICK WALLIS	QUARTER 4 COUNCILLOR SITTING FEES 01/04/25 TO 30/06/25	\$971.00
EFT17117	27/06/2025	RURAL TREE SERVICES WA	CARAVAN PARK TREE PRUNING, STUMP REMOVAL, WEIGHT REMOVAL, CHIPPING & BRACING SYSTEM JUNE 25 CARAOP	\$10,086.45
EFT17118	27/06/2025	SHIRE OF BROOKTON	PAYROLL DEDUCTIONS	\$1,350.00
EFT17119	27/06/2025	SHIRE OF NARROGIN	STREET SWEEPING BROOKTON TOWNSITE 06/02/25 TOWNOP	\$1,854.00
EFT17120	27/06/2025	SHIRE OF WICKEPIN	REIMBURSEMENT FOR ADMIN LONG SERVICE LEAVE K.BARTLEY	\$3,059.63
EFT17121	27/06/2025	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	WORKS DEPOT FIRST AID KITS SERVICE & REPLACE EXPIRED ITEMS JUNE 25	\$1,144.76
EFT17122	27/06/2025	STUMPYS GATEWAY ROADHOUSE	CRC NEIGHBOURHOOD CENTRE WEEK EVENT REFRESHMENTS 16/05/25 EV0008	\$1,084.52
EFT17123	27/06/2025	TAMARA DE LANGE	QUARTER 4 DEPUTY ALLOWANCE & SITTING FEES 01/04/25 TO 30/06/25	\$1,439.75
EFT17124	27/06/2025	TOLL TRANSPORT PTY LTD	MONTHLY FREIGHT COSTS FOR JUNE 25, CORSIGN SIGNAGE CARAOP	\$56.61
EFT17125	27/06/2025	WA CONTRACT RANGER SERVICES	CONTRACT RANGER SERVICES 11/06/25 - 4 HOURS ANIMAL CONTROL, 18/06/25 - 3.5 HOURS ANIMAL CONTROL	\$866.25
EFT17126	27/06/2025	WALLIS COMPUTER SOLUTIONS	DATA ERASE OF 7 PHONES & 1 LAPTOP JUNE 25	\$660.00
EFT17127	27/06/2025	WESTERN POWER	INSTALL & ACTIVATE GREEN DOME/POWER AT EAST BROOKTON FIRE SHED EBSHEDCAP JUNE 25	\$19,530.00
EFT17128	27/06/2025	YELLOWSTONE	CRC THANK A VOLUNTEER EVENT ENTERTAINMENT 2 HOURS 28/06/25 EV0005	\$715.00

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
1440.1	02/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$29.81
1440.1	02/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.09
1440.1	01/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$50.00
1440.1	03/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$2.00
1440.1	03/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.30
1440.1	03/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.13
1441.1	04/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$0.92
1442.1	05/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$33.27
1443.1	06/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1.20
1443.1	06/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.89
1444.1	09/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$9.48
1445.1	10/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$18.38
1446.1	11/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.42
1446.1	12/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$16.02
1447.1	13/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1.10
1447.1	13/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$12.81
1448.1	16/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$8.67
1449.1	17/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.63
1450.1	18/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$3.63
1451.1	19/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.70
1451.1	19/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$40.32
1451.1	20/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$5.92
1452.1	24/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$0.10
1453.1	25/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$4.49
1453.1	25/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$1.20
1453.1	25/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$3.10
1454.1	26/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$11.22
1455.1	27/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$4.70
1455.1	27/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$6.80
1456.1	30/06/2025	EWAY - CARAVAN PARK BOOKING SYSTEM FEES	CARAVAN PARK BOOKING SYSTEM FEES	\$19.10
1456.1	30/06/2025	CBA MERCHA - BANK FEE - MERCHANT FEE	BANK FEE - MERCHANT FEE	\$276.28
PAYJRUN*1271	10/06/2025	SALARIES & WAGES	WEEK 50 - PPE 10/06/2025	\$65,686.32
PAYJRUN*1274	24/06/2025	SALARIES & WAGES	WEEK 52 - PPE 24/06/2025	\$64,327.09
			TOTAL	\$1,269,264.09

List of Credit Card Transactions Paid in June 2025

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CEO

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8551.1	14/06/2025	STARLINK MONTHLY SUBSCRIPTION 06/05/25 TO 06/06/25 CESM VEHICLE	\$80.00
		STARLINK MONTHLY SUBSCRIPTION 05/05/25 TO 05/06/25 WB EVA PAVILION & BROOKTON FIRE SHED	\$352.00
		WALGA LOCAL GOVERNMENT EMERGENCY MANAGEMENT FORUM - STAFF TRAINING EGO	\$150.00
		SINCH MESSAGE MEDIA - 2226 OUTBOUND MESSAGES, MONTHLY ACCESS FEE & CREDIT CARD FEE, FIREGO	\$183.18
		WATER TANK STAND BASE REPLACEMENT SENIOP	\$531.15
		ILLUMINATED HOUSE NUMBERS FOR 40 WHITE STREET UNITS X 8 & DOUBLE SIDED ACRYLIC TAPE, U140WS, U240WS, U340WS, U440WS, U540WS, U640WS, U740WS, U840WS	\$283.18
		BENDIGO BANK CARD FEE	\$4.00
		TOTAL	\$1,583.51

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD – MCC

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8551.2	14/06/2025	LIFE TREE ENVIRONMENTAL - 2 X SAMPLES TESTING FOR ASBESTOS FROM COMMENTARY BOX	\$109.93
		BNB PRODUCTS - 4 BOXES OF BODY WASH, BODY LOTION, SHAMPOO & CONDITIONER	\$491.90
		Credit card fee	\$4.00
		TOTAL	\$605.83

SHIRE OF BROOKTON - BENDIGO BANK MASTERCARD - CESM

DIRECT DEBIT	DATE	DESCRIPTION	AMOUNT
DD8551.3	14/06/2025	CREDIT CARD FEE	\$4.00
		TOTAL	\$4.00

SHIRE OF BROOKTON - FUEL CARD - MCC

EFT	DATE	DESCRIPTION	AMOUNT
EFT16805	08/05/2025	DIESEL 37.78L@ \$1.8800	\$71.03
		DIESEL 64.44L@ \$1.8800	\$121.15
		DIESEL 31.91L@ \$1.8800	\$59.99
		DIESEL 31.58L@ \$1.8800	\$59.37
		DIESEL 46.89L@ \$1.8800	\$88.15
		CARD FEES X 5	\$1.90
		TOTAL	\$401.59

SHIRE OF BROOKTON - FUEL CARD - CEO

EFT	DATE	DESCRIPTION	AMOUNT
EFT16832	15/05/2025	DIESEL 56.49L @ \$1.8800	\$106.20
		CARD FEE X 1	\$0.38
		TOTAL	\$ 106.58

14.07.25.02 STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 30 JUNE 2025

File No:	FIN007
Date of Meeting:	24 July 2025
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:	31/05/2025

Summary of Item:

Council is to consider the Statement of Financial Activity for the period ending 30 June 2025 together with associated commentaries.

Description of Proposal:

The Statement of Financial Activity for the Period Ended 30 June 2025, is included at Attachment 14.07.25.02A.

Background:

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

Consultation:

Reporting officers receive monthly updates to track expenditure and income.

Statutory Environment:

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

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

Relevant Plans and Policy:

There is no Council Policy relevant to this item.

Financial Implications:

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

Any material variances that have an impact on the outcome of the budgeted closing surplus position are detailed in the Monthly Financial Report contained within Attachment 14.07.25.02.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

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

OFFICER’S RECOMMENDATION

That Council, accordance with Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Financial Management) Regulations 1995, receives the Monthly Statements of Financial Activity for the Period Ended 30 June 2025, as included at Attachment 14.07.25.02A.

(Simple majority vote required)

Attachment

Attachment 14.07.25.02A – Statement of Financial Activity for 30 June 2025.



SHIRE OF BROOKTON

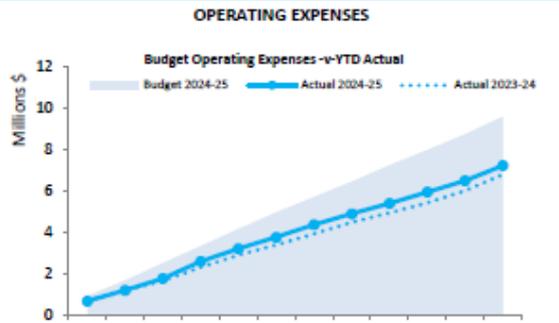
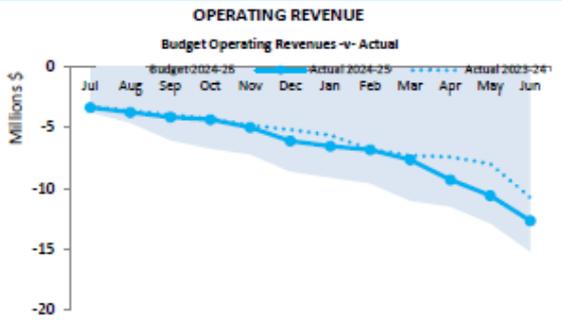
MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 JUNE 2025

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

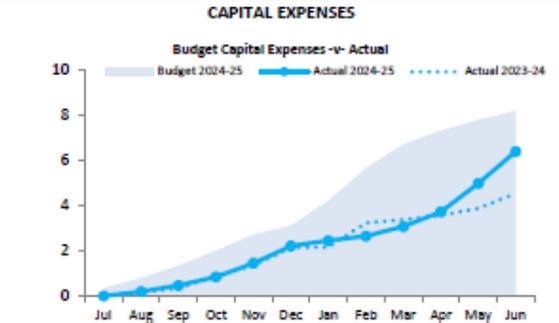
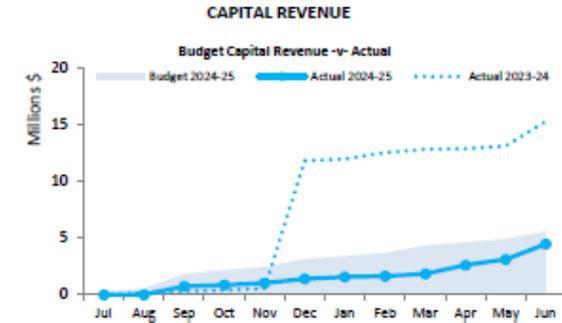
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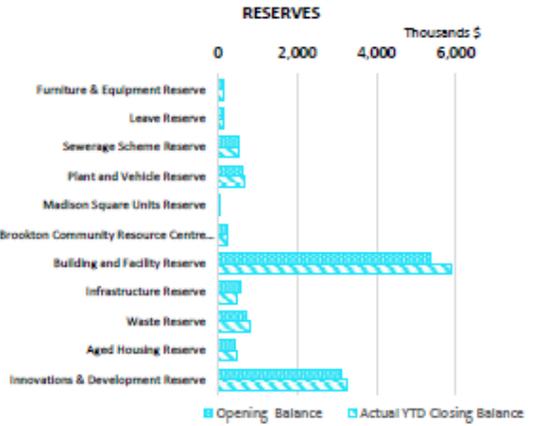
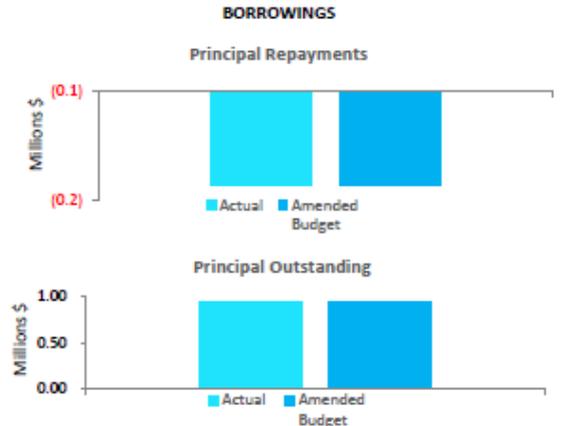
OPERATING ACTIVITIES



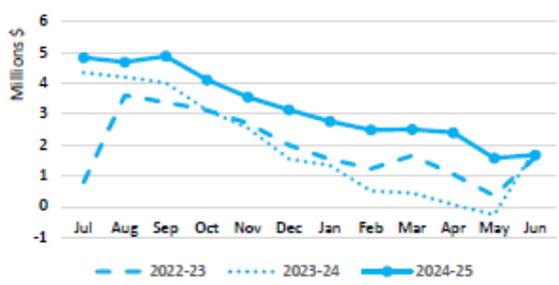
INVESTING ACTIVITIES



FINANCING ACTIVITIES



Closing funding surplus / (deficit)



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

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.89 M	\$1.89 M	\$0.00 M
Closing	\$0.00 M	\$0.00 M	\$1.68 M	\$1.68 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$14.69 M	% of total		\$0.49 M	% Outstanding		\$0.58 M	% Collected
Unrestricted Cash	\$2.09 M	14.2%	Trade Payables	\$0.38 M		Rates Receivable	\$0.22 M	93.8%
Restricted Cash	\$12.60 M	85.8%	0 to 30 Days		84.3%	Trade Receivable	\$0.36 M	% Outstanding
			Over 30 Days		7.9%	Over 30 Days		0.3%
			Over 90 Days		7.7%	Over 90 Days		10%

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

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.10 M	\$0.71 M	\$2.63 M	\$1.91 M

Refer to Statement of Financial Activity

Rates Revenue			Grants, Subsidies and Contributions			Fees and Charges		
YTD Actual	\$2.89 M	% Variance	YTD Actual	\$2.07 M	% Variance	YTD Actual	\$1.18 M	% Variance
YTD Budget	\$2.87 M	0.5%	YTD Budget	\$1.51 M	37.1%	YTD Budget	\$0.92 M	28.3%

Refer to Statement of Financial Activity Refer to Note 13 - Operating Grants and Contributions Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.23 M)	(\$2.40 M)	(\$2.53 M)	(\$0.13 M)

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants and Contributions		
YTD Actual	\$0.20 M	%	YTD Actual	\$5.46 M	% Spent	YTD Actual	\$2.69 M	% Received
Adopted Budget	\$0.22 M	(9.8%)	Adopted Budget	\$9.03 M	(39.5%)	Adopted Budget	\$3.51 M	(23.2%)

Refer to Note 7 - Disposal of Assets Refer to Note 8 - Capital Acquisitions Refer to Note 8 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$3.32 M	(\$0.20 M)	(\$0.31 M)	(\$0.10 M)

Refer to Statement of Financial Activity

Borrowings			Reserves			Lease Liability		
Principal repayments	\$0.19 M		Reserves balance	\$12.60 M		Principal repayments	\$0.00 M	
Interest expense	\$0.06 M		Interest earned	\$0.53 M	0.0%	Interest expense	\$0.00 M	
Principal due	\$0.93 M					Principal due	\$0.02 M	

Refer to Note 9 - Borrowings Refer to Note 11 - Cash Reserves Refer to Note 10 - Lease Liabilities

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

REVENUE

RATES

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

GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST REVENUE

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION

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

FINANCE COSTS

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

BY NATURE

	Ref Note	Adopted Budget (a)	Amended Budget	YTD Budget (b)	YTD Actual (c)	Variance \$ (c) - (b)	Variance % ((c) - (b))/(b)	Var.
		\$	\$	\$	\$	\$	%	
OPERATING ACTIVITIES								
Revenue from operating activities								
Rates		2,874,905	2,874,905	2,874,905	2,888,383	13,478	0.47%	
Grants, subsidies and contributions	13	1,513,445	1,511,837	1,511,837	2,073,174	561,337	37.13%	▲
Fees and charges		910,585	917,185	917,185	1,176,613	259,428	28.29%	▲
Service charges		0	0	0	0	0	0.00%	
Interest revenue		347,470	565,470	565,470	675,256	109,786	19.41%	▲
Other revenue		2,049,227	2,083,927	2,083,927	444,929	(1,638,998)	(78.65%)	▼
Profit on disposal of assets	7	12,042	12,042	12,042	12,972	930	7.72%	
		7,707,674	7,965,366	7,965,366	7,271,326	(694,040)	(8.71%)	
Expenditure from operating activities								
Employee costs		(2,623,566)	(2,625,416)	(2,625,416)	(2,472,143)	153,273	5.84%	
Materials and contracts		(4,288,616)	(3,962,868)	(3,962,868)	(1,562,783)	2,400,085	60.56%	▲
Utility charges		(267,774)	(267,774)	(267,774)	(221,160)	46,614	17.41%	▲
Depreciation		(2,297,086)	(2,297,086)	(2,297,086)	(2,479,120)	(182,034)	(7.92%)	
Finance costs		(65,317)	(52,395)	(52,395)	(55,645)	(3,250)	(6.20%)	
Insurance expenses		(228,961)	(236,174)	(236,174)	(237,213)	(1,039)	(0.44%)	
Other expenditure		(125,302)	(94,191)	(94,191)	(71,185)	23,006	24.42%	▲
Loss on disposal of assets	7	(64,405)	(64,405)	(64,405)	(133,989)	(69,584)	(108.04%)	▼
Loss on LG house Trust - Non cash	5	0	0	0	(2,664)	(2,664)	0.00%	
		(9,961,027)	(9,600,309)	(9,600,309)	(7,235,902)	2,364,407	(24.63%)	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	2,349,449	2,349,449	2,590,348	240,899	10.25%	▲
Amount attributable to operating activities		96,096	714,506	714,506	2,625,772	1,911,266	267.49%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	3,603,844	3,603,844	2,694,651	(909,193)	(25.23%)	▼
Proceeds from disposal of assets	7	260,000	224,027	224,027	202,033	(21,994)	(9.82%)	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	29,967	29,967	29,967	0	0.00%	
		3,798,223	3,857,838	3,857,838	2,926,651	(931,187)	(24.14%)	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(6,261,129)	(6,261,129)	(5,459,542)	801,587	12.80%	▲
		(9,027,010)	(6,261,129)	(6,261,129)	(5,459,542)	801,587	(12.80%)	▲
Amount attributable to investing activities		(5,228,787)	(2,403,291)	(2,403,291)	(2,532,892)	(129,601)	5.39%	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	9	600,000	600,000	600,000	600,000	0	0.00%	
Transfer from reserves	11	4,377,069	1,119,540	1,119,540	936,156	(183,384)	(16.38%)	▼
		4,977,069	1,719,540	1,719,540	1,536,156	(183,384)	(10.66%)	▼
Outflows from financing activities								
Repayment of borrowings	9	(210,570)	(185,929)	(185,929)	(185,928)	1	0.00%	
Payments for principal portion of lease liabilities	10	(1,568)	(1,568)	(1,568)	(1,568)	(0)	(0.01%)	
Transfer to reserves	11	(1,446,331)	(1,735,409)	(1,735,409)	(1,655,789)	79,620	4.59%	
		(1,658,469)	(1,922,906)	(1,922,906)	(1,843,286)	79,620	(4.14%)	
Amount attributable to financing activities		3,318,600	(203,366)	(203,366)	(307,130)	(103,764)	51.02%	▼
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1(c)	1,814,091	1,892,153	1,892,153	1,892,153	0	(0.00%)	
Amount attributable to operating activities		96,096	714,506	714,506	2,625,772	1,911,266	267.49%	
Amount attributable to investing activities		(5,228,787)	(2,403,291)	(2,403,291)	(2,532,892)	(129,601)	5.39%	
Amount attributable to financing activities		3,318,600	(203,366)	(203,366)	(307,130)	(103,764)	51.02%	▼
Net current assets at end of financial year - surplus/(deficit)	1(c)	0	(0)	2	1,677,903	1,677,901	(89250070.99%)	▲

KEY INFORMATION

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

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

BY PROGRAM

	Note	Adopted Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue from operating activities								
Governance		6,034	15,554	19,042	3,488	22.42%	▲	
General Purpose Funding - Rates	6	2,874,905	2,874,905	2,888,383	13,478	0.47%	▲	
General Purpose Funding - Other		964,796	1,157,675	1,889,611	731,936	63.22%	▲	S
Law, Order and Public Safety		609,420	598,688	375,957	(222,731)	(37.20%)	▼	S
Health		300	300	1,102	802	267.28%	▲	
Education and Welfare		57,700	57,700	67,430	9,730	16.86%	▲	
Housing		98,687	99,007	149,624	50,617	51.12%	▲	S
Community Amenities		501,902	504,902	561,919	57,017	11.29%	▲	S
Recreation and Culture		34,133	41,533	55,247	13,714	33.02%	▲	S
Transport		2,114,406	2,114,406	639,345	(1,475,061)	(69.76%)	▼	S
Economic Services		414,791	430,096	538,542	108,446	25.21%	▲	S
Other Property and Services		30,600	70,600	85,125	14,525	20.57%	▲	S
		7,707,674	7,965,366	7,271,326	(694,040)	(8.71%)	▼	
Expenditure from operating activities								
Governance		(646,730)	(570,984)	(558,860)	12,124	2.12%	▲	
General Purpose Funding		(432,578)	(440,978)	(435,663)	5,315	1.21%	▲	
Law, Order and Public Safety		(980,658)	(949,647)	(666,755)	282,892	29.79%	▲	S
Health		(23,316)	(23,316)	(19,417)	3,899	16.72%	▲	
Education and Welfare		(112,939)	(112,939)	(112,268)	671	0.59%	▲	
Housing		(187,323)	(166,823)	(130,557)	36,266	21.74%	▲	S
Community Amenities		(708,559)	(673,229)	(638,384)	34,845	5.18%	▲	
Recreation and Culture		(1,065,083)	(1,064,883)	(1,032,140)	32,744	3.07%	▲	
Transport		(4,870,895)	(4,636,464)	(2,848,951)	1,787,513	38.55%	▲	S
Economic Services		(878,643)	(900,143)	(745,228)	154,915	17.21%	▲	S
Other Property and Services		(54,303)	(60,903)	(47,680)	13,223	21.71%	▲	S
		(9,961,027)	(9,600,309)	(7,235,902)	2,364,407	24.63%	▲	
Non-cash amounts excluded from operating activities	1(a)	2,349,449	2,349,449	2,590,348	240,899	10.25%	▲	
Amount attributable to operating activities		96,096	714,506	2,625,772	1,911,266	267.49%		
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	14	3,508,256	3,603,844	2,694,651	(909,193)	(25.23%)	▼	S
Proceeds from Disposal of Assets	7	260,000	224,027	202,033	(21,994)	(9.82%)	▼	
Proceeds from financial assets at amortised cost - self supporting loans	9	29,967	29,967	29,967	0	0.00%	▲	
		3,798,223	3,857,838	2,926,651	(931,187)	(24.14%)	▼	
Outflows from investing activities								
Payments for inventories, property, plant and equipment and infrastructure	8	(9,027,010)	(6,261,129)	(5,459,542)	801,587	12.80%	▲	S
		(9,027,010)	(6,261,129)	(5,459,542)	801,587	(12.80%)	▲	
Amount attributable to investing activities		(5,228,787)	(2,403,291)	(2,532,892)	(129,601)	5.39%	▼	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from New Debentures	9	600,000	600,000	600,000	0	0.00%	▲	
Transfer from Reserves	11	4,377,069	1,119,540	936,156	(183,384)	(16.38%)	▼	S
		4,977,069	1,719,540	1,536,156	(183,384)	(10.66%)	▼	
Outflows from financing activities								
Repayment of borrowings	9	(210,570)	(185,929)	(185,928)	1	0.00%	▲	
Payments for principal portion of lease liabilities	10	(1,568)	(1,568)	(1,568)	(0)	(0.01%)	▼	
Transfer to Reserves	11	(1,446,331)	(1,735,409)	(1,655,789)	79,620	4.59%	▲	
		(1,658,469)	(1,922,906)	(1,843,286)	79,620	(4.14%)	▲	
Amount attributable to financing activities		3,318,600	(203,366)	(307,130)	(103,764)	51.02%	▼	
MOVEMENT IN SURPLUS OR DEFICIT								
Net current assets at start of financial year - surplus/(deficit)	1	1,814,091	1,892,153	1,892,153	0	(0.00%)		
Amount attributable to operating activities		96,096	714,506	2,625,772	1,911,266	267.49%		
Amount attributable to investing activities		(5,228,787)	(2,403,291)	(2,532,892)	(129,601)	5.39%		
Amount attributable to financing activities		3,318,600	(203,366)	(307,130)	(103,764)	51.02%	▼	
Net current assets at end of financial year - surplus/(deficit)	1	0	2	1,677,903	1,677,901	(89250070.99%)	▲	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 15 for an explanation of the reasons for the variance. The material variance adopted by Council for the 2024/25 year is \$10,000 and 10%.

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

BASIS OF PREPARATION

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 30 June 2025

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$	\$
Non-cash items excluded from operating activities					
Adjustments to operating activities					
Less: Profit on asset disposals	7	(12,042)	(12,042)	(12,042)	(12,972)
Less: Fair Value adjustments to financial assets at fair value through profit and loss		0	0	0	2,664
Movement in pensioner deferred rates (non-current)		0	0	0	(5,965)
Movement in Receivable - Employee Related Provision Non-Current		0	0	0	10,356
Movement in employee benefit provisions (non-current)		0	0	0	(18,683)
Movement in Non Current LSL Oncost Provision		0	0	0	1,838
Add: Loss on asset disposals	7	64,405	64,405	64,405	133,989
Add: Depreciation on assets		2,297,086	2,297,086	2,297,086	2,479,120
Total non-cash items excluded from operating activities		2,349,449	2,349,449	2,349,449	2,590,348

(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 2024	Amended Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 30 June 2025
Adjustments to net current assets				
Less: Reserves - restricted cash	11	(11,880,663)	(11,880,665)	(12,600,298)
Less: - Financial assets at amortised cost - self supporting loans	4	(29,967)	(29,967)	(32,086)
Add: Borrowings	9	210,570	161,834	222,321
Add: Lease liabilities	10	1,568	1,568	1,622
Total adjustments to net current assets		(11,698,492)	(11,747,230)	(12,408,442)

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

Current assets					
Cash and cash equivalents	2	14,503,939	14,728,692	14,728,692	14,689,947
Financial assets at amortised cost	4	29,967	0	0	0
Rates receivables	3	126,600	105,539	105,539	152,766
Receivables	3	109,370	160,262	160,262	356,315
Other current assets	4	32,367	77,315	77,315	137,836
Less: Current liabilities					
Payables	5	(388,358)	(226,525)	(226,525)	(493,225)
Borrowings	9	(151,836)	(161,834)	(161,834)	(222,321)
Contract liabilities	12	(549,668)	(688,741)	(688,741)	(160,528)
Lease liabilities	10	(1,568)	(1,568)	(1,568)	(1,622)
Provisions	12	(199,079)	(353,756)	(353,756)	(372,824)
Less: Total adjustments to net current assets	1(b)	(11,698,492)	(11,747,230)	(11,747,230)	(12,408,442)
Closing funding surplus / (deficit)		1,813,242	1,892,153	1,892,153	1,677,903

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)

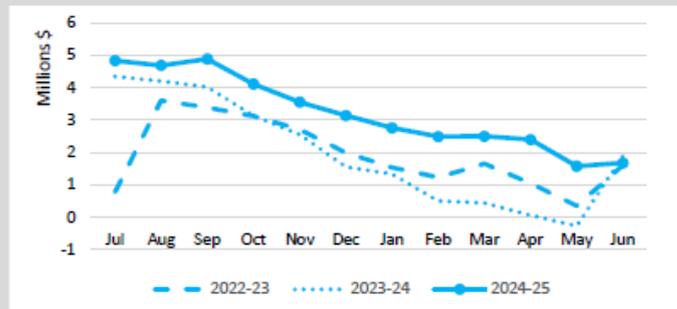
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2024	This Time Last Year 30/06/2024	Year to Date Actual 30/06/2025
		\$	\$	\$
Current Assets				
Cash Unrestricted	2	2,848,027	2,848,027	2,089,649
Cash Restricted - Reserves	2	11,880,665	11,880,665	12,600,298
Receivables - Rates	3	105,539	105,539	152,766
Receivables - Other	3	160,262	160,262	356,315
Other Financial Assets	4	29,967	29,967	32,086
Inventories	4	25,544	25,544	57,012
		15,071,807	15,071,807	15,336,864
Less: Current Liabilities				
Payables	5	(211,045)	(211,045)	(475,868)
Contract Liabilities/Capital Grant and Contribution Liabilities	12	(688,741)	(688,741)	(160,528)
Bonds & Deposits	5	(15,480)	(15,480)	(17,357)
Loan and Lease Liability	9	(163,402)	(163,402)	(223,942)
Provisions	12	(353,756)	(353,756)	(372,824)
		(1,432,424)	(1,432,424)	(1,250,518)
Less: Cash Reserves	11	(11,880,665)	(11,880,665)	(12,600,298)
Add Back: Loan and Lease Liability		163,402	163,402	223,942
Less : Loan Receivable - clubs/institutions		(29,967)	(29,967)	(32,086)
Net Current Funding Position		1,892,153	1,892,153	1,677,903

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)
\$1.68 M
Last Year YTD
Surplus(Deficit)
\$1.89 M

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Cash Floats	Cash and cash equivalents	350		350		N/A	NIL	On hand
At Call Deposits								
Municipal Cash At Bank	Cash and cash equivalents	527,553		527,553		Bendigo	0.00%	N/A
Municipal Cash At Bank (Cash Management A/C)	Cash and cash equivalents	286,204		286,204		Bendigo	1.25%	N/A
Municipal Term Deposit	Cash and cash equivalents	1,258,412		1,258,412		WATC	4.05%	OCD
Bond Cash At Bank	Cash and cash equivalents	17,130		17,130		Bendigo	0.00%	N/A
Term Deposits								
Reserves Cash At Bank	Cash and cash equivalents		2,339,573	2,339,573		Bendigo	2.90%	20/09/2025
Reserves Cash At Bank	Cash and cash equivalents		10,260,725	10,260,725		WATC	3.79%	23/12/2025
Total		2,089,649	12,600,298	14,689,947	0			
Comprising								
Cash and cash equivalents		2,089,649	12,600,298	14,689,947	0			
		2,089,649	12,600,298	14,689,947	0			

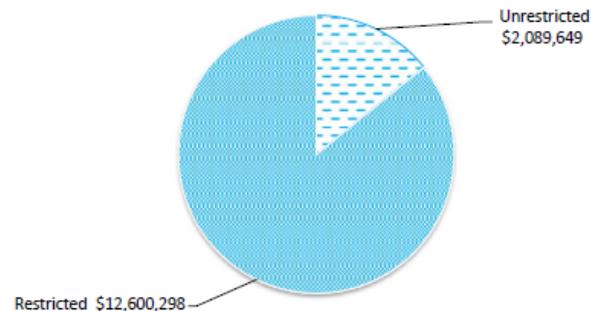
KEY INFORMATION

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

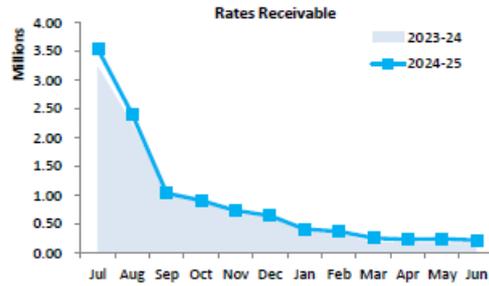
The local government classifies financial assets at amortised cost if both of the following criteria are met:

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

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



Rates receivable	30 June 2024	30 Jun 2025
	\$	\$
Opening arrears previous years	155,777	167,905
Levied this year	3,140,401	3,375,487
Less - collections to date	(3,128,273)	(3,322,294)
Gross rates collectable	167,905	221,097
Net rates collectable	167,905	221,097
% Collected	94.9%	93.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	0	224,429	307	599	25,101	250,437
Percentage	0.0%	89.6%	0.1%	0.2%	10%	
Balance per trial balance						
Sundry receivable						250,437
GST receivable						34,601
Other Receivables						15,917
Receivable - Employee Related Provisions - Current						55,361
Total receivables general outstanding						356,315

Amounts shown above include GST (where applicable)

KEY INFORMATION

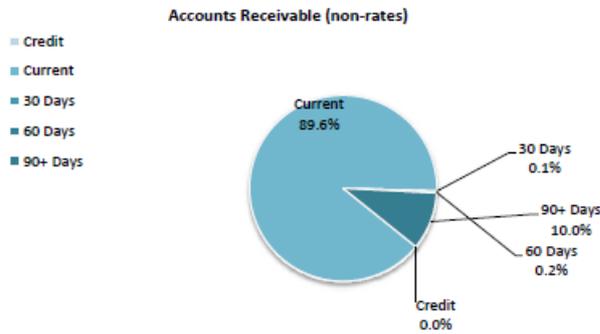
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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 2024	Asset Increase	Asset Reduction	Closing Balance 30 June 2025
	\$	\$	\$	\$
Other current assets				
Other financial assets at amortised cost				
Financial assets at amortised cost - self supporting loans	29,967	2,119	0	32,086
Inventory				
Fuel and materials (including gravel)	25,544	31,469	0	57,012
Accrued income/prepayments	21,804	26,933	0	48,737
Total other current assets	77,315	60,521	0	137,836
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

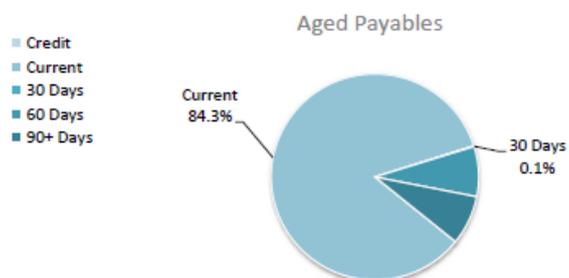
Inventories are measured at the lower of cost and net realisable value.

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	319,858	540	29,747	29,359	379,504
Percentage	0%	84.3%	0.1%	7.8%	7.7%	
Balance per trial balance						379,504
Sundry creditors						542
Other creditors						35,076
Accrued salaries and wages						12,536
Accrued interest on borrowings						3,874
Accrued expenditure						17,357
Bonds and deposits held						44,336
Income received in advance						493,225
Total payables general outstanding						
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 30 JUNE 2025

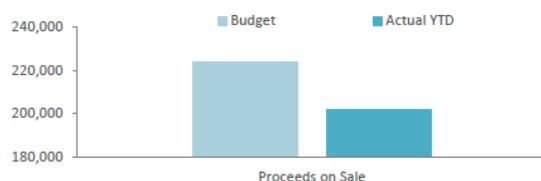
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	0.10550	250	2,986,366	315,062	0	0	315,062	315,062	14,091	0	329,153
Industrial	0.10550	5	78,870	8,321	0	0	8,321	8,321	0	0	8,321
Commercial	0.10550	19	641,536	67,682	0	0	67,682	67,682	950	0	68,632
GRV	0.10550	2	392,500	41,409	0	0	41,409	41,409	0	0	41,409
Unimproved value											
Unimproved	0.00604	201	337,966,003	2,042,667	0	0	2,042,667	2,042,667	(1,609)	486	2,041,544
Non Rateable											
Sub-Total		477	342,065,275	2,475,141	0	0	2,475,141	2,475,140	13,432	486	2,489,058
Minimum payment	Minimum \$										
Gross rental value											
Residential	939	67	184,411	62,913	0	0	62,913	62,913	0	0	62,913
Industrial	939	2	9,280	939	0	0	939	1,878	0	0	1,878
Commercial	939	11	60,396	10,329	0	0	10,329	10,329	0	0	10,329
GRV	939	1	7,825	1,878	0	0	1,878	939	0	0	939
Unimproved value											
Unimproved	1,569	178	24,594,994	279,282	0	0	279,282	279,282			279,282
Sub-total		259	24,856,906	355,341	0	0	355,341	355,341	0	0	355,341
		736	366,922,181	2,830,482	0	0	2,830,482	2,830,481	13,432	486	2,844,399
Discount							-1,300				(1,739)
Amount from general rates							2,829,182				2,842,660
Ex-gratia rates (CBH)	Tonnage	2		45,723	0	0	45,723	45,723	0	0	45,723
Total general rates							2,874,905				2,888,383
Total		736					2,874,905				2,888,383

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 2024 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								
	Governance								
PAV5	2021 Mazda Cx-30 G25 - 1B0	23,976	19,091	1,024	0	27,731	19,091	0	(8,640)
	Law, order, public safety								
PU35	Mitsubishi Mr4W47 2019 Triton Ute	30,267	25,000	0	(5,267)	29,896	17,273	0	(12,623)
	Transport								
PU36	2020 MR MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	23,414	24,545	1,586	0	25,729	24,545	0	(1,184)
PU37	2014 FOTON TUNLAND UTE	5,590	5,000	0	(590)	0	0	0	0
PU34	2020 MITSUBISHI MR4T40 TRITON DUAL CAB UTE	25,959	25,000	0	(959)	25,657	21,818	0	(3,839)
PU118	2020 MR4W47 MITSUBISHI TRITON 4X4 GLX	25,929	20,909	0	(929)	26,653	20,909	0	(5,744)
PBH4	2012 CASE 581PC5 BACKHOE - B05418	58,058	35,000	0	(23,058)	57,121	31,510	0	(25,611)
PR8	2012 BOMAG BW25RH MULTI WHEEL ROLLER-1DUK617	48,429	20,100	1,571	0	47,707	17,505	0	(30,202)
PR10	E TYRE ROLLER ET002	21,801	1,054	0	(16,801)	21,682	1,054	0	(20,628)
PR11	E TYRE ROLLER ET003	21,801	1,129	0	(16,801)	21,682	1,129	0	(20,553)
PMUL	DEBRIS BILLY GOAT MOUNTED MULCHER	8,679	3,645	6,321	0	8,609	3,645	0	(4,964)
PPT12	CHIPPER/MULCHER - HANSA C27	18,460	23,554	1,540	0	17,168	23,554	6,386	0
	Economic services								
6935	LOT 50 - CORBERDING ROAD BROOKTON - A2787	13,414	20,000	0	0	13,414	20,000	6,586	0
		325,777	224,027	12,042	(64,405)	323,050	202,033	12,972	(133,989)



Capital acquisitions	Adopted	Amended		YTD Actual	YTD Actual Variance
	Budget	Budget	YTD Budget		
	\$	\$	\$	\$	\$
Buildings	4,252,494	1,081,424	1,081,424	1,007,065	(74,359)
Furniture and equipment	65,356	159,518	159,518	150,850	(8,668)
Plant and equipment	747,487	765,477	765,477	597,084	(168,393)
Bushfire equipment	0	10,660	10,660	10,660	0
Infrastructure - roads	3,201,621	3,201,621	3,201,621	2,827,175	(374,446)
Infrastructure - footpaths	0	138,600	138,600	138,600	0
Infrastructure - parks and gardens	60,000	194,091	194,091	167,227	(26,864)
Infrastructure - sewerage	700,052	640,598	640,598	491,742	(148,857)
Infrastructure - water	0	69,140	69,140	69,140	0
Payments for Capital Acquisitions	9,027,010	6,261,129	6,261,129	5,459,542	(801,587)
Capital Acquisitions Funded By:					
	\$	\$	\$	\$	\$
Capital grants and contributions	3,508,256	3,603,844	3,598,333	2,694,651	(903,682)
Borrowings	600,000	600,000	600,000	600,000	0
Other (disposals & C/Fwd)	260,000	224,027	224,027	202,033	(21,994)
Plant and Vehicle Reserve	660,000	660,000	510,021	510,021	0
Furniture & Equipment Reserve	92,216	92,216	83,678	83,678	0
Sewerage Scheme Reserve	40,598	40,598	40,598	40,598	0
Building and Facility Reserve	170,810	170,810	167,242	167,242	0
Infrastructure Reserve	130,916	130,916	112,652	112,652	0
Innovations & Development Reserve	25,000	25,000	21,965	21,965	0
Contribution - operations	3,539,214	713,718	902,613	1,026,703	124,090
Capital funding total	9,027,010	6,261,129	6,261,129	5,459,542	(801,587)

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.

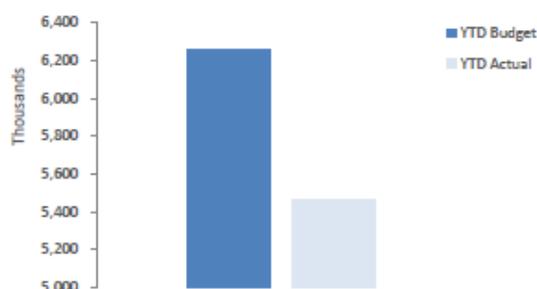
Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

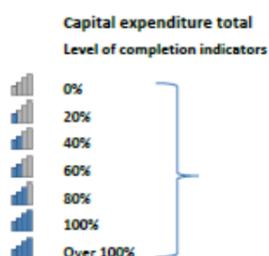
Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

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





Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Number	Job Number	Balance Sheet Category	Account/Job Description	Adopted	Amended	YTD Budget	YTD Actual	Variance (Under)/Over
				Budget	Budget			
				\$	\$	\$	\$	\$
Buildings								
E042510	ADMINCAP	9230	ADMINISTRATION OFFICE - CHAMBERS & ADMINISTRATION	(30,000)	(25,455)	(25,455)	(25,455)	(0)
Total - Governance				(30,000)	(25,455)	(25,455)	(25,455)	(0)
E054510	EBSHEDCAP	9230	EAST BROOKTON BFB SHED	(770,709)	(703,709)	(703,709)	(679,602)	(24,107)
E054510	WBSHEDCAP	9230	WEST BROOKTON BFB - APPLIANCE BAY FACILITY AND AI	(239,932)	(212,699)	(212,699)	(207,695)	(5,004)
Total - Law, Order & Public Safety				(1,010,641)	(916,408)	(916,408)	(887,297)	(29,111)
Housing								
E092510	RLANDCAP	9230	PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	(45,000)	0	0	0	0
Total - Housing				(45,000)	0	0	0	0
Recreation And Culture								
E111510		9230	PURCHASE BUILDINGS	(25,000)	(20,000)	(20,000)	(20,000)	0
E111511	MHALLSFC	9230	MEMORIAL HALL RENEWALS	(755,303)	(19,661)	(19,661)	(19,661)	(0)
E112510	POOLCAP	9230	POOL - CAPITAL	(5,000)	(7,500)	(7,500)	(7,272)	(228)
E112510	SHEDCAP	9230	BROOKTON AQUATIC CENTRE STORAGE SHED AND CONI	(27,400)	(27,400)	(27,400)	(25,415)	(1,985)
E115510	RWSTCAP	9230	RAILWAY STATION BUILDING REFURBISHMENT	(1,838,150)	(65,000)	(65,000)	(21,965)	(43,035)
Total - Recreation And Culture				(2,650,853)	(139,561)	(139,561)	(94,313)	(45,248)
Economic Services								
E132510		9230	PURCHASE BUILDINGS	(6,000)	0	0	0	0
E136510	INDLCAP	9230	LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	(500,000)	0	0	0	0
E136510	CRCCAP	9230	BROOKTON CRC LAND & BUILDING CAPITAL	(10,000)	0	0	0	0
Total - Economic Services				(516,000)	0	0	0	0
Total - Buildings				(4,252,494)	(1,081,424)	(1,081,424)	(1,007,065)	(74,359)
Plant & Equipment								
Governance								
E042532		9234	ADMIN PURCHASE DCEO VEHICLE	(50,000)	(50,000)	(50,000)	(50,428)	428
Total - Governance				(50,000)	(50,000)	(50,000)	(50,428)	428
Law, Order & Public Safety								
E055530		9234	PURCHASE PLANT & EQUIPMENT - BRMP & CESM	(93,487)	(101,587)	(101,587)	(79,354)	(22,233)
E054000	CCTV	9234	TOWN CCTV INSTALLTION - SECURITY & SAFETY	(9,000)	(6,671)	(6,671)	(6,671)	(0)
E054530		9236	BUSHFIRE PURCHASE PLANT & EQUIPMENT	0	(10,660)	(10,660)	(10,660)	0
Total - Law, Order & Public Safety				(102,487)	(118,918)	(118,918)	(96,684)	(22,234)
Community Amenities								
E102530		9234	PURCHASE PLANT & EQUIPMENT	0	(5,500)	(5,500)	(5,500)	0
Total - Community Amenities				0	(5,500)	(5,500)	(5,500)	0
Recreation & Culture								
E112530		9234	PURCHASE PLANT & EQUIPMENT	(28,000)	(25,480)	(25,480)	(25,480)	0
Total - Recreation & Culture				(28,000)	(25,480)	(25,480)	(25,480)	0
Other Property & Services								
E142530		9234	PURCHASE PLANT & EQUIPMENT	(7,000)	(7,000)	(7,000)	(6,536)	(464)
E143530	LIGHTV1	9234	PURCHASE P&E - REPLACEMENT PU36 2020 MR	(50,000)	(50,000)	(50,000)	(49,238)	(762)
E143530	LIGHTV3	9234	MITSUBISHI TRITON GLX-R 4X4 DUAL CAB	(30,000)	(35,000)	(35,000)	0	(35,000)
E143530	LIGHTV4	9234	PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND	(45,000)	(45,000)	(45,000)	(46,648)	1,648
E143530	LIGHTV5	9234	PURCHASE P&E - REPLACEMENT 2020 MITSUBISHI	(45,000)	(45,000)	(45,000)	(46,648)	1,648
E143530	LIGHTV5	9234	MR4T40 TRITON DUAL CAB UTE	(45,000)	(45,000)	(45,000)	(46,648)	1,648
E143530	LIGHTV5	9234	PURCHASE P&E - REPLACEMENT 2020 MR4W47	(45,000)	(49,239)	(49,239)	(49,238)	(1)
E143530	EP003	9234	MITSUBISHI TRITON 4X4 GLX	(190,000)	(190,000)	(190,000)	(86,990)	(103,010)
E143530	EP004	9234	PURCHASE P&E - REPLACEMENT PBH4 2012 CASE	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)
E143530	EP004	9234	581PC5 BACKHOE - BO5418	(190,000)	(190,000)	(190,000)	(86,990)	(103,010)
E143530	EP004	9234	PURCHASE P&E - REPLACEMENT 2012 BOMAG BW25RH	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)
E143530	EP004	9234	MULTI WHEEL ROLLER-1DUK617	(200,000)	(200,000)	(200,000)	(191,000)	(9,000)
Total - Other Property & Services				(567,000)	(576,239)	(576,239)	(429,651)	(146,588)
Total - Plant & Equipment				(747,487)	(776,137)	(776,137)	(607,744)	(168,393)
Furniture & Equipment								
Governance								
E042520	ELECCAP	9232	CAPEX - ELECTRONIC EQUIPMENT	(13,056)	(14,056)	(14,056)	(14,016)	(40)
E042520	COMPCAP	9232	INTEGRITY ATTAIN SOFTWARE - COMPLIANCE RECORDS	(12,500)	(8,500)	(8,500)	(8,500)	0
E042520	SERVCAP	9232	ADMIN SERVER	0	(8,052)	(8,052)	(8,051)	(1)
E042520	OFFCAP	9232	ADMIN OFFICER FURNITURE	0	(7,156)	(7,156)	(7,156)	0
E042520	CCTVCAP	9232	ADMIN OFFICE CCTV	0	(11,749)	(11,749)	(11,749)	(0)
Total - Governance				(25,556)	(49,513)	(49,513)	(49,472)	(41)
Law, Order & Public Safety								
E054520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(39,233)	(39,233)	(34,564)	4,669
Total - Law, Order & Public Safety				0	(39,233)	(39,233)	(34,564)	4,669
Recreation & Culture								
E111520		9232	PURCHASE FURNITURE & EQUIPMENT	(39,800)	(41,282)	(41,282)	(41,282)	0
E116520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(6,990)	(6,990)	(6,990)	0
E113520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(10,000)	(10,000)	(9,901)	99
Total - Recreation & Culture				(39,800)	(58,272)	(58,272)	(58,173)	99
Economic Services								
E132520		9232	PURCHASE FURNITURE & EQUIPMENT	0	(12,500)	(12,500)	(8,641)	3,859
Total - Economic Services				0	(12,500)	(12,500)	(8,641)	3,859
Total - Furniture & Equipment				(65,356)	(159,518)	(159,518)	(150,850)	8,586
Infrastructure - Roads								
Transport								
E121555	YORKRRG	9250	YORK-WILLIAMS ROAD	(592,662)	(592,662)	(592,662)	(549,376)	(43,286)
E121560	DAVIR2R	9250	DAVIS ROAD R2R	(109,563)	(109,563)	(109,563)	(99,533)	(10,030)
E121560	MATTR2R	9250	MATTINGLY ROAD R2R	(109,563)	(109,563)	(109,563)	(88,667)	(20,896)
E121560	MATCR2R	9250	MATTINGLY ROAD CULVERT R2R	(60,024)	(60,024)	(60,024)	0	(60,024)
E121560	STKWR2R	9250	SOUTH KWEDA ROAD R2R	(105,635)	(105,635)	(105,635)	(107,982)	2,347
E121565	TILLSFC	9250	TILLER STREET - CAPITAL WORKS	(45,000)	(45,000)	(45,000)	(33,355)	(11,645)
E121565	BODESFC	9250	BODEY STREET - CAPITAL WORKS	(5,520)	(5,520)	(5,520)	(2,901)	(2,619)
E121565	WOODSFC	9250	WOODS LOOP ROAD CAPITAL WORKS	(110,349)	(110,349)	(110,349)	(113,711)	3,362
E121565	MATR5FC	9250	MATTINGLY ROAD CAPITAL WORKS	(37,000)	(37,000)	(37,000)	(36,595)	(405)
E121565	WBSF1	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY	(187,316)	(187,316)	(187,316)	(15,780)	(171,536)
E121565	WBSF2	9250	FREIGHT NETWORK	(187,316)	(187,316)	(187,316)	(15,780)	(171,536)
E121570	BRIDGE04	9250	DANGIN-MEARS ROAD WHEATBELT SECONDARY	(1,102,939)	(1,102,939)	(1,102,939)	(1,043,226)	(59,713)
E121570	BRIDGE07	9250	FREIGHT NETWORK 23/24	(77,500)	(77,500)	(77,500)	(77,500)	0
E121570	BRIDGE09	9250	BRIDGE 3146A BOYAGARRA ROAD	(49,200)	(49,200)	(49,200)	(49,200)	0
E121570	BRIDGE10	9250	BRIDGE 3163A JAENSCH ROAD	(24,970)	(24,970)	(24,970)	(24,970)	0
E121572	BRIDGE10	9250	BRIDGE 4863 YORK-WILLIAMS ROAD	(23,380)	(23,380)	(23,380)	(23,380)	0
E121572		9250	BRIDGE CONSTRUCTION - MRWA & WALGGC	(561,000)	(561,000)	(561,000)	(561,000)	0
Total - Transport				(3,201,621)	(3,201,621)	(3,201,621)	(2,827,175)	(374,446)
Total - Infrastructure - Roads				(3,201,621)	(3,201,621)	(3,201,621)	(2,827,175)	(374,446)

Infrastructure - Sewerage									
Community Amenities									
	E102541	SEWPIPE	9254	SEWERAGE PIPE RELINING/UPGRADE BROOKTON WASTEWATER (EFFLUENT) OXIDATION	(542,407)	(600,000)	(600,000)	(451,139)	(148,862)
	E102540	SEWEFE	9254	POND - FENCE BROOKTON WASTEWATER (EFFLUENT) OXIDATION	(17,445)	(17,445)	(17,445)	(17,450)	5
	E102540	SEWEDS	9254	POND - DESLUDGING	(140,200)	(23,153)	(23,153)	(23,153)	0
Total - Community Amenities					(700,052)	(640,598)	(640,598)	(491,742)	(148,857)
Total - Infrastructure - Sewerage					(700,052)	(640,598)	(640,598)	(491,742)	(148,857)
Infrastructure - Footpaths									
Transport									
	E121575	FALLFP	9252	FOOTPATH - FALLS STREET - FROM NOACK TO KING FOOTPATH - KING STREET - NORTH SIDE OF STREET	0	(32,400)	(32,400)	(32,400)	0
	E121575	KINGFP	9252	BETWEEN WILLIAMS AND WHITE STREETS	0	(20,700)	(20,700)	(20,700)	0
	E121575	NOACFP	9252	FOOTPATH - NOACK STREET - NORTH SIDE WILLIAMS TO WHITE STREETS	0	(20,700)	(20,700)	(20,700)	0
	E121575	WINKFP	9252	FOOTPATH - WILLIAMS STREET - BETWEEN NOACK AND KING STREETS	0	(32,400)	(32,400)	(32,400)	0
	E121575	WITNFP	9252	FOOTPATH - WILLIAMS STREET - BETWEEN TILLER AND NOACK STREETS	0	(32,400)	(32,400)	(32,400)	0
Total - Transport					0	(138,600)	(138,600)	(138,600)	0
Total - Infrastructure - Footpaths					0	(138,600)	(138,600)	(138,600)	0
Infrastructure - Water									
Community Amenities									
	E107541	HVCAP03	9262	HAPPY VALLEY BORE PUMP	0	(15,750)	(15,750)	(15,750)	0
	E107541	HVCAP04	9262	HAPPY VALLEY UPGRADE PIPELINE	0	(53,390)	(53,390)	(53,390)	0
Total - Infrastructure - Water					0	(69,140)	(69,140)	(69,140)	0
Infrastructure - Parks & Gardens									
Recreation And Culture									
	E113531	BCOUCAP	9256	BASKETBALL COURT (HALF SIZE)	(20,000)	(40,000)	(40,000)	(17,617)	(22,383)
	E113531	ELEBCAP	9256	ELECTRONIC SIGNAGE BOARD	(40,000)	0	0	0	0
	E113531	LIGHCAP	9256	UPGRADE BROOKTON OVAL LIGHTS	0	(106,850)	(106,850)	(108,800)	1,950
	E113531	RETICAP	9256	RETICULATION PARKS & GARDENS	0	(40,810)	(40,810)	(40,810)	0
	E111550	MHALLCP	9256	MEMORIAL HALL - CARPARK	0	(6,431)	(6,431)	0	(6,431)
Total - Recreation And Culture					(60,000)	(194,091)	(194,091)	(167,227)	(26,864)
Total - Infrastructure - Parks & Gardens					(60,000)	(194,091)	(194,091)	(167,227)	(26,864)
Grand Total					(9,027,010)	(6,261,129)	(6,261,129)	(5,459,542)	(784,333)

Repayments - borrowings

Particulars	Loan No.	1 July 2024	New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Education and welfare														
Kalkarni Residency (20%)	80	23,593	0	0	0	(11,469)	(11,469)	(11,469)	12,124	12,124	12,124	(1,004)	(1,356)	(1,356)
Housing														
Staff Housing (33%)	80	38,929	0	0	0	(18,924)	(18,924)	(18,924)	20,005	20,005	20,005	(1,656)	(2,238)	(2,238)
Community amenities														
Sewerage (14%)	80	16,515	0	0	0	(8,029)	(8,029)	(8,029)	8,487	8,486	8,486	(703)	(949)	(949)
Effluent Loan	83	0	600,000	600,000	600,000	(24,095)	(48,736)	(24,095)	575,905	551,264	575,905	(23,375)	(28,933)	(16,011)
Recreation and culture														
Sport & Recreation	81	284,694	0	0	0	(74,520)	(74,520)	(74,520)	210,174	210,174	210,174	(19,392)	(20,674)	(20,674)
Other property and services														
Grader (33%)	80	38,929	0	0	0	(18,924)	(18,925)	(18,925)	20,005	20,004	20,004	(1,656)	(2,238)	(2,238)
		402,661	600,000	600,000	600,000	(155,961)	(180,603)	(155,962)	846,700	822,058	846,699	(47,787)	(56,388)	(43,466)
Self supporting loans														
General purpose funding														
Country Club	82	114,485	0	0	0	(29,967)	(29,967)	(29,967)	84,518	84,518	84,518	(7,245)	(8,315)	(8,315)
		114,485	0	0	0	(29,967)	(29,967)	(29,967)	84,518	84,518	84,518	(7,245)	(8,315)	(8,315)
Total		517,147	600,000	600,000	600,000	(185,928)	(210,570)	(185,929)	931,218	906,577	931,218	(55,031)	(64,703)	(51,781)
Current borrowings		161,834							222,321					
Non-current borrowings		355,313							708,898					
		517,147							931,218					

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

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				\$	%	\$	\$	\$
Effluent Loan	600,000	600,000	WATC	Debenture	10	152,064	4.49	451,139	(600,000)	148,862
	600,000	600,000				152,064		451,139	(600,000)	148,862

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

KEY INFORMATION

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

FINANCING ACTIVITIES
NOTE 10
LEASE LIABILITIES

Movement in carrying amounts

Information on leases	Lease No.	1 July 2024	New Leases			Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget	Actual	Adopted Budget	Amended Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Community amenities														
Re-Use Water Dam	LE-03	19,037	0	0	0	(1,568)	(1,568)	(1,568)	17,469	17,469	17,469	(614)	(614)	(614)
Total		19,037	0	0	0	(1,568)	(1,568)	(1,568)	17,469	17,469	17,469	(614)	(614)	(614)
Current lease liabilities		1,568							1,622					
Non-current lease liabilities		17,469							15,847					
		19,037							17,469					

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 30 JUNE 2025**

**OPERATING ACTIVITIES
NOTE 11
RESERVE ACCOUNTS**

Reserve accounts

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Furniture & Equipment Reserve	115,326	4,921	8,672	113,016	113,016	(92,216)	(83,678)	141,047	153,337
Leave Reserve	152,717	6,517	6,646	0	0	0	0	159,234	159,363
Sewerage Scheme Reserve	518,155	22,112	23,405	19,625	19,625	(40,598)	(40,598)	519,294	520,587
Plant and Vehicle Reserve	616,660	26,316	26,838	625,000	522,033	(660,000)	(510,021)	607,976	655,510
Madison Square Units Reserve	33,945	1,449	1,490	297	297	0	0	35,691	35,732
Brookton Community Resource Centre R	231,318	9,871	10,067	0	0	0	0	241,189	241,385
Building and Facility Reserve	5,371,134	229,211	240,069	414,007	414,007	(170,810)	(167,242)	5,843,542	5,857,969
Infrastructure Reserve	563,091	24,030	24,506	0	0	(130,916)	(112,652)	456,205	474,945
Waste Reserve	733,151	31,287	33,239	30,596	30,596	0	0	795,034	796,986
Aged Housing Reserve	417,078	17,799	19,277	25,866	25,866	0	0	460,743	462,222
Innovations & Development Reserve	3,128,088	133,489	136,138	0	0	(25,000)	(21,965)	3,236,577	3,242,262
	11,880,665	507,002	530,350	1,228,407	1,125,440	(1,119,540)	(936,156)	12,496,534	12,600,298

	Note	Opening Balance 1 July 2024	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 Jun 2025
		\$		\$	\$	\$
Other current liabilities						
Other liabilities						
- Contract liabilities		5,511	0	191,825	(142,302)	55,034
- Capital grant/contribution liabilities		683,230	0	1,983,486	(2,561,222)	105,494
Total other liabilities		688,741	0	2,175,311	(2,703,524)	160,528
Employee Related Provisions						
Annual leave		152,915	0	28,783	0	181,697
Long service leave		167,392	0	0	(16,551)	150,841
Provision for long service leave oncosts - Current		12,851	0	1,893	0	14,744
Provision for annual leave oncosts - Current		20,599	18,682	4,943	0	25,542
Total Employee Related Provisions		353,756	18,682	35,619	(16,551)	372,824
Total other current assets		1,042,497	18,682	2,210,929	(2,720,075)	533,351
Amounts shown above include GST (where applicable)						

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

NOTE 13
GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue				
	Liability	Increase	Liability	Liability	Current	Adopted	Adopted	Amended		YTD
	1 July 2024	in Liability	Reduction (As revenue)	30 Jun 2025	Liability 30 Jun 2025	Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Governance										
Admin Grants & Subsidies	0	0	0	0	0	0	2,920	2,920	2,920	4,137
PW Grants & Subsidies	0	0	0	0	0	0	10,000	10,000	10,000	10,000
General purpose funding										
Grants Commission - General (WALGGC)	0	0	0	0	0	147,382	149,020	149,020	1,638	679,166
Grants Commission - Roads (WALGGC)	0	0	0	0	0	74,074	42,315	42,315	(31,759)	303,147
Grants Commission - Bridges (WALGGC)	0	0	0	0	0	374,000	374,000	374,000	0	187,000
Law, order, public safety										
DFES Grant - Fire Mitigation Activity Fund 23/24	5,511	0	(5,511)	0	0	5,511	0	0	(5,511)	0
DFES Grant - Fire Mitigation Activity Fund 24/25	0	175,075	(120,041)	55,034	55,034	366,150	350,150	350,150	(16,000)	120,041
DFES Grant - ESL operating Grant	0	0	0	0	0	84,464	102,013	102,013	17,549	102,013
All West Australians Reducing Emergencies (AWARE)	0	6,750	(6,750)	0	0	7,500	6,750	6,750	(750)	6,750
Recreation and culture										
Streets Alive Grant	0	0	0	0	0	0	5,000	5,000	5,000	5,000
Transport										
MRWA Direct Grant Funding	0	0	0	0	0	319,988	319,988	319,988	0	506,988
Economic services										
Seniors Week Event	0	0	0	0	0	1,000	0	0	(1,000)	0
Community Events & Programs Revenue	0	0	0	0	0	0	734	734	734	2,234
Community Christmas Party Revenue	0	0	0	0	0	2,000	0	0	(2,000)	0
Australia Day Celebrations Revenue	0	10,000	(10,000)	0	0	5,000	10,000	10,000	5,000	10,000
Youth Week Event Revenue	0	0	0	0	0	2,000	2,000	2,000	0	0
Grant Revenue - Stay On Your Feet	0	0	0	0	0	4,376	4,376	4,376	0	4,127
Grant Revenue - Dpird Crc Development Grant	0	0	0	0	0	3,000	3,000	3,000	0	3,000
Grant Revenue - Fitness Initiatives	0	0	0	0	0	5,000	0	0	(5,000)	0
CRC Operating Grant Revenue	0	0	0	0	0	112,000	129,571	129,571	17,571	129,571
	5,511	191,825	(142,302)	55,034	55,034	1,513,445	1,511,837	1,511,837	(1,608)	2,073,174

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

NOTE 14
CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue				
	Liability 1 July 2024	Increase in Liability	Liability Reduction (As revenue)	Liability 30 Jun 2025	Current Liability 30 Jun 2025	Adopted Budget Revenue	Adopted YTD Budget	Amended Annual Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies										
General purpose funding										
LRCI - Replacement Public Bins - Robinson Road	0	4,114	(4,114)	0	0	4,114	4,114	4,114	0	4,114
LRCI - Waterless Public Toilet Cemetery	0	36,751	(36,751)	0	0	36,751	36,751	36,751	0	36,751
LRCI - Robinson Rd Toilets, Upgrade including Planting	0	52,954	(52,954)	0	0	52,954	52,954	52,954	0	52,954
LRCI 4 - Woods Loop Road	0	0	0	0	0	110,349	110,349	110,349	0	0
LRCI 4 - Mattingly Road	0	0	0	0	0	37,000	37,000	37,000	0	0
LRCI 4 - Railway Station Building Refurbishment	241,680	(241,680)	0	0	0	170,522	0	0	(170,522)	0
LRCI 4 - Footpath - Falls Street - From Noack To King Streets	0	32,400	(32,400)	0	0	0	32,400	32,400	32,400	32,400
LRCI 4 - Footpath - King Street - North Side Of Street Between Williams And White Streets	0	20,700	(20,700)	0	0	0	20,700	20,700	20,700	20,700
LRCI 4 - Footpath - Noack Street - North Side Williams To White Streets	0	20,700	(20,700)	0	0	0	20,700	20,700	20,700	20,700
LRCI 4 - Footpath - Williams Street - Between Noack And King Streets	0	32,400	(32,400)	0	0	0	32,400	32,400	32,400	32,400
LRCI 4 - Footpath - Williams Street - Between Tiller And Noack Streets	0	32,400	(32,400)	0	0	0	32,400	32,400	32,400	32,400
WBDC - Railway Station Building Refurbishment	0	20,000	0	20,000	20,000	40,000	40,000	40,000	0	0
LRCI 4 - UPGRADE BROOKTON OVAL LIGHTS	0	93,179	(93,179)	0	0	0	106,850	106,850	106,850	93,179
LRCI 4 - PARK FURNITURE MEMORIAL PARK/WB EVA	0	9,901	(9,901)	0	0	0	10,000	10,000	10,000	9,901
Law, order, public safety										
DFES Capital Grant Income (West Brookton BFB Shed)	0	276,124	(276,124)	0	0	286,906	286,906	286,906	0	276,124
Esl Grant - Emergency Services Levy - Capital East Brookton Shed	314,564	0	(314,564)	0	0	670,709	670,709	670,709	0	314,564
DFES adjustment to value of PF11	0	10,660	(10,660)	0	0	0	10,660	10,660	10,660	10,660
WSFN 1 - Dangin-Mears Road - Income - 2022/23	0	0	0	0	0	296,515	290,193	296,515	0	133,429
WSFN 2 - Dangin-Mears Road - Income - 2023/24	126,986	843,207	(970,193)	0	0	1,022,543	1,028,865	1,022,543	0	970,193
Davis Road - R2R Income	0	109,563	(99,533)	10,030	10,030	109,563	109,563	109,563	0	99,533
Mattingly Road - R2R Income	0	109,563	(88,667)	20,896	20,896	109,563	109,563	109,563	0	88,667
South Kweda Road - R2R Income	0	105,635	(105,635)	0	0	105,635	105,635	105,635	0	105,635
Mattingly Road Culvert - R2R Income	0	54,567	0	54,567	54,567	60,024	60,024	60,024	0	0
York Williams Road RRG	0	360,347	(360,347)	0	0	395,108	395,108	395,108	0	360,347
TOTALS	683,230	1,983,486	(2,561,222)	105,494	105,494	3,508,256	3,603,844	3,603,844	95,588	2,694,651

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025**

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

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

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

Description	Opening Balance 1 July 2024	Amount Received	Amount Paid	Closing Balance 30 Jun 2025
	\$	\$	\$	\$
Restricted Cash - Bonds and Deposits				
Bus Bonds	2,080	2,100	(2,450)	1,730
Facility Hire Bonds	6,830	6,890	(6,360)	7,360
Gym Bonds	6,570	3,710	(2,240)	8,040
Other Bonds	0	6,000	(6,000)	0
Sub-Total	15,480	18,700	(17,050)	17,130
	15,480	18,700	(17,050)	17,130

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						
OTHMRRM	Rural Road Maintenance	OCM 10.24-07	Operating Expenditure			(17,000)	(17,000)
HVCAP03	Happy Valley Bore Pump	OCM 10.24-07	Capital Expenditure		17,000		0
	Adjustment of C/F Surplus Budgeted for 2023/2024		Opening Surplus(Deficit)		78,060		78,060
CLI014.150	Esl Grant - Bushfire Mitigation	OCM 02.25-04	Operating Revenue			(5,511)	72,549
CLI041.150	Esl Grant - Bushfire Mitigation 24/25	OCM 02.25-04	Operating Revenue			(16,000)	56,549
	Esl Grant - Emergency Services Levy - Operating Gen	OCM 02.25-04	Operating Revenue		17,549		74,098
I054010.150	Emergency Management Grant Funding Gen	OCM 02.25-04	Operating Revenue			(7,500)	66,598
	Aware (All West Asutralians Reducing Emergencies Program 2024/25)	OCM 02.25-04	Operating Revenue		6,750		73,348
I032010.150	Gpg Grants Commission - General Gen	OCM 02.25-04	Operating Revenue		1,638		74,986
I136101.150	Crc Operating Grants Revenue Gen	OCM 02.25-04	Operating Revenue		17,571		92,557
I032020.150	Gpg Grants Commission - Roads Gen	OCM 02.25-04	Operating Revenue			(31,759)	60,798
GR0013.150	Grant Revenue - Fitness Initiatives	OCM 02.25-04	Operating Revenue			(5,000)	55,798
GR0007.150	Australia Day Celebrations Revenue	OCM 02.25-04	Operating Revenue			(5,000)	50,798
GR0005.150	Community Events & Programs Revenue	OCM 02.25-04	Operating Revenue		734		51,532
GR0006.150	Community Christmas Party Revenue	OCM 02.25-04	Operating Revenue			(2,000)	49,532
GR0003.150	Grant Revenue - Seniors Week Event	OCM 02.25-04	Operating Revenue			(1,000)	48,532
CLI046.150	Nadc (National Australia Day Council)	OCM 02.25-04	Operating Revenue		10,000		58,532
I042020.152	Admin Grants & Subsidies Gen	OCM 02.25-04	Operating Revenue		2,920		61,452
I115020.150	Oth-Cult Grants & Subsidies Gen	OCM 02.25-04	Operating Revenue		5,000		66,452
I142030.152	Pw-Oh Reimbursements & Donations Gen	OCM 02.25-04	Operating Revenue		10,000		76,452
I104010.129	Tpb Fees & Charges Gen	OCM 02.25-04	Operating Revenue		3,000		79,452
I052010.111	Anim Fees & Charges Gen	OCM 02.25-04	Operating Revenue		1,200		80,652
I111011.116	Halls Fees & Charges - Memorial Hall Gen	OCM 02.25-04	Operating Revenue		1,400		82,052
I111012.116	Halls Fees & Charges Wb Eva Pavilion Gen	OCM 02.25-04	Operating Revenue		1,000		83,052
I031030.141	Rate Interest Earnings Gen	OCM 02.25-04	Operating Revenue		2,000		85,052
I033020.140	Genfin Interest On Investments Gen	OCM 02.25-04	Operating Revenue		27,000		112,052
I033020.142	Genfin Interest On Investments Gen	OCM 02.25-04	Operating Revenue		189,000		301,052
I055010.160	Emergency Management Grant Funding Gen	OCM 02.25-04	Operating Revenue			(7,220)	293,832
I031020.109	Rate Other Rates Income Gen	OCM 02.25-04	Operating Revenue		5,000		298,832
I042030.160	Admin Reimbursements & Donations Gen	OCM 02.25-04	Operating Revenue		6,600		305,432
I091030.160	Staffh Reimbursements & Donations Gen	OCM 02.25-04	Operating Revenue		320		305,752
I147010.160	Sal Reimbursement - Workers Comp Gen	OCM 02.25-04	Operating Revenue		30,000		335,752
I042499.210	Admin Profit On Sale Of Asset Gen	OCM 02.25-04	Operating Revenue	(1,024)			335,752
I136499.210	Econ Profit On Sale Of Asset Gen	OCM 02.25-04	Operating Revenue	6,586			335,752
I123499.210	Poc Profit On Sale Of Asset Gen	OCM 02.25-04	Operating Revenue	(4,632)			335,752
E042010.302	Admin Employee Costs Gen	OCM 02.25-04	Operating Expenses			(1,850)	333,902
E042010.307	Admin Employee Costs Gen	OCM 02.25-04	Operating Expenses		2,000		335,902
E142010.307	Pw-Oh Employee Costs Gen	OCM 02.25-04	Operating Expenses		4,000		339,902
E142010.311	Pw-Oh Employee Costs Gen	OCM 02.25-04	Operating Expenses			(6,000)	333,902
E041020.327	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		6,500		340,402
E041020.338	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(400)	340,002
E041020.340	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		2,000		342,002
E041020.349	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		500		342,502
E041020.351	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		6,000		348,502
E041020.604	Memb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		5,000		353,502
FIREOP.327	Fire Fighting	OCM 02.25-04	Operating Expenses		1,500		355,002
FIREGO.379	Fire General Operating	OCM 02.25-04	Operating Expenses		7,000		362,002
FIREM25.327	Bushfire Mitigation Activities 2024/25	OCM 02.25-04	Operating Expenses		16,000		378,002
E055010.379	Emergency Management Gen	OCM 02.25-04	Operating Expenses		1,000		379,002
E104030.327	Tpb General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(3,000)	376,002
E031020.336	Rate General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(5,000)	371,002
E042020.323	Admin General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		15,900		386,902
E042020.335	Admin General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(3,000)	383,902
E042020.340	Admin General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		1,000		384,902
POOLGO.325	Swimming Pool General Operating	OCM 02.25-04	Operating Expenses			(250)	384,652
POOLGO.340	Swimming Pool General Operating	OCM 02.25-04	Operating Expenses		340		384,992
POOLOP.379	Swimming Pool Maintenance	OCM 02.25-04	Operating Expenses			(3,000)	381,992
BOWLOP.379	Bowling Club	OCM 02.25-04	Operating Expenses			(1,000)	380,992
MENSSHED.379	Mens Shed	OCM 02.25-04	Operating Expenses			(4,000)	376,992
E115040.379	Oth-Cult Community Events Gen	OCM 02.25-04	Operating Expenses			(5,000)	371,992
GYMOP.340	Gymnasium Operating	OCM 02.25-04	Operating Expenses		3,460		375,452
E148020.354	Unclas Insurance Claims Expense Gen	OCM 02.25-04	Operating Expenses			(1,000)	374,452
TIPOP.611	Refuse Site	OCM 02.25-04	Operating Expenses			(2,940)	371,512
TIPOP.613	Refuse Site	OCM 02.25-04	Operating Expenses			(6,360)	365,152
SEWEOP.327	Sewerage Treatment Works	OCM 02.25-04	Operating Expenses		4,000		369,152
SEWEOP.350	Sewerage Treatment Works	OCM 02.25-04	Operating Expenses			(292)	368,860
WAHPOP2.379	Water Harvesting Project Operating	OCM 02.25-04	Operating Expenses			(4,500)	364,360
OVALOP.379	Oval Maintenance	OCM 02.25-04	Operating Expenses			(5,000)	359,360
TOWNOP.379	Town Street Maintenance	OCM 02.25-04	Operating Expenses			(10,000)	349,360
DEPOOP.379	Shire Depot - Building Maintenance	OCM 02.25-04	Operating Expenses			(4,000)	345,360

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

GL Code	Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget Running Balance
				Adjustment	Cash	Available Cash	
				\$	\$	\$	\$
PRWKOP.379	Private Works - General	OCM 02.25-04	Operating Expenses			(4,000)	341,360
E142020.335	Pw-Oh General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(600)	340,760
E143020.621	Pw-Oh General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(4,000)	336,760
ADMIO.P.340	Administration Centre	OCM 02.25-04	Operating Expenses			(2,440)	334,320
10MAOP.379	10 Marsh Ave Brookton	OCM 02.25-04	Operating Expenses		1,500		335,820
23WHITOP.379	23 Whittington Street Brookton	OCM 02.25-04	Operating Expenses		2,000		337,820
28AWSOP.379	U5 28 William Street	OCM 02.25-04	Operating Expenses		2,000		339,820
28BWSOP.379	U6 28 William Street	OCM 02.25-04	Operating Expenses		2,000		341,820
U1MSOP.379	Unit 1 Madison Square Units	OCM 02.25-04	Operating Expenses		2,000		343,820
U2MSOP.379	Unit 2 Madison Square Units	OCM 02.25-04	Operating Expenses		2,000		345,820
U3MSOP.379	Unit 3 Madison Square Units	OCM 02.25-04	Operating Expenses		2,000		347,820
U4MSOP.379	Unit 4 Madison Square Units	OCM 02.25-04	Operating Expenses		7,000		354,820
KHALLOP.379	Kweda Hall	OCM 02.25-04	Operating Expenses		2,000		356,820
MHALLOP.340	Memorial Hall	OCM 02.25-04	Operating Expenses			(700)	356,120
MHALLOP.379	Memorial Hall	OCM 02.25-04	Operating Expenses		1,000		357,120
MUSEOP.379	Historical Society Museum	OCM 02.25-04	Operating Expenses		2,000		359,120
E136101.327	Crc General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(43,380)	315,740
E136101.338	Crc General Operating Expenses Gen	OCM 02.25-04	Operating Expenses		1,000		316,740
E136101.340	Crc General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(1,000)	315,740
EV0001.379	Australia Day Event	OCM 02.25-04	Operating Expenses			(5,000)	310,740
EV0002.379	Community Christmas Party	OCM 02.25-04	Operating Expenses		4,000		314,740
EV0013.379	Fitness Initiatives	OCM 02.25-04	Operating Expenses		5,000		319,740
LANDOP.379	Land Related Expenses	OCM 02.25-04	Operating Expenses			(1,000)	318,740
CARAOP.327	Caravan Park	OCM 02.25-04	Operating Expenses		12,600		331,340
E132030.379	Tour Other Tourism Gen	OCM 02.25-04	Operating Expenses		4,000		335,340
E102050.400	Sew Interest On Effluent Loan # 83 Gen	OCM 02.25-04	Operating Expenses		12,922		348,262
E042020.413	Admin General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(7,213)	341,049
FIREGO.420	Fire General Operating	OCM 02.25-04	Operating Expenses		5,511		346,560
E033020.355	General Operating Expenses Gen	OCM 02.25-04	Operating Expenses			(3,400)	343,160
CARAOP.355	Caravan Park	OCM 02.25-04	Operating Expenses			(1,000)	342,160
SEWEOP.420	Sewerage Treatment Works	OCM 02.25-04	Operating Expenses		30,000		372,160
E042499.440	Admin Loss On Sale Of Asset Gen	OCM 02.25-04	Operating Expenses	(8,640)			372,160
E123499.440	Poc Loss On Sale Of Asset Gen	OCM 02.25-04	Operating Expenses	(46,327)			372,160
I054020.151	Esl Grant - Emergency Services Levy - Capital Gen	OCM 02.25-04	Capital Revenue		10,660		382,820
CLI034.151	Railway Station Building Refurbishment - Income Footpath - Williams Street - Between Tiller And	OCM 02.25-04	Capital Revenue			(170,522)	212,298
CLI047.151	Noack Streets - Lrci Phase 4 Income Upgrade Brookton Oval Lights - Lrci Pahse 4	OCM 02.25-04	Capital Revenue		32,400		244,698
CLI048.151	Income Park Furniture Memorial Park/Wb Eva - Lrci Phase	OCM 02.25-04	Capital Revenue		106,850		351,548
CLI049.151	4 Income Footpath - Williams Street - Between Noack And	OCM 02.25-04	Capital Revenue		10,000		361,548
CLI050.151	King Streets - Lrci Phase 4 Income Footpath - Falls Street - From Noack To King	OCM 02.25-04	Capital Revenue		32,400		393,948
CLI051.151	Streets - Lrci Phase 4 Income Footpath - King Street - North Side Of Street	OCM 02.25-04	Capital Revenue		32,400		426,348
CLI052.151	Income Between Williams And White St - Lrci Phase 4	OCM 02.25-04	Capital Revenue		20,700		447,048
CLI053.151	Footpath - Noack Street - North Side Williams To White Streets - Lrci Pahse 4 Income	OCM 02.25-04	Capital Revenue		20,700		467,748
CLI042.151	South Kweda Road - R2R Income	OCM 02.25-04	Capital Revenue		45,611		513,359
CLI043.151	Mattingly Road Culvert - R2R Income	OCM 02.25-04	Capital Revenue			(45,611)	467,748
I143497.201	Poc - Realisation On Disposal Of Assets Gen	OCM 02.25-04	Capital Revenue	50,064			467,748
I143498.200	Poc - Proceeds On Disposal Of Assets Gen	OCM 02.25-04	Capital Revenue			(50,064)	417,684
I042497.201	Admin - Realisation On Disposal Of Assets Gen	OCM 02.25-04	Capital Revenue	5,909			417,684
I042498.200	Admin - Proceeds On Disposal Of Assets Gen	OCM 02.25-04	Capital Revenue			(5,909)	411,775
I136497.201	Econ - Realisation On Disposal Of Assets Gen	OCM 02.25-04	Capital Revenue	(20,000)			411,775
I136498.200	Econ - Proceeds On Disposal Of Assets Gen Administration Office - Chambers &	OCM 02.25-04	Capital Revenue		20,000		431,775
ADMINCAP.500	Administration	OCM 02.25-04	Capital Expenses		4,545		436,320
E111510.500	Purchase Buildings Gen	OCM 02.25-04	Capital Expenses		5,000		441,320
POOLCAP.500	Pool - Capital	OCM 02.25-04	Capital Expenses			(2,500)	438,820
RWSTCAP.500	Railway Station Building Refurbishment	OCM 02.25-04	Capital Expenses		255,450		694,270
CRCCAP.500	Brookton Crc Land & Building Capital	OCM 02.25-04	Capital Expenses		10,000		704,270
EBSHEDCAP.500	East Brookton Bfb Shed	OCM 02.25-04	Capital Expenses		27,233		731,503
BCOUCAP.500	Basketball Court (Half Size)	OCM 02.25-04	Capital Expenses			(20,000)	711,503
E132510.500	Purchase Buildings Gen	OCM 02.25-04	Capital Expenses		6,000		717,503
E054530.502	Bushfire Purchase Plant & Equipment Gen	OCM 02.25-04	Capital Expenses			(10,660)	706,843
HVCAP03.502	Happy Valley Bore Pump	OCM 02.25-04	Capital Expenses		1,250		708,093
CCTV.327	Town Cctv Installtion - Security & Safety Purchase P&E - Replacement 2020 Mr4W47	OCM 02.25-04	Capital Expenses		2,329		710,422
LIGHTV5.502	Mitsubishi Triton 4X4 Glx Purchase P&E - Replacement 2020 Mitsubishi	OCM 02.25-04	Capital Expenses			(4,239)	706,183
LIGHTV4.502	Mr4T40 Triton Dual Cab Ute	OCM 02.25-04	Capital Expenses			(5,000)	701,183

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
				\$	\$	\$	\$
E055530.502	Purchase Plant & Equipment - Brmp & Cesm Gen	OCM 02.25-04	Capital Expenses			(8,100)	693,083
E116520.501	Purchase Furniture & Equipment Gen	OCM 02.25-04	Capital Expenses			(6,990)	686,093
E111520.501	Purchase Furniture & Equipment Gen	OCM 02.25-04	Capital Expenses			(1,482)	684,611
SERVCAP.501	Admin Server Upgrade	OCM 02.25-04	Capital Expenses			(8,052)	676,559
E113520.501	Purchase Furniture & Equipment Gen	OCM 02.25-04	Capital Expenses			(10,000)	666,559
E054520.501	Purchase Furniture & Equipment Gen	OCM 02.25-04	Capital Expenses			(27,233)	639,326
OFFICAP.501	Admin Officer Furniture	OCM 02.25-04	Capital Expenses			(7,156)	632,170
ELECCAP.501	Capex - Electronic Equipment	OCM 02.25-04	Capital Expenses			(1,000)	631,170
COMPCAP.501	Integrity Attain Software - Compliance Records Management	OCM 02.25-04	Capital Expenses		4,000		635,170
E132520.501	Purchase Furniture & Equipment Gen	OCM 02.25-04	Capital Expenses			(12,500)	622,670
FALLFP.504	Footpath - Falls Street - From Noack To King Streets	OCM 02.25-04	Capital Expenses			(32,400)	590,270
KINGFP.504	Footpath - King Street - North Side Of Street Between Williams And White Streets	OCM 02.25-04	Capital Expenses			(20,700)	569,570
NOACFP.504	Footpath - Noack Street - North Side Williams To White Streets	OCM 02.25-04	Capital Expenses			(20,700)	548,870
WINKFP.504	Footpath - Williams Street - Between Noack And King Streets	OCM 02.25-04	Capital Expenses			(32,400)	516,470
WITNFP.504	Footpath - Williams Street - Between Tiller And Noack Streets	OCM 02.25-04	Capital Expenses			(32,400)	484,070
SEWEDS.504	Brookton Wastewater (Effluent) Oxidation Pond - Desludging	OCM 02.25-04	Capital Expenses			(40,000)	444,070
HVCAP04.504	Happy Valley Upgrade Pipeline	OCM 02.25-04	Capital Expenses			(49,550)	394,520
SEWPIPE.504	Sewerage Pipe Relining/Upgrade	OCM 02.25-04	Capital Expenses			(57,593)	336,927
ELEBCAP.327	Electronic Signage Board	OCM 02.25-04	Capital Expenses		40,000		376,927
RETICAP.327	Reticulation Parks & Gardens	OCM 02.25-04	Capital Expenses			(34,300)	342,627
LIGHCAP.327	Upgrade Brookton Oval Lights	OCM 02.25-04	Operating Expenses			(106,850)	235,777
I033550.230	Transfer From Reserve To Muni Gen	OCM 02.25-04	Capital Revenue		28,660		264,437
E102601.225	Loan Payment - Sewerage Gen	OCM 02.25-04	Capital Expenses		24,641		289,078
E033550.520	Transfer To Reserve From Muni Gen	OCM 02.25-04	Capital Expenses			(100,078)	189,000
E033551.520	Transfer Interest From Muni To Reserve Gen	OCM 02.25-04	Operating Expenses			(189,000)	0
CCTVCAP.501	Integrity Attain Software - Compliance Records Management	OCM 03.25-13	Capital Expenses			(11,749)	(11,749)
E042020.327	Admin General Operating Expenses Gen	OCM 03.25-13	Operating Expenses		11,749		0
TOWNOP.379	Town Street Maintenance	OCM 05.25-03	Operating Expenses			(6,431)	(6,431)
MHALLCP.504	Memorial Hall - Carpark	OCM 05.25-03	Capital Expenses		6,431		0
MENSSHED.379	Mens Shed	OCM 05.25-04	Operating Expenses			(6,510)	(6,510)
RETICAP.504	Reticulation Parks & Gardens	OCM 05.25-04	Capital Expenses		6,510		0
MENSSHED.379	Mens Shed	OCM 05.25-04	Operating Expenses			(3,840)	(3,840)
HVCAP04.504	Happy Valley Upgrade Pipeline	OCM 05.25-04	Capital Expenses		3,840		0
E042020.327	Admin General Operating Expenses Gen	OCM 05.25-08	Operating Expenses			(23,539)	(23,539)
E042020.323	Admin General Operating Expenses Gen	OCM 05.25-08	Operating Expenses		23,539		0
CARAOP.340	Tour Brookton Caravan Park	OCM 06.25-11	Operating Expenses			(3,280)	(3,280)
E142020.340	PW-OH General	OCM 06.25-11	Operating Expenses			(5,000)	(8,280)
E112530.502	Purchase Plant & Equipment	OCM 06.25-11	Capital Expenses			(2,520)	(10,800)
I033550.230	Furniture & Equipment Reserve	OCM 06.25-11	Capital Expenses		10,800	0	0
E042020.327	Admin General Operating Expenses	OCM 06.25-11	Operating Expenses			(40,000)	(40,000)
I033550.230	Plant & Equipment Reserve	OCM 06.25-11	Capital Expenses		40,000	0	0
RWSTCAP.327	Railway Station Building Refurbishment	OCM 06.25-11	Capital Expenses			(1,517,700)	(1,517,700)
INDLCAP.500	Land For Brookton Commercial/Industrial Hub	OCM 06.25-11	Capital Expenses			(500,000)	(2,017,700)
I033550.230	Innovations & Development Reserve	OCM 06.25-11	Capital Expenses		2,017,700	0	0
SEWEDS.504	Brookton Wastewater (Effluent) Oxidation Pond - Desludging	OCM 06.25-11	Capital Expenses			(157,047)	(157,047)
I033550.230	Sewerage Reserve	OCM 06.25-11	Capital Revenue		157,047	0	0
RLANDCAP.500	Purchase Additional Residential Land - Stock	OCM 06.25-11	Capital Expenses			(45,000)	(45,000)
MHALLSFC.327	Memorial Hall Renewals	OCM 06.25-11	Capital Expenses			(735,642)	(780,642)
EBSHEDCAP.500	East Brookton BFB Shed	OCM 06.25-11	Capital Expenses			(55,000)	(835,642)
I033550.230	Building & Facility Reserve	OCM 06.25-11	Capital Revenue		835,642	0	0
STRROP.327	Storm Operating Rural Roads March 23 – DR FAWA	OCM 06.25-11	Operating Expenses			(225,000)	(225,000)
I033550.230	Infrastructure Reserve	OCM 06.25-11	Capital Revenue		225,000		0
EBSHEDCAP.500	East Brookton BFB Shed	OCM 06.25-11	Capital Expenses		27,233		27,233
WBSHEDCAP.50	West Brookton BFB Shed	OCM 06.25-11	Capital Expenses			(27,233)	0
EBSHEDCAP.500	East Brookton Bfb Shed	OCM 06.25-11	Capital Expenses			(12,000)	(12,000)
E054520.501	Purchase Furniture & Equipment Gen	OCM 06.25-11	Capital Expenses		12,000		0
				(18,064)	4,633,735	(4,711,795)	0

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2024-25 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	561,337	37.13%	▲	Advanced payment for Financial Assistance Grant 25/26 received		
Fees and charges	259,428	28.29%	▲	The main variance relates to higher income due to increase occupancy rates - Other Rental Income, increased usage Caravan Park and Standpipe usage		
Interest revenue	109,786	19.41%	▲	Interest received on Term Deposit investments higher than budgeted		
Other revenue	(1,638,998)	(78.65%)	▼			The main variance relates to DR FAWA funding not being received until FY25/26
Expenditure from operating activities						
Materials and contracts	2,400,085	60.56%	▲	The main factors contributing to the variances relate to the Bushfire Mitigations works and the DR FAWA storm damage works that have not been substantially undertaken FY24/25		
Utility charges	46,614	17.41%	▲	The main variances relate to Oval & Parks water and Streetlighting - Budget profiling		
Other expenditure	23,006	24.42%	▲	The variance is due to limited applications for the Community Chest Fund and the low uptake of the sewerage incentive scheme		
Loss on disposal of assets	(69,584)	(108.04%)	▼			Actual loss on disposal of assets greater than budgeted
Non-cash amounts excluded from operating activities	240,899	10.25%	▲		Non-cash expense which is added back in the financial statement. The main variance relates to Depreciation, as this is set on prior year figures	
Investing activities						
Proceeds from capital grants, subsidies and contributions	(909,193)	(25.23%)	▼			Variance due to Accounting Standard AASB1058 recognition of revenue gant funded jobs under spent - LRCI phase 4 & WBSF
Payments for inventories, property, plant and equipment and infrastructure	801,587	12.80%	▲	The variance relates to a number of capital projects which have not commenced in FY24/25		
Financing activities						
Transfer from reserves	(183,384)	(16.38%)	▼			Some reserve funded jobs were underspent or not completed in FY24/25, the main impact was to the Plant & Vehicle reserve transfer

14.07.25.03 2024/25 AUDIT – INTERIM MANAGEMENT LETTER – JUNE 2025

File No:	FIN 007C
Date of Meeting:	24 July 2025
Location/Address:	Shire of Brookton
Name of Applicant:	Officer of the Auditor General
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and 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:	Simple Majority
Previous Report:	N/A

Summary of Report:

The Audit and Risk Committee have recommended that Council receive the Shire of Brookton Interim Management Letter for the period ending 30 June 2025.

Description of Proposal:

Nexia Australia audit staff visited the Shire of Brookton on the 5 to 9 May 2025 to conduct the Interim Audit for the financial year ending 30 June 2025.

As a result of their review, no matters were raised in the 2025 Interim Management Letter, included at Attachment 14.07.25.03A.

Background:

Nexia Australia are the Office of the Auditor General's contracted auditors who complete the Shire of Brookton's audit work on behalf of the Office of the Auditor General.

Consultation:

Office of the Auditor General and Nexia Australia.

Statutory Environment:

Local Government Act 1995 and associated regulations.

Relevant Plans and Policy:

1.11 Council Committees – Terms of Reference
2.5 Risk Management.

Financial Implications:

There are no known financial implications upon either the Council's current budget or Strategic Resource Plan.

Risk Assessment:

Failure to monitor the Shire's ongoing internal controls and risks would impact the organisations obligations to achieve legislative compliance.

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

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

Community & Strategic Objectives:

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

Comment:

There were no findings contained within the Interim Audit Management Letter in the current audit.

The corporate business unit will continue to identify improvements of internal controls to improve efficiencies within the organisation.

OFFICER'S RECOMMENDATION

That Council:

1. *receives the Interim Management Letter from the Interim Audit for the Year ended 30 June 2025, as presented; and*
2. *to note there are no further actions required by the Chief Executive Officer.*

(Simple Majority vote required)

Attachment

Attachment 14.07.25.03A – 2025 Interim Management Letter.

ATTACHMENT

SHIRE OF BROOKTON

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
NO FINDINGS			

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating may be reported as a matter of non-compliance in the audit report in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

**SHIRE OF BROOKTON
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025
FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

NO FINDINGS DURING THE INTERIM AUDIT FOR THE YEAR ENDED 30 JUNE 2025.

14.07.25.04 REVIEW OF THE AUDIT & RISK COMMITTEE TERMS OF REFERENCE

File No:	GOV022C
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and 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:	Simple Majority
Previous Report:	N/A

Summary of Report:

The Audit and Risk Committee recommend that Council adopt the reviewed Terms of Reference of the Audit and Risk Committee.

Description of Proposal:

As per 7.6.2 of the Audit & Risk Committee terms of reference, the Audit & Risk Committee is to review its performance and terms of reference biennially and report to Council. The previous review was completed in July 2023, with the current review finalised in July 2025. Upon reviewing the terms of reference, it has been determined that no changes are required at this time.

It is noted that the Terms of Reference may be subject to further revision following the implementation of amendments to the Local Government Act 1995. These reforms, introduced through the Local Government Amendment Act 2024, are being progressively implemented, with key changes scheduled through to October 2025. As such, any future updates to the Terms of Reference will take into account the implications of these legislative changes as they come into effect.

The Audit & Risk Committee – Terms of Reference is detailed in Attachment 14.07.25.04A.

Background:

Council must appoint an Audit & Risk Committee to oversee financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability, and the internal and external audit functions. The Committee makes recommendations and reports to Council on these matters.

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Consultation:

Audit and Risk Committee.

Statutory Environment:

Local Government Act 1995.

Relevant Plans and Policy:

The recommendation is relevant to 1.11 Council Committees – Terms of Reference.

Financial Implications:

The Committee ensures openness in the local government’s financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government’s financial accounting systems and compliance with legislation.

Risk Assessment:

The risk in relation to the amended policy is assessed as “Medium”. It is a statutory requirement to have an Audit and Risk Committee. The Terms of Reference are to be reviewed and recommended to Council.

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

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

Community & Strategic Objectives:

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

Comment: Nil.

OFFICER’S RECOMMENDATION

That Council adopt the Audit and Risk Committee Terms of Reference, as presented in Attachment 14.07.25.04A

(Simple Majority vote required)

Attachment

Attachment 14.07.25.04A – Audit and Risk Committee Terms of Reference – July 2025.



AUDIT AND RISK COMMITTEE TERMS OF REFERENCE

1. Purpose of the Terms of Reference

The purpose of the terms of reference is to facilitate the operation of the Audit and Risk Committee (the Committee).

2. Introduction

The Committee has been established in accordance with Part 7 of the *Local Government Act, 1995* and constitutes an advisory committee formally appointed by and responsible to the Council.

This Committee does not have any:

- Executive powers;
- Authority to implement actions in areas over which management has responsibility;
- Financial responsibility; nor
- Management functions.

It is independent of the Shire's Administration with fundamental oversight and a need to focus on matters relating to internal and external audit, and risk exposure and mitigation pertinent to the Shire of Brookton.

Accordingly, the Committee's is to assist the Shire Council in:

- Liaising with the Office of the Auditor General (OAG),
- Overseeing external and internal audit functions;
- Promoting high level transparency and accountability of the Shire's financial management systems and reporting;
- Managing its risk exposure; and
- Driving a culture of continuous improvement.

Furthermore, the Committee is to report to Council with appropriate advice and recommendations on matters relevant to this Terms of Reference in order to facilitate decision making by Council in the discharge of responsibilities pursuant to statutory requirements.

3. Objectives

The objectives of the Committee are to oversee:

- 3.1 The integrity of external financial reporting, including accounting policies.
- 3.2 The scope of work, objectivity, performance and independence of the external auditor.

- 3.3 The establishment, effectiveness and maintenance of controls and systems to safeguard the Shire's financial and physical resources.
- 3.4 The systems or procedures that are designed to ensure the Shire and its subsidiaries comply with relevant statutory and regulatory requirements.
- 3.5 The process for recognising risks arising from the Shire's operations, strategies, and consider the adequacy of measures taken to manage those risks.
- 3.6 The process and systems which protect the Council against fraud and irregularities.
- 3.7 The promotion of best practice in striving to instil and maintain a culture of continuous improvement.

The Committee must also add to the credibility of Council by promoting ethical standards through its work.

4. Authority

The Committee has the authority to:

- 4.1 Review and suggest improvements to internal and external auditor's annual audit plans and the outcomes/results of all audits undertaken.
- 4.2 Monitor and advise the CEO in reviews conducted under regulation 17 (1) of the Local Government (Audit) Regulations, 1996 and regulation 5 (2) (o) of the Local Government (Financial management) Regulations, 1996.
- 4.3 Formally meet with the AOG appointed auditors as necessary.
- 4.4 Seek resolution on any disagreements between management and the AOG auditors on financial and performance reporting.
- 4.5 Advise Council on any or all of the above as deemed necessary.

5. Composition of Committee Members

- 5.1 The Committee will consist of all Elected Members .
- 5.2 The Council is to also appoint at least two (2) external Committee members from within the community.
- 5.3 The Presiding Member and Deputy Presiding Member is to be appointed biennially by the Committee through election by all committee members after the Ordinary Local Government Election.
- 5.4 The appointed Committee members should collectively have a broad range of skills and experience relevant to the operations of the Shire.
- 5.5 Appointments of external Committee members will be for a two-year term. The terms of appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

- 5.6 A quorum will be a minimum of 50% of the membership of the Committee.
- 5.7 Each Committee member must declare proximity, financial or impartiality interests that relate to matters considered at every meeting.
- 5.8 New members are to receive relevant information and be briefed immediately following their appointment to assist in performing their responsibilities on the Committee.

6. Meetings

- 6.1 Meetings may be called by the Presiding Member of the Committee, or at the request of the Shire President or Chief Executive Officer.
- 6.2 The meetings are open to the public.
- 6.3 The Chief Executive Officer is responsible for arranging Committee meetings and may invite members of management, internal and external auditors or other employee to attend meetings as observers and to provide pertinent information, as necessary.
- 6.4 The Committee should meet at least twice per year with a meeting schedule to be set that includes the dates, location, and where possible a proposed work plan for each meeting for the forthcoming year, that covers all the responsibilities outlined in this terms of reference.
- 6.5 Meeting agendas are to be prepared and provided at least one week in advanced notice to members, along with appropriate briefing materials as well as be advertised in the Community with no later than 72 hours prior to the meeting being convened.
- 6.6 Minutes are to be taken at each meeting and presented to the subsequent meeting for confirmation and Council for receipt and acknowledgement.

7. Responsibilities

The Committee is to perform the following responsibilities:

7.1 Risk Management

- 7.1.1 To review and suggest improvements on the current and comprehensive risk management framework and associated procedures for effective identification and management of the Shire's business and financial risks, including fraud.
- 7.1.2 To determine whether a sound and effective approach is being administered in managing the Shire's major risks, including those associated with individual service delivery, projects, and activities, such as community events.
- 7.1.3 To assess the impact of the Shire's risk management framework on its exposure to litigation and insurance arrangements.
- 7.1.4 To review and suggest improvements to developing and implementing fraud control arrangements and be satisfied the Shire has appropriate processes and

systems in place to detect, capture and effectively respond to fraud.

- 7.1.5 To ensure adequate systems of internal control are in place to mitigate key business risks and promote the effectiveness and efficiency of operations.
- 7.1.6 To oversee, review and suggest improvements to internal audit functions in accordance with Institute of Internal Auditor's International Standards for the Professional Practice of Internal Auditing.
- 7.1.7 To receive and review all audit reports and provide advice and recommendations to the Council on significant issues identified in audit reports with a focus of continuous improvement.

7.2 Financial Report

- 7.2.1 To review and suggest improvements to significant account and reporting issues, including:
 - complex or unusual transactions;
 - identified accounting anomalies;
 - professional and regulatory pronouncements and legislative changes; and
 - effect on the financial reporting requirements.
- 7.2.2 To review (with management and the AOG) the external audit results, including any difficulties or deficiencies identified and suggest improvements, if required.
- 7.2.3 To review and suggest improvements to the annual financial report in consideration of legislative requirements and appropriate accounting principles.
- 7.2.4 To review and suggest improvements to the financial information presented to Council and the Community in the financial reports based on transparency and accountability measures, without revealing information that could be used to aid in fraudulent activity.
- 7.2.5 To review (with management and the -OAG) all matters required to be communicated to the Committee under the Australian Auditing Standards, and suggest improvements if required.
- 7.2.6 To review, suggest improvements and recommend adoption of the Annual Financial Statements to Council.

7.3 Compliance

- 7.3.1 To review, suggest improvements and monitor systems and processes to ensure relevant compliance with legislative requirements, with associated reporting to Council.
- 7.3.2 To keep informed of the findings of any examinations by regulatory agendas and any auditor (internal or external) observations and monitor management's response to these findings.
- 7.3.3 To obtain regular updates from management about compliance matters.

- 7.3.4 To review and suggest improvements to the annual Compliance Audit Return (CAR) and report the results to the Council.

7.4 External Audit

- 7.4.1 To discuss with the OAG auditor's the proposed audit scope and methodology for financial and performance audits, including any reliance on internal auditor activity.
- 7.4.2 To consider the findings and recommendations of relevant financial and performance audits performed by the OAG auditors, and ensure the Shire Administration implements relevant recommendations in a timely manner.
- 7.4.3 To provide an opportunity for the Committee to meet with the OAG auditors to discuss any matters consider by either party to be of concern.
- 7.4.4 To monitor and provide feedback on management's implementation of external audit recommendations.

7.5 Reporting Responsibilities

- 7.5.1 To report regularly to the Council on the Committee's activities, issues, and related recommendations through circulation of minutes.
- 7.5.2 To monitor and ensure open communication and co-operation is achieved between the internal auditor, the external OAG auditors, and the Shire's management.

7.6 Other Responsibilities

- 7.6.1 To perform other activities related to this Terms of Reference, as requested by the Council.
- 7.6.2 To perform a biennial review and suggest improvements to this Terms of Reference for Council's consideration and approval prior to the next Local Government Ordinary Election.

7.7 Remuneration of External Members

- 7.7.1 Remuneration of External members are to be remunerated in accordance with section 5.100 of the Act. The extent to which external members can be reimbursed shall be as determined by the Salaries and Allowances Tribunal.

14.07.25.05 ADOPTION OF 2025/26 BUDGET AND AMENDED FEES AND CHARGES

File No:	N/A
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate and 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 Item:

Council is to consider formal adoption of their 2025/26 Budget, including imposition of rates and minimum payments and adoption of amended fees and charges.

Description of Proposal:

The draft 2025/26 Budget, included at attachment 14.07.25.05A under separate cover, includes:

- A total rate revenue increase of 6% in line with the Strategic Resource Plan;
- Fees and Charges have been increased by 3.50% (rounded). The list of Fees and Charges is included at attachment 14.07.25.05B.

Council has previously considered the 2025/26 Fees and Charges but Attachment 14.07.25.05B includes the following amended charges:

Schedule 10 – Community Amenities	Comment	Statutory/ Council	GST	25/26 Fee
Specified Area Rates - Sewerage Rate - Brookton Sewerage Scheme – Minimum	Charged under the Health (Miscellaneous Provisions) Act 1911)	Council	OOS*	\$731.00
Specified Area Rates - Sewerage Rate - Brookton Sewerage Scheme Calculated Rate-in-Dollar Charge - GRV		Council	OOS*	5.4110
Section 106 of Health (Miscellaneous Provisions) Act 1911, the following service charges (i.e., pan charge) are to be levied on properties that hold a rate exemption status under section 6.26 (2) of the Local Government Act 1995, in lieu of a sewerage charge.				
Pedestal (The base structure supporting a toilet bowl, connected to the sewer for waste disposal)	Per Unit	Council	OOS*	\$250.00
Water Closet (A flush toilet unit that discharges waste into the sewerage system)	Per Unit	Council	OOS*	\$250.00
Slophopper/Cleaners Sink (A fixture used for disposing of dirty water or waste from cleaning, connected to the sewerage system)	Per Unit	Council	OOS*	\$250.00

Schedule 10 – Community Amenities	Comment	Statutory/Council	GST	25/26 Fee
Universal Rundle (U.R.C) (A floor drain or gully trap that collects wastewater from various sources and directs it to the sewerage system)	Per Unit	Council	OOS*	\$250.00
Schedule 13 – Economic Services	Comment	Statutory/Council	GST	25/26 Fee
Caravan Park - Booking and invoice fee		Council	\$0.91	\$10.00
Advertising - External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages Colour	Council	\$9.73	\$107.00
Printing & Administration Services - Photo paper	A4	Council	\$0.23	\$2.50
CRC Membership - Individual personal membership	Annual Digital Telegraph Subscription, 10% discount Brookton CRC Fees & Charges & exclusive membership events		\$0.45	\$5.00

*OOS: Out of Scope – not subject to GST

- Waste management charges, including refuse site rates have increased by 3.50% and waste and recycling collection charges have increased by 3.50% and are itemised in the draft budget;
- Sewerage Rates have decreased by 15.19%;
- A capital works program totalling \$5,202,033 for investment in infrastructure, land and buildings, plant and equipment, furniture and equipment and infrastructure. A breakdown of the capital works program is included at Attachment 14.07.25.05C.

In 2025/26 expenditure on building and road infrastructure are Council's major capital investment. Council's investment included in the draft 2025/26 Budget includes \$2,684,583 in buildings and \$1,320,111 in road projects.

Council will receive \$1,302,669 grant funding for roads and buildings including:

Funding Source	Amount	Project
Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts	240,000	Railway Station Refurbishment
TBC (subject to success funding by BCI)	50,000	Refurbishment – Old Tennis Pavilion (subject to success funding by BCI)
Regional Road Group (RRG)	472,691	York Williams Road

Funding Source	Amount	Project
Wheatbelt Secondary Freight Network	59,715	Dangin -Meares Road – Stage 2
Wheatbelt Secondary Freight Network	35,454	Dangin -Meares Road (Environmental Reports)
Roads to Recovery (R2R)	55,000	Richardson Street
Roads to Recovery (R2R)	57,000	Young Road
Roads to Recovery (R2R)	85,097	Youralling Road
Roads to Recovery (R2R)	12,000	McGrath Street
Roads to Recovery (R2R)	88,785	Ramsay Road
Roads to Recovery (R2R)	55,000	White Street
Roads to Recovery (R2R)	91,927	South Dale Road

- Asset disposals totalling \$178,022 in written down value. The draft 2025/26 Budget anticipates a combined loss on the sale of these assets of \$22,022. A breakdown of the asset disposals is included at Attachment 14.07.25.05D;
- An estimated surplus of \$1,577,903 brought forward from 30 June 2025. This surplus includes funds received in 2024/25 that are intended for expenditure in 2025/26 and \$790,978 prepayment of Federal Financial Assistance Grants contributing to this surplus. The estimated surplus is unaudited and may change. Any change will be addressed as part of a future budget review.
- Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 requires that Council adopt a percentage or value to be used in statements of financial activity for reporting material variances against the adopted Budget. It is recommended that Council adopt a definition of significant (material) variances of \$10,000 or 10% (whichever the greater) as promoted by this regulation. In addition, the material variance limit should be applied to the total revenue and expenditure for each Nature and Program classification and capital income and expenditure in the Statement of Financial Activity.

Background:

Council is required to formally adopt an annual budget to guide the functions and operations of the local government and enable it to raise revenue and deliver services to the community.

Consultation:

While no specific consultation has occurred on the draft 2025/26 budget, community consultation and engagement has previously occurred during development of the Strategic Community Plan from which the Corporate Business Plan was developed.

Extensive internal consultation has occurred between all Divisions and through briefings and workshops with elected members.

Statutory Environment:

The draft 2025/26 Budget document contains a number of items that require adoption by Council under the Local Government Act. They include:

1. As per Section 6.32 (1) of the *Local Government Act 1995*, Rates and Minimum Rates to be levied on all rateable property be as follows:

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	7.2170	995
Unimproved Value	0.5350	1663

2. Section 6.35 (5) of the *Local Government Act 1995* requires that the Minister for Local Government's approval be sought for the imposing of a minimum payment where the number of separately rated properties in the district on which a minimum payment is imposed is greater than 50%. This is not applicable to the Shire of Brookton in 2025/26;
3. Section 6.45 of the *Local Government Act* allows a 5.5% interest charge be levied on rates instalments, Deferred Pensioners Rates excluded;
4. Section 6.45 of the *Local Government Act* allows an administration charge of \$10 be levied for the second and each of the subsequent rates instalments;
5. Section 6.51 of the *Local Government Act* allows a 7% interest charge be levied on all overdue rates outstanding, Deferred Pensioners' Rates excluded;
6. Section 6.32 (1) of the *Local Government Act* allows the Schedule of Rents, Leases and Charges as detailed in the budget document;
7. Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* (WARR Act) provides for a local government to arrange for the proper disposal of waste, by making an annual charge per waste receptacle.
8. Section 66 of the *Waste Avoidance and Resource Recovery (WARR) Act 2007* provides for a local government to impose on rateable land an annual rate for the purpose of providing for the proper performance of all or any of the waste services it provides. Revenue raised from this charge is used to meet the operational costs of the Shire of Brookton's Waste Disposal Site.
9. Section 64 (2) of the *Local Government (Financial Management) Regulations 1996* that the due date for instalments be set as follows:

Option – Single full payment 3 September 2025

Option – 2 instalments

 - 1st instalment due date 3 September 2025
 - 2nd instalment due date 7 January 2026

Option – 4 instalments

 - 1st instalment due date 3 September 2025
 - 2nd instalment due date 5 November 2025
 - 3rd instalment due date 7 January 2026
 - 4th instalment due date 11 March 2026
10. Section 6.16(3) of the *Local Government Act 1995* allows a local government to impose fees or charges with the adoption of the annual budget;

11. Section 6.19 of the *Local Government Act 1995* requires a local government to give local public notice of any fees or charges it wishes to impose after adoption of the annual budget;
12. Section 41 of Health (Miscellaneous Provisions) Act 1911 the following sewerage rates are to be levied:

Charge Type	Description	2025/26 Levy
GRV per assessment	Per assessment Rate in the dollar (cents)	5.4110
	Sewerage Rates – Minimum – GRV	\$731.00

13. Section 106 of Health (Miscellaneous Provisions) Act 1911, the following service charges (ie pan charge) are to be levied on properties that hold a rate exemption status under section 6.26 (2) of the *Local Government Act 1995*, in lieu of a sewerage charge:

Charge Type	Description	2025/26 Fee/Charge
Service Charge per unit	Pedestal	\$250.00
	Water Closet	\$250.00
	Slophopper/Cleaners Sink	\$250.00
	Universal Rundle (U.R.C)	\$250.00

Relevant Plans and Policy:

Council Policy 2.8 - Significant Accounting Policies. Council will adopt the significant accounting policies for each financial year within the statutory format of Council's Annual Budget.

Financial Implications:

A the 2025/26 draft Budget is presented as balanced.

Risk Assessment:

The risk in relation to this matter is assessed as "Moderate" on the basis that if Council does not accept adoption of the 2025/26 Budget by 31 August 2025, by default the Shire will be deemed non-compliant in relation to the *Local Government Act, 1995* and the Australian Accounting Standards and the ability to levy rates will be constrain Council's cash flow and inhibit its ability to serve the Brookton community.

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

4. **Adopt an instalment administration charge where the owner has elected to pay rates through an instalment option of \$10.00 for each instalment after the initial instalment is paid;**
5. **Adopt an interest rate of 7%, calculated daily, for rates, charges and the costs of proceedings to recover outstanding rates and charges that remain outstanding after becoming due and payable, other than rates and charges attributable to a property owned by an entitled pensioner/senior under the Rates and Charges (Rebates and Deferments) Act, 1992;**
6. **Allow Special Payment Arrangements to be made with the Shire for those ratepayers who may be unable to pay in full or according to the instalment plans offered. An administration fee of \$27.00 is to be applied on each special payment arrangement. Penalty interest of 7% per annum, from and including the 36th day from the issue of the rates notices, will be applied to the outstanding balance until the account is paid in full.**

The Council authorises the CEO to make Special Payment Arrangements with ratepayers for the payment of general rates, emergency services levy, sewerage rates and charges and rubbish charges during the 2025/26 financial year.

7. **The following rate concession in relation to the adopted 2025/26 Annual Budget:**

“That a rate concession be granted to property owners where a contiguous property crosses a Shire boundary, resulting in a portion of that property being assessed at a calculated rate. The concession will be calculated by deducting the amount that would otherwise be payable on the relevant property if it were continuously rated by the relevant neighbouring Shire from the amount that has been assessed and/or paid in the current year with Council.”

8. **Adopt an interest rate of 7% per annum, calculated daily, on amounts of emergency services levy which remain unpaid after 35 days from the issue date of the original rate notice, or the due date of an instalment;**
9. **The following General and Minimum rates in relation to Waste Management charges:**

Valuation	Rate cents/dollar	Minimum Rate \$
Gross Rental Value	0.0002	68
Unimproved Value	0.0001	68

10. **Adopt the following fees and charges in relation to kerbside waste and recycling collection:**
 - a. **Residential – weekly single 240L waste bin and single fortnightly recycling bin kerbside collections – \$422.00 per annum**
 - b. **Commercial – weekly single 240L waste bin – \$422.00 per annum**
 - c. **Each additional weekly bin collection – \$422.00 per annum**
11. **Adopt the following sewerage rates under Section 41 of the Health (Miscellaneous Provisions) Act 1911, to be imposed on all properties in the Brookton Town Site that are capable of being connected to the sewerage scheme:**

<i>Valuation</i>	<i>Rate cents/dollar</i>	<i>Minimum Rate \$</i>
GRV per assessment	5.4110	\$731.00

12. **Adopt the following service charges (ie pan charges) under Section 106 of the Health Miscellaneous Provisions) Act 1911 to be imposed on properties that hold a rate exemption status under section 6.26 (2) of the Local Government Act 1995, in lieu of a sewerage rate:**

<i>Charge Type</i>	<i>Description</i>	<i>Fee/Charge</i>
Service Charge per unit	Pedestal	\$250.00
	Water	\$250.00
	Slophopper/Cleaners Sink	\$250.00
	Universal Rundle (U.R.C	\$250.00

13. **Adopt the value of +/- \$10,000 or 10% whichever is the greater as the minimum amount for reporting material variances for the 2025/26 financial year.**
14. **Adopt the amended Fees and Charges included at Attachment 14.07.25.05B with the 2025/26 Budget; and**
15. **Adopt the Revenue and Expenditure as detailed in the draft 2025/26 Budget.**

(Absolute Majority required)

Attachment

Attachment 14.07.25.05A - Draft Statutory Budget 2025/26 (provided under separate cover)

Attachment 14.07.25.05B - Fees and Charges 2025/26

Attachment 14.07.25.05C - Capital Works Program 2025/26

Attachment 14.07.25.05D - Asset Disposal 2025/26

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
SCHEDULE 04 - GOVERNANCE						
PHOTOCOPYING FEES						
		Statutory Documents No GST				
		Other Charges Incl GST				
I114010.139	C	Photocopying	Per A4 Sheet (Strictly Library Use Only)			As per CRC Charges
OTHER ADMINISTRATION						
I042010.139	C	Lost Keys	Per Key	\$63.64	\$6.36	\$70.00
RATES & PROPERTY						
I031020.108	C	Rates Account Enquiry (Orders & Requisitions)	per enquiry		Exempt- D81	\$176.00
Added to Assessment	C	Rates Special Arrangement Administration Fee	per assessment		Exempt- D81	\$27.00
I031020.109	C	Debt Recovery - Debt Clearance Letter	per enquiry	\$57.27	5.73	\$63.00
I042010.139	C	Rate Book (Printed or Electronic) * Before purchase a statutory declaration must be made stating that it will not be copied, used for any commercial purpose, and/or provided to any other person	per roll	\$94.55	9.45	\$104.00
I031020.109	C	Certificate of Title Search Fee	per enquiry	Cost Recovery	GST Included	At Cost
FREEDOM OF INFORMATION ACT 1992 CHARGES						
		Statutory - Freedom of Information Regulations 1993 Sch 1				
I042010.139	S	Application Fee	Per application		Exempt- D81	\$30.00
I042010.139	S	Staff Time dealing with FOI application	Per Hour (pro rata)		Exempt- D81	\$30.00
I042010.139	S	Photocopying for FOI Applications	Per A4 page		Exempt- D81	\$0.20
I042010.139	S	Charge for delivery, packaging and postage	Per application		Exempt- D81	Actual Cost
	C	Council and Committee Meeting Agendas and Minutes	By email		N/A	No Charge
	C	Council and Committee Meeting Agendas and Minutes	Printed Copy		N/A	No Charge
SCHEDULE 05 - LAW, ORDER AND PUBLIC SAFETY						
Offences against the Bush fires Act (Bush Fire Act 1954)						
I051010.118	S	Infringement of Non-Compliant Firebreak			Exempt- D81	\$250.00
I051010.118	C	Installation of Fire Break	Cost Recovery		GST Included	Cost Recovery
I051010.118	C	Hazard Reduction Burns	Per Hour	\$184.55	\$18.45	\$203.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
ANIMAL CONTROL			All registrations expire on 31 October each year			
DOG REGISTRATION LICENSE FEES			No refund for death of dog for any time period			
		Statutory – Dog Act 1976 - Dog Regulations 2013	Registration after 31 May in any year, for that registration year			50% of fee payable
I052010.111	S	Unsterilised Dog	1 year	Exempt- D81		\$50.00
I052010.111	S		3 Year	Exempt- D81		\$120.00
I052010.111	S		For Life	Exempt- D81		\$250.00
I052010.111	S	Sterilised Dog	1 year	Exempt- D81		\$20.00
I052010.111	S		3 Year	Exempt- D81		\$42.50
I052010.111	S		For Life	Exempt- D81		\$100.00
I052010.111	S	Working Dogs (droving or caring for stock)	1 year, 3 years or For Life	Exempt- D82 81		25% (of the fee that would otherwise be payable) of Full Registration
I052010.111	S	Dog Registration Concessions: Pensioner Concession Card Holders - Half Fee		Exempt- D81		Entitled to a discount of 50% of registration fees
I052010.111	C	Dog Registration Concessions: Pensioner Concession Card Holders 25/26 Spay it Forward pet desexing program - Sterilised Dog	For Life	N/A		\$0.00
I052010.111	S	Application to keep more than 2 dogs		Exempt- D81		\$124.00
DOG IMPOUND FEES						
I052010.117	C	- seizure and impounding of dog		\$104.55	\$10.45	\$115.00
I052010.117	C	- maintenance of dog in pound	Per day of part thereof - weekday	\$43.64	\$4.36	\$48.00
I052010.117	C		Per day of part thereof - weekend	\$135.45	\$13.55	\$149.00
I052010.117	C	- destruction of dog		\$125.45	\$12.55	\$138.00
		(Dogs will not be released from the pound unless licence and pound fees paid)				
I052010.117	C	- Surrender of Dog				NIL
I052010.111	S	Kennel Fees (as per s27 of the Dog Act)	Per Establishment	Exempt- D81		\$200.00
I052010.117	S	Modified Penalties as per Shire of Brookton Dogs Local Law 2001	Penalties listed individually	Exempt- D81		

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
CAT REGISTRATION FEES			All Cats Must be Sterilised (except breeding cats)		No refund for death of cat for any time period	
		Statutory - Cat Act 2011- Cat Regulations 2012	Registration after 31 May in any year, for that registration year			50% of fee payable
I052010.111	S	Cat - Sterilised	1 year	Exempt- D81		\$20.00
I052010.111	S		3 Year	Exempt- D81		\$42.50
I052010.111	S		For Life	Exempt- D81		\$100.00
I052010.111	S	Approval to Breed Cats	Per breeding cat (male or female)	Exempt- D81		\$100.00
		Cat Registrations: Pensioner (Holding concession card)	Entitled to a discount of 50% of registration fees			
I052010.111	C	Cat Registration Concessions: Pensioner Concession Card Holders 25/26 Spay it Forward pet desexing program - Sterilised Cat	For Life	Exempt- D81		\$0.00
I052010.111	S	Annual registration for approval or renewal of approval to breed cats (per cat)		Exempt- D81		\$100.00
SCHEDULE 07 - Health						
Statutory - Food Act 2008, Food Regulations 2009						
I072010.139	C	Food Business/Premises - Registration (Food Act s.140)	Per Registration	\$131.82	\$13.18	\$145.00
I072010.139	C	Food Business Notification Community Group or very low risk	One off fee	\$75.45	\$7.55	\$83.00
I072010.139	C	Food Inspections - Annual Fee	Annual Fee	\$117.27	\$11.73	\$129.00
I072010.139	C	Lodging House Registration Fee	Per Registration	\$208.18	\$20.82	\$229.00
I072010.139	C	Lodging House Inspection Fee	Annual Fee	\$127.27	\$12.73	\$140.00
I072010.139	C	Skin Penetration/Tattoo Establishment Registration Fees	Per Registration	\$264.55	\$26.45	\$291.00
I072010.139	C	Skin Penetration/Tattoo Establishment Annual Inspection Fees	Annual Fee	\$208.18	\$20.82	\$229.00
I072010.139	C	Piggery Registration Fee	Per Registration	\$264.55	\$26.45	\$291.00
I072010.139	C	Piggery Annual Inspection Fee	Annual Fee	\$208.18	\$20.82	\$229.00
I072010.139	C	Offensive Trade Registration Fee	Per Registration	\$316.36	\$31.64	\$348.00
I072010.139	C	Offensive Trade Annual Inspection Fee	Annual Fee	\$264.55	\$26.45	\$291.00
I072010.139	C	Street Trading Fee	Per Day	\$10.91	\$1.09	\$12.00
I072010.139	C	Street Trading Fee	Annual Fee	\$282.73	\$28.27	\$311.00
I072010.139	C	Private event fee	Per event	\$207.27	\$20.73	\$228.00
I072010.139	C	Health Service Fee	Quote or cost / hr	\$112.73	\$11.27	\$124.00
I072010.139	S	Septic Tank Inspection & Application fee	Per application	\$214.55	\$21.45	\$236.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
SCHEDULE 09 - Housing						
		Maximum set by Planning and Development Regulations 2009 (Part 7 - Local Government Planning Charges) Sch 2				
I091010.126	C	Private Rental of Shire Housing	Per Market Rental			Market Rental
SUNDRY DEBTORS	C	Building Maintenance Fee *	Per Hour Plus Materials @ Cost	\$95.45	\$9.55	\$105.00
		*(Private works for community groups, not for profit organisations and Shire service providers)				
SCHEDULE 10 - COMMUNITY AMENITIES						
TOWN PLANNING						
		Fees for planning services - refer to Planning and Development Regulations 2009				
I104010.129	S	Determination of Development Application	< or = \$49,999 value			\$147.00
I104010.129	S		>\$50,000 and < or = \$499,999			0.32% of estimated development cost
I104010.129	S		>\$500,000 and < or = \$2.49M	Exempt- D81		\$1,700.00 + 0.257% for every \$1 >\$500,001
I104010.129	S		>\$2.5M and <\$4.99M	Exempt- D81		\$7,161.00 + 0.206% for every \$1 >\$2.5M
I104010.129	S		>\$5M and < or = \$21.49M	Exempt- D81		\$12,633.00 + 0.123% for every \$1 >\$5M
I104010.129	S	Determination of Development Application where the development has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee
I104010.129	S	Determination of an Extractive Industry Application		Exempt- D81		\$739.00
I104010.129	S	Determination of an Extractive Industry Application where the development has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee
I104010.129	S	Provision of a Subdivision Clearance	< or = 5 lots	Exempt- D81		\$73.00 per lot
I104010.129			> 5 lots and < or = 195 lots	Exempt- D81		\$73.00 per lot for first 5 lots then \$35.00 per lot
I104010.129	S		> 195 lots	Exempt- D81		\$7393.00
I104010.129	S	Application for Approval of Home Occupation	Initial Fee	Exempt- D81		\$222.00
I104010.129	S		Renewal Fee	Exempt- D81		\$73.00
I104010.129	S	Application for Approval of Home Occupation where home occupation has commenced	Initial Fee	Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee
I104010.129	S		Renewal Fee	Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee
I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring		Exempt- D81		\$295.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
I104010.129	S	Application for Change of use or for change or continuation of a non-conforming use where development is not occurring, where change of use has commenced or been carried out		Exempt- D81		Applicable fee plus an additional penalty that is twice the applicable fee
I104010.129	S	Issue of Zoning Certificate		Exempt- D81		\$73.00
I104010.129	S	Reply to Property Settlement Questionnaire		Exempt- D81		\$73.00
I104010.129	S	Issue of Written Planning Advice		Exempt- D81		\$73.00
I104010.129	C	Local Planning scheme amendment proposals and structure plans	Basic	\$2794.55	\$279.45	\$3074.00
I104010.129	C		Standard	\$3622.73	\$362.27	\$3985.00
I104010.129	C		Complex	\$5692.73	\$569.27	\$6262.00
I104010.129	C	Extractive Industry Licence	Initial Application		Exempt- D81	\$543.00
I104010.129	C		Renewal Application		Exempt- D81	\$276.00
I104010.129	C		Annual Fee		Exempt- D81	\$141.00
I104010.129	C	Permanent Road Closure Process	Per Closure Process	\$269.09	\$26.91	\$296.00
I104010.129	C	Printing of Building/Planning documents outside of current application				As per CRC Charges
CEMETERY						
I105010.115	C	Funeral Director's Licence (Annual)			Exempt- D81	\$120.00
I105010.115	C	Single funeral permit			Exempt- D81	\$87.00
I105010.115	C	Application for Monumental Mason's Licence			Exempt- D81	\$87.00
I105010.115	C	Interment	Monday to Friday	\$1272.73	\$127.27	\$1400.00
I105010.115	C		Weekend/Public Holidays/RDOs	\$2272.73	\$227.27	\$2500.00
I105010.115	C	Re-opening Grave with a Headstone (over and above interment charge) Note: headstones & Monuments MUST be removed before grave re-opening.	Council will not remove headstones/monuments.	\$531.82	\$53.18	\$585.00
I105010.115	C	Interment of Ashes in Grave (over and above re-opening grave with headstone)		\$170.91	\$17.09	\$188.00
I105010.115	C	Purchase of Grant of Right of Burial	Valid for 25 years		Exempt- D81	\$188.00
I105010.115	C	Permission to Erect headstone		\$96.36	\$9.64	\$106.00
I105010.115	C	Additional Stone Monument on grave		\$96.36	\$9.64	\$106.00
I105010.115	C	Exhumation fee		\$531.82	\$53.18	\$585.00
I105010.115	C	Application for Pre-Need Grant Right of Burial	Valid for 25 years	\$170.91	\$17.09	\$188.00
		Niche Wall				
I105010.115	C	Interment - single compartment		\$170.00	\$17.00	\$187.00
I105010.115	C	Interment - double compartment (1st Interment)		\$330.00	\$33.00	\$363.00
I105010.115	C	Interment - double compartment (2nd Interment)		\$168.18	\$16.82	\$185.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
I105010.115	C	Ashes removal - exhumation		\$168.18	\$16.82	\$185.00
I105010.115	C	Reservation of Niche	Valid for 25 years	\$168.18	\$16.82	\$185.00
I105010.115	C	Niche Wall Memorial plaque only (no internment)		\$100.00	\$10.00	\$110.00
I105010.116	C	Chronicle - Submission of memorials - uploaded and edited by Shire staff		\$94.55	\$9.45	\$104.00
REFUSE/RUBBISH DISPOSAL						
I101010.120	C	Replacement Bin			GST Included	At cost
I101010.120	C	General Waste	Per tonne	\$35.45	\$3.55	\$39.00
I101010.120	C	Green Waste	Per tonne	\$35.45	\$3.55	\$39.00
I101010.120	C	Asbestos burial	Per tonne	\$85.45	\$8.55	\$94.00
I101010.120	C	Asbestos burial	Minimum disposal cost	\$85.45	\$8.55	\$94.00
I101010.120	C	Building rubble	Per tonne	\$35.45	\$3.55	\$39.00
	C	Uncontaminated sand or fill				
I101010.120	C	Disposal of septic waste (from within SoB boundaries)	Per 2000 litres or part thereof	\$73.64	\$7.36	\$81.00
I101010.120	C	Disposal of septic waste (from outside of SoB boundaries)	Per 2000 litres or part thereof	\$313.64	\$31.36	\$345.00
I101010.120	C	Contractor/Commercial/Government Agencies	Per m ³	\$62.73	\$6.27	\$69.00
I101010.120	C	Contractor/Commercial/Government Agencies	Per tonne	\$62.73	\$6.27	\$69.00
I101010.120	C	Tip Access outside of opening hours (24 hrs notice)	Per Hour (min charge 1 hour)	\$115.45	\$11.55	\$127.00
I101010.120	C	Trailer Mounted Skip Bin (for events)	Per Collection	\$26.36	\$2.64	\$29.00
I101010.120	C	Cardboard Recycle Bins	Per Collection	\$115.45	\$11.55	\$127.00
I101010.120	C	Townsite Residential Bulk Rubbish Pickup Service free service once per financial year per type				Free
I101010.120	C	Additional Townsite Residential Bulk Rubbish Pickup Service (Available from May through to August - inclusive) - Policy 4.7 Bulk Waste Management		\$136.36	\$13.64	\$150.00
Rates	C	Rubbish Service Charge		\$383.64	\$38.36	\$422.00
Rates	C	Refuse Site Rate - UV		\$61.82	\$6.18	\$68.00
Rates	C	Refuse Site Rate - GRV		\$61.82	\$6.18	\$68.00
SEWERAGE SCHEME						
Specified Area Rates - Brookton Sewerage Scheme (Charged under Section 41 of the Health (Miscellaneous Provisions) Act 1911). *OOS: Out of Scope - not subject to GST						
I102011.172	C	Sewerage Rates - Minimum - GRV		\$731.00	OOS*	\$731.00
		Brookton Sewerage Scheme . Calculated Rate-in-Dollar Charge				
I102011.172	C	GRV		5.4110 Cents	OOS*	5.4110 Cents in the \$

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
Section 106 of Health (Miscellaneous Provisions) Act 1911, the following service charges (i.e., pan charge) are to be levied on properties that hold a rate exemption status under section 6.26 (2) of the Local Government Act 1995, in lieu of a sewerage charge. *OOS: Out of Scope – not subject to GST						
I102011.173	C	Pedestal (The base structure supporting a toilet bowl, connected to the sewer for waste disposal)	per unit	\$250.00	OOS*	\$250.00
I102011.173	C	Water Closet (A flush toilet unit that discharges waste into the sewerage system)	per unit	\$250.00	OOS*	\$250.00
I102011.173	C	Slophopper/Cleaners Sink (A fixture used for disposing of dirty water or waste from cleaning, connected to the sewerage system)	per unit	\$250.00	OOS*	\$250.00
I102011.173	C	Universal Rundle (U.R.C) (A floor drain or gully trap that collects wastewater from various sources and directs it to the sewerage system)	per unit	\$250.00	OOS*	\$250.00
SCHEDULE 11 - RECREATION AND CULTURE						
Commercial - are activities run by private companies - this includes CBH, Silver chain and Baptist care (includes MRWA, Wheatbelt Dev Comm, the School/Education Department etc) Private Functions - are functions organised by individuals - birthday parties, funerals etc. Community Groups - are groups that are run by volunteer committees .						
		Bonds (Refundable)				
I013010.134	C	Bond - No Alcohol			Exempt	\$250.00
I013010.134	C	Bond - With Alcohol			Exempt	\$500.00
I111011.116	C	Clean/Damage Cost Recovery	at cost plus 15% admin fee	GST Included		at cost plus 15% admin fee
		MEMORIAL HALL				
		Entire Facility				
I111011.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$264.55	\$26.45	\$291.00
I111011.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$158.18	\$15.82	\$174.00
I111011.116	C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$24.55	\$2.45	\$27.00
I111011.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$40.91	\$4.09	\$45.00
I111011.116	C	Community Group	Flat Hourly Rate	\$6.36	\$0.64	\$7.00
I111011.116	C	Brookton performing Arts Annual Fee	Per Annum	\$188.18	\$18.82	\$207.00
		Brookton Performing Arts Annual Fee Include:	Provided that;			
		1. The use of the Memorial Hall for rehearsals;	1. Bookings are made for every use;			
		2. Three (3) function hires (full facility) which would include productions/performances.	2. The buildings and facilities are left clean as per the Conditions of Use; and 3. That all damage or faults are reported.			

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
		OLD TENNIS COURTS & MENS SHED				
I111011.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$10.00	\$1.00	\$11.00
		WB EVA PAVILION				
		Entire Facility (Excluding the Gymnasium)				
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$336.36	\$33.64	\$370.00
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$167.27	\$16.73	\$184.00
I111011.116	C	Private Function	Flat Hourly Rate (excluding weekend hire)	\$24.55	\$2.45	\$27.00
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$60.91	\$6.09	\$67.00
I111012.116	C	Community Group	Flat Hourly Rate	\$10.91	\$1.09	\$12.00
		Community or Main Room (Northern end of Pavilion) - Shared Use of Kitchen				
I111012.116	C	Commercial/State Government & Other Agencies	Flat Daily Rate (6am to 12midnight)	\$122.73	\$12.27	\$135.00
I111012.116	C	Commercial/State Government & Other Agencies	Flat Hourly Rate	\$26.36	\$2.64	\$29.00
I111012.116	C	Private Function	Flat Daily Rate (6am to 12midnight)	\$56.36	\$5.64	\$62.00
I111012.116	C	Private Function	Flat Hourly Rate	\$12.73	\$1.27	\$14.00
I111012.116	C	Community Group	Flat Daily Rate (6am to 12midnight)	\$21.82	\$2.18	\$24.00
I111012.116	C	Community Group	Flat Hourly Rate	\$4.55	\$0.45	\$5.00
		RECREATION GROUND OVAL				
I113010.116	C	Hire of Oval per day (up to 24hrs)	Flat Daily Rate	\$141.82	\$14.18	\$156.00
I113010.116	C	Hire of Oval per hour	Flat Hourly Rate	\$33.64	\$3.36	\$37.00
		GYMNASIUM FEES				
		Bond (refundable)				
I113010.134	C	Gym Key Bond		\$70.00	Exempt	\$70.00
		Adult				
I113010.139	C	Adult Membership - 3 Month	\$30.00 per month	\$91.82	\$9.18	\$101.00
I113010.139	C	Adult Membership - 6 Month	\$26.66 per month	\$162.73	\$16.27	\$179.00
I113010.139	C	Adult Membership - 1 Year	\$20.00 per month	\$244.55	\$24.45	\$269.00
		Junior (Under the age of 18 but over the age of 12 years)				
I113010.139	C	Junior Membership - 3 Month	50% of Adult Fee	\$45.91	\$4.59	\$50.50
I113010.139	C	Junior Membership - 6 Month	50% of Adult Fee	\$81.36	\$8.14	\$89.50

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
I113010.139	C	Junior Membership - 1 Year	50% of Adult Fee	\$122.27	\$12.23	\$134.50
		Seniors & Concession Card Holders (Current card must be sighted)				
I113010.139	C	Concession Membership - 3 Months	50% of Adult Fee	\$45.91	\$4.59	\$50.50
I113010.139	C	Concession Membership - 6 Months	50% of Adult Fee	\$81.36	\$8.14	\$89.50
I113010.139	C	Concession Membership - 1 Year	50% of Adult Fee	\$122.27	\$12.23	\$134.50
		Group Fees:				
I113010.139	C	Commercial Activities/State Government & Other Agencies	Per Session *	\$27.27	\$2.73	\$30.00
		* Session is any period up to 1.5 hours; run by a qualified instructor, and not more than one session allowed between 5.00pm and 9.00pm per day.				
		Professional assistance - access to gym accompanied by existing gym members				
I113010.139	C	Specialist service fee, for gym access	Annual	\$9.09	\$0.91	\$10.00
		COMMUNITY GROUP CONTRIBUTIONS				
I113010.124	C	Football Club	Per Annum	\$1460.00	\$146.00	\$1606.00
I113010.124	C	Cricket Club	Per Annum	\$772.73	\$77.27	\$850.00
I113010.124	C	Hockey Club	Per Annum	\$772.73	\$77.27	\$850.00
I113010.124	C	Mixed Night Netball (per Session)	Per Session	\$38.18	\$3.82	\$42.00
I113010.124	C	Tennis Club	Per Annum	\$1476.36	\$147.64	\$1624.00
		Sporting Club Fees Include:	Provided that;			
		1. The use of the Oval/Courts for home game fixture;	1. Bookings are made for every use;			
		2. The use of the change rooms for training nights and home game fixtures;	2. The buildings and facilities are left clean as per the Conditions of Use, including playing surfaces; and			
		3. The use of the facilities for home game fixture;	3. That all damage or faults are reported.			
		4. Three (3) free additional function hires which includes wind-ups or meetings.				
		* Playgroup hire fees include Pavilion use only (not Oval/Courts/Change rooms etc)				
COMMUNITY BUS HIRE						
I113010.113	C	Full Hire *	Per Km	\$0.91	\$0.09	\$1.00
I113010.113	C	Minimum Hire *	Minimum	\$42.73	\$4.27	\$47.00
I113010.113	C	Cleaning Charges	Per 15 minutes or part thereof	\$23.64	\$2.36	\$26.00
I113010.113	C	Minimum Cleaning Charge	Minimum	\$50.91	\$5.09	\$56.00
I113010.113	C	Trailer Hire (per use)		\$41.82	\$4.18	\$46.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
		* Vehicle is provided with a full tank of fuel and must be returned in the same condition.				
I043010.134	C	Bond (refundable)			Exempt	\$350.00
SWIMMING POOL						
		Entrance Fees				
I112010.128	C	Children (aged 5-17)		\$2.73	\$0.27	\$3.00
I112010.128	C	Seniors - Concession Card Holder		\$1.82	\$0.18	\$2.00
I112010.128	C	Adults (18+ years)		\$3.64	\$0.36	\$4.00
I112010.128	C	Spectators				Free
		Season Tickets				
I112010.128	C	Single		\$45.45	\$4.55	\$50.00
I112010.128	C	Family		\$136.36	\$13.64	\$150.00
		Free Entry;				
		Australia Day Event - Specific community event included				Free
LIBRARY FEES						
I114010.139	C	Replacement of membership card		\$5.45	\$0.55	\$6.00
I114010.139	C	Lost/Damaged item				Cost + 20%
I114010.139	C	Late Fee / Fines	(Max. charge \$2.00)			25c per day
SCHEDULE 13 - ECONOMIC SERVICES						
BUILDING FEES						
Statutory - Building Services (Complaint Resolution and Administration) Act 2011 & Regulations 2011. In accordance with Building Regulations 2012 and as amended from time to time						
I134010.112	S	Certified applications for a Building Permit Class 1 & 10	Minimum Fee \$110	Exempt- D81		0.19% of Cost of Construction
I134010.112	S	Certified applications for a Building Permit Class 2 to 9	Minimum Fee \$110	Exempt- D81		0.09% of Cost of Construction
I134010.112	S	Uncertified Building Application	Minimum Fee \$110	Exempt- D81		0.32% of Cost of Construction
I134010.112	S	Application for a Demolition Permit Class 1 & 10	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for a Demolition Permit Class 2 to 9	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application to extend Building or Demolition permit per storey	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for an Occupancy Permit - completed building	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for a Temporary Occupancy Permit - incomplete building	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	Minimum Fee \$110	Exempt- D81		\$110.00
I134010.112	S	Application for an Occupancy Permit for a permanent change of the building use classification	Minimum Fee \$110	Exempt- D81		\$110.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
I134010.112	S	Application for a Occupancy Permit or Building Approval Certificate for registration of Strata Scheme, plan of re-subdivision	Based on number of units. Minimum Charge \$107.70	Exempt- D81		\$11.60 for each strata unit.
I134010.112	S	Application for an Occupancy Permit - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		0.18% of Cost of Construction
I134010.112	S	Application for a Building Approval Certificate - unauthorised building work	Minimum Fee \$105.00	Exempt- D81		0.38% of Cost of Construction
I134010.112	S	Application to replace an Occupancy Permit for an existing building		Exempt- D81		\$110.00
I134010.112	S	Application for a Building Approval Certificate for an existing building - authorised building work		Exempt- D81		\$110.00
I134010.112	S	Application to extend the time which an Occupancy Permit of Building Approval Certificate has effect		Exempt- D81		\$110.00
I134010.112	S	Amendment of Building Permits		Exempt- D81		\$110.00
		Building Services Levy				
0L01258	S	Building Permit or Demolition Permit > or = \$45,000		Exempt- D81		0.137% of value of the work
0L01258	S	Building Permit or Demolition Permit < \$45,000		Exempt- D81		\$61.65
0L01258	S	Occupancy Permit		Exempt- D81		\$61.65
0L01258	S	Building Approval Certificate		Exempt- D81		\$40.50
0L01258	S	Unauthorised Building Work > or = \$45,000		Exempt- D81		0.274% of value of the work
0L01258	S	Unauthorised Building Work <\$45,000		Exempt- D81		\$123.30
0L01258	S	BCITF Fee - all building permits > or = \$20,000		Exempt- D81		0.2% Cost of Construction (incl GST)
I134010.139	S	Mandatory Private Swimming pool inspection fee	Inspected every 4 years/Max Fee \$58.45 - Inspection cost is invoiced every 4 years	Exempt- D81		\$58.45
TOWN PLANNING FEES						
I122030.160	C	Rural Street Address	Application Fee	\$203.64	\$20.36	\$224.00
CARAVAN PARK						
I132010.114	S	Application for grant or renewal of licence	Application Fee	\$181.82	\$18.18	\$200.00
I132010.122	C	Vending machine confectionary & beverage items	Per unit			Cost plus up to 150%
		Powered Site Per Van				
I132010.114	C	Per Night	Nightly	\$30.91	\$3.09	\$34.00
I132010.114	C	Caravan Club - powered site - per van	Per Night	\$28.18	\$2.82	\$31.00
		Unpowered Site Per Van				
I132010.114	C	Per Night	Nightly	\$26.36	\$2.64	\$29.00
I132010.114	C	Caravan Club - unpowered site - per van	Per Night	\$21.82	\$2.18	\$24.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26	
		Camping (grassed area)					
I132010.114	C	Per Night	Nightly	\$22.73	\$2.27	\$25.00	
I132010.114	C	Shower usage only	Per shower	\$10.91	\$1.09	\$12.00	
I132010.114	C	Washing machine	Per use	\$3.64	\$0.36	\$4.00	
I132010.114	C	Dryer	Per use	\$5.45	\$0.55	\$6.00	
<p>The maximum permitted stay in the Brookton Caravan Park bays is 28 days. Any stay longer than 28 days must seek permission in writing from the Chief Executive Officer. The Chief Executive Officer has the authority to accept or reject a stay up to a maximum of 3 months. Guests are permitted to stay in a tent for a maximum of 4 consecutive nights in a camping bay.</p>							
		Chalets	All bookings to be made through the Online Portal. Payment via Credit Card.				
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Night	\$188.18	\$18.82	\$207.00	
I132010.114	C	2 Bedroom (sleeps 4) self contained chalet unit (Linen included)	Per Week	\$1129.09	\$112.91	\$1242.00	
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Night	\$198.18	\$19.82	\$218.00	
I132010.114	C	2 Bedroom (sleeps 5) self contained chalet unit (Linen included)	Per Week	\$1190.91	\$119.09	\$1310.00	
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Night	\$137.27	\$13.73	\$151.00	
I132010.114	C	1 Bedroom (sleeps 2) self contained chalet unit (Linen included)	Per Week	\$824.55	\$82.45	\$907.00	
I132010.114	C	Replacement Key	Per Key	\$31.82	\$3.18	\$35.00	
I132010.114	C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Minimum Charge	\$51.82	\$5.18	\$57.00	
I132010.114	C	Caravan Park - Chalet Cleaning/damage (extra cleaning required)	Per 15 minutes or part thereof	\$23.64	\$2.36	\$26.00	
I132010.114	C	Caravan Park - Chalet items: broken/damaged/replacement				Cost plus 50%	
I132010.114	C	After hours call out fee (lost key etc.)		\$91.82	\$9.18	\$101.00	
I132010.114	C	Caravan Park - Cancellation Fees - Chalets (24 hours' notice to be given to avoid fee)	1 Nights' accommodation costs			1 Nights accommodation cost	
I132010.114	C	Caravan Park - Booking and invoice fee		\$9.09	\$0.91	\$10.00	
		Note: Caravan Park Bookings (Chalets) must be paid in FULL prior to arrival					
STANDPIPE WATER							
I136010.127	C	Standpipe Water - 50mm Commercial Standpipe (high flow)	per kilolitre		GST Free	\$17.00	
I136010.127	C	Standpipe Water - Happy Valley Bore Field- non-potable water	per kilolitre	\$9.09	\$0.91	\$10.00	

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
COMMUNITY RESOURCE CENTRE						
		Advertising Rates - Telegraph				
GR0005.191	C	B&W	Full Page	\$38.18	\$3.82	\$42.00
GR0005.191	C		Half page	\$24.55	\$2.45	\$27.00
GR0005.191	C		Quarter page	\$14.55	\$1.45	\$16.00
GR0005.191	C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages B&W	\$49.09	\$4.91	\$54.00
GR0005.191	C	External community groups - An external community group is any group located outside of the Shire of Brookton	Max 2 Pages Colour	\$97.27	\$9.73	\$107.00
GR0005.191	C	Colour advertising	Full Page	\$71.82	\$7.18	\$79.00
GR0005.191	C	Colour advertising - Half page	Half page	\$35.45	\$3.55	\$39.00
GR0005.191	C	Community Group	Full Page - Colour	\$42.73	\$4.27	\$47.00
GR0005.191	C	Club Notes	Max 2 Pages B&W	N/A		No Charge
GR0005.191	C	B & W Business Card (financial year)	6 Months, 12 Editions	\$41.82	\$4.18	\$46.00
GR0005.191	C	B & W Business Card (financial year)	Single entry	\$4.55	\$0.45	\$5.00
	C	Brookton Telegraph - Tradies 1/4 page advertising (24 editions - financial year)	Each	\$333.64	\$33.36	\$367.00
GR0005.191	C	Yearly Subscription	Includes P&H	\$106.36	\$10.64	\$117.00
	C	Brookton Telegraph	Each	\$0.91	\$0.09	\$1.00
GR0005.191	C	Brookton Telegraph - Wholesale	Each	\$0.82	\$0.08	\$0.90
GR0005.191	C	Telegraph - Gold Tier Sponsor (financial year)	One only - Includes front cover banner per edition, 1 x A4 colour page per edition, 1 x b/w A4 page per edition and 24 hard copy editions per year.	\$2323.64	\$232.36	\$2556.00
GR0005.191	C	Telegraph - Silver Tier Sponsorship (financial year)	One only - Includes 1 x b/w A4 page per edition, 24 x colour logo on back page (in colour), 24 trades and business page quarter page and 24 hard copy editions per year.	\$1308.18	\$130.82	\$1439.00
GR0005.191	C	Telegraph - Bronze Tier Sponsorship (financial year)	24 b/w 1/2 page per edition, 24 business cards	\$504.55	\$50.45	\$555.00
GR0005.191	C	Telegraph Monthly Business Promotion	Local business selected at random by CRC to feature in the first edition of the telegraph each month - Colour A4			No Charge
GR0005.192	C	ANZAC Day feature article Order of Service & address	B&W Max of 6 pages Annually			No Charge

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
		Printing & Administration Services				
GR0005.191	C	B&W Single Sided	A4	\$0.45	\$0.05	\$0.50
GR0005.191	C		A3	\$0.91	\$0.09	\$1.00
GR0005.191	C	B&W Double Sided	A4	\$0.91	\$0.09	\$1.00
GR0005.191	C		A3	\$1.82	\$0.18	\$2.00
GR0005.191	C	Colour Single Sided	A4	\$0.91	\$0.09	\$1.00
GR0005.191	C		A3	\$1.82	\$0.18	\$2.00
GR0005.191	C	Colour Double Sided	A4	\$1.82	\$0.18	\$2.00
GR0005.191	C		A3	\$2.73	\$0.27	\$3.00
GR0005.191	C	Photo paper	A4	\$2.27	\$0.23	\$2.50
GR0005.191	C	Bulk printing discount	50 pages + (applicable to both A4 & A3)			25% Discount
GR0005.191	C	Laminating	A4	\$2.73	\$0.27	\$3.00
GR0005.191	C		A3	\$3.64	\$0.36	\$4.00
GR0005.191	C	Binding	Small (1-20pages)	\$7.27	\$0.73	\$8.00
GR0005.191	C	Binding	Large (20+ pages)	\$11.82	\$1.18	\$13.00
GR0005.191	C	Folding Machine	100 pages	\$14.09	\$1.41	\$15.50
GR0005.191	C	Community Directory	A4	\$9.09	\$0.91	\$10.00
GR0005.191	C	Directory Advert/Sponsorship	A4 Full Colour Page	\$234.55	\$23.45	\$258.00
GR0005.191	C	Directory Advert/Sponsorship	1/2 Page Full Colour Page	\$121.82	\$12.18	\$134.00
GR0005.191	C	Directory General Business Listing	N/A	\$47.27	\$4.73	\$52.00
GR0005.191	C	Directory Club /Special Interest/Community Group	1/4 Page Feature	\$47.27	\$4.73	\$52.00
GR0005.191	C	Scanning & email	Any size - per page	\$1.82	\$0.18	\$2.00
GR0005.191	C	Scanning extra page	Any size - per page	\$0.18	\$0.02	\$0.20
GR0005.191	C	Secretarial Services	P/hour	\$23.64	\$2.36	\$26.00
GR0005.191	C	Secretarial Services	P/30 Min	\$13.64	\$1.36	\$15.00
GR0005.191	C	Secretarial Services	P/15 Min	\$9.09	\$0.91	\$10.00
GR0005.191	C	Secretarial Services	Under 15 Min	\$4.55	\$0.45	\$5.00
GR0005.191	C	OTMS - Old Time Motor Show	Printed materials (colour and black and white) and advertising on Facebook	\$2340.91	\$234.09	\$2575.00
		Room & Video Conference Hire				
GR0005.191	C	Room	1 Hour	\$24.55	\$2.45	\$27.00
GR0005.191	C		Half Day	\$49.09	\$4.91	\$54.00
GR0005.191	C		Full Day	\$73.64	\$7.36	\$81.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
		Exam Facilitation				
GR0005.191	C	Exam room hire	Per hour	\$49.09	\$4.91	\$54.00
GR0005.191	C	Exam Invigilation	Per hour	\$49.09	\$4.91	\$54.00
		Equipment Hire				
GR0005.191	C	Projector & Screen		\$49.09	\$4.91	\$54.00
GR0005.191	C	PA System		\$20.00	\$2.00	\$22.00
GR0005.191	C	Whiteboard		\$20.00	\$2.00	\$22.00
		Courses				
GR0005.191	C	Community Events, Training & Programs				At cost plus up to 20%
		CRC Membership				
GR0005.191	C	Individual personal membership	Annual Digital Telegraph Subscription, 10% discount Brookton CRC Fees and Charges & exclusive membership events	\$4.55	\$0.45	\$5.00
SCHEDULE 14 - OTHER PROPERTY AND SERVICES						
PLANT HIRE (Per Hour - Ex Yard)						
NB: 1.All plant is to be operated by Shire Staff - Dry hire is not available for private works.2.Shire Staff may dry hire (for personal use only) plant at a 40% discount in lieu of labour component, subject to having adequate qualifications/certification to operate the respective plant or equipment.						
SUNDRY DEBTOR	C	Front End Loader	Weekday	\$180.00	\$18.00	\$198.00
SUNDRY DEBTOR	C	Grader	Weekday	\$220.91	\$22.09	\$243.00
SUNDRY DEBTOR	C	Multi Tyred Roller	Weekday	\$213.64	\$21.36	\$235.00
SUNDRY DEBTOR	C	Backhoe	Weekday	\$203.64	\$20.36	\$224.00
SUNDRY DEBTOR	C	Tip Truck (Canter)	Weekday	\$196.36	\$19.64	\$216.00
SUNDRY DEBTOR	C	Tip Truck (Tandem)	Weekday	\$227.27	\$22.73	\$250.00
SUNDRY DEBTOR	C	Bobcat	Weekday	\$138.18	\$13.82	\$152.00
SUNDRY DEBTOR	C	Utility	Weekday	\$196.36	\$19.64	\$216.00
SUNDRY DEBTOR	C	Tree Planter	Weekday	\$53.64	\$5.36	\$59.00
SUNDRY DEBTOR	C	Cub Cadet Slasher	Weekday	\$131.82	\$13.18	\$145.00
SUNDRY DEBTOR	C	Labourer	Weekday	\$95.45	\$9.55	\$105.00

Account Code	Statutory/ Council	Particulars	Unit	2025/26	GST	2025/26
SUNDRY DEBTOR	C	Water Truck	Weekday	\$196.36	\$19.64	\$216.00
SUNDRY DEBTOR	C	Street Sweeper Tow Behind	Weekday	\$53.64	\$5.36	\$59.00
SUNDRY DEBTOR	C	Toro - Mower	Weekday	\$138.18	\$13.82	\$152.00
SUNDRY DEBTOR	C	Plant items with Shire Operator	Weekend			Cost plus 20%
SUNDRY DEBTOR	C	Engineering - Private Works to be requested for approval by the Manager Infrastructure Works or CEO	Per Private Works Request			Price on application

SHIRE OF BROOKTON
STATEMENT OF ESTIMATED CAPITAL EXPENDITURE AND SOURCES OF FUNDS FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2026

Particulars	GL Account Number	Job Number	Job Cost Account	Cost Accounts Agree	Balance Sheet Category	Balance Sheet Description (Asset Class)	Budget 2025/26	Source of Funds					
								Borrowings	Grants/ Contributions	Restricted	Reserves	Proceeds on Sale of Assets	Municipal Funds
Governance													
<i>Administration</i>													
ADMIN PURCHASE CEO VEHICLE	E042531				9234	Plant & Equipment	\$ 60,000.00				\$ 35,000	\$ 25,000	\$ -
ADMIN PURCHASE MIW VEHICLE	E042534				9234	Plant & Equipment	\$ 56,000.00				\$ 30,000	\$ 26,000	\$ -
ADMIN PURCHASE BMO VEHICLE	E042533				9234	Plant & Equipment	\$ 48,000.00				\$ 33,000	\$ 15,000	\$ -
CAPEX - ELECTRONIC EQUIPMENT	E042520	ELECCAP	E042520	Y	9232	Furniture & Equipment	\$ 31,500.00				\$ 31,500		\$ -
ADMIN SERVER	E042520	SERVCAP	E042520	Y	9232	Furniture & Equipment	\$ 75,000.00				\$ 75,000		\$ -
SHADE SHETER - ADMINISTRATION OFFICE	E042510	SHADCAP	E042510	Y	9230	Buildings	\$ 15,000.00						\$ 15,000
							\$ 284,500.00	\$ -	\$ -	\$ -	\$ 204,500	\$ 65,000	\$ 15,000
Law, Order & Public Safety													
<i>Fire Prevention Brigades (ESL)</i>													
EAST BROOKTON BFB SHED	E054510	EBSHEDCAP	E054510	Y	9230	Buildings	\$ 56,583.00				\$ 56,583		\$ -
							\$ 56,583.00	\$ -	\$ -	\$ -	\$ 56,583	\$ -	\$ -
Housing													
<i>Housing - Council Staff</i>													
HOSUING PROGRAM ADDITIONAL STAFF HOUSING	E091511	SHCOSFC3	E091511	Y	9230	Buildings	\$ 500,000.00				\$ 500,000		\$ -
10 MARSH AVE	E091515	10MLACAP	E091515	Y	9230	Buildings	\$ 12,000.00				\$ 12,000		\$ -
<i>Housing Other</i>													
PURCHASE ADDITIONAL RESIDENTIAL LAND - STOCK	E092510	RLANDCAP	E092510	Y	9230	Buildings	\$ 45,000.00				\$ 45,000		\$ -
							\$ 557,000.00	\$ -	\$ -	\$ -	\$ 557,000	\$ -	\$ -
Community Amenities													
<i>Sewerage</i>													
BROOKTON WASTEWATER (EFFLUENT) OXIDATION POND - DESLUDGING	E102540	SEWEDS	E102540	Y	9254	Infrastructure - Sewerage	\$ 157,047.00				\$ 157,047		\$ -
SEWERAGE PIPE RELINING/UPGRADE	E102541	SEWPIPE	E102541	Y	9254	Infrastructure - Sewerage	\$ 172,292.00						\$ 172,292
<i>Water Harvesting Project</i>													
HAPPY VALLEY SMART TECH BORE TANK CONTROL SYSTEM	E107541	HVCAP05	E107541	Y	9262	Infrastructure - Water	\$ 7,500.00						\$ 7,500
							\$ 336,839.00	\$ -	\$ -	\$ -	\$ 157,047	\$ -	\$ 179,792
Recreation & Culture													
<i>Public Halls & Pavilions</i>													
MEMORIAL HALL RENEWALS	E111511	MHALLSFC	E111511	Y	9230	Buildings	\$ 100,000.00				\$ 100,000		\$ -
KWEDA HALL RENEWAL	E111512		E111512	Y	9230	Buildings	\$ 8,500.00						\$ 8,500
WB EVA SPORT PAVILION	E111550	WBSPCAP	E111550	Y	9256	Infrastructure - Parks & Gardens	\$ 41,000.00						\$ 41,000
<i>Swimming Pool</i>													
POOL - CAPITAL	E112510	POOLCAP	E112510	Y	9230	Buildings	\$ 51,000.00				\$ 51,000		\$ -
STARTING BLOCKS - POOL	E112510	STBLOC	E112510	Y	9230	Buildings	\$ 20,000.00				\$ 20,000		\$ -
FOOTPATHS BROOKTON AQUATIC CENTRE	E112510	POOLFP	E112510	Y	9230	Buildings	\$ 20,000.00						\$ 20,000
<i>Other Recreation & Sport</i>													
PURCHASE FURNITURE & EQUIPMENT	E113520				9232	Furniture & Equipment	\$ 7,000.00				\$ 7,000		\$ -
OLD TENNIS PAVILION - REFURBISHMENT	E113510	TENNCAP	E113510	Y	9230	Buildings	\$ 50,000.00		\$ 50,000				\$ -
MENSSHED - OLD BOWLING CLUB CAPITAL	E113510	MENSCAP	E113510	Y	9230	Buildings	\$ 20,000.00						\$ 20,000
<i>Other Culture</i>													
RAILWAY STATION BUILDING REFURBISHMENT	E115510	RWSTCAP	E115510	Y	9230	Buildings	\$ 1,700,000.00		\$ 240,000		\$ 1,460,000		\$ -
MUSEUM - CAPITAL	E115510	MUSECAP	E115510	Y	9230	Buildings	\$ 10,500.00						\$ 10,500
ARTWORK - PUBLIC AND VISUAL	E115520	ARTCAP	E115520	Y	9232	Furniture & Equipment	\$ 20,000.00						\$ 20,000
<i>General Recreation</i>													
PURCHASE FURNITURE & EQUIPMENT	E116520				9232	Furniture & Equipment	\$ 18,000.00				\$ 18,000		\$ -
							\$ 2,066,000.00	\$ -	\$ 290,000	\$ -	\$ 1,656,000	\$ -	\$ 120,000
Transport													
<i>Infrastructure Construction</i>													
<i>Rural Roads Construction</i>													
<i>RRG (ARWA) Project Funded Works</i>													
YORK-WILLIAMS ROAD	E121555	YORKRRG	E121555	Y	9250	Infrastructure - Roads	\$ 709,036.00		\$ 472,691				\$ 236,345
<i>WSEF (ARWA) Project Funded Works</i>													
DANGIN-MEARS ROAD WHEATBELT SECONDARY FREIGHT NETWORK 23/24	E121565	WBSF2	E121565	Y	9250	Infrastructure - Roads	\$ 63,696.00		\$ 59,715				\$ 3,981
DANGIN-MEARS ROAD WBSF ENVIRONMENTAL REPORTS 25/26	E121565	WBSF3	E121565	Y	9250	Infrastructure - Roads	\$ 38,000.00		\$ 35,454				\$ 2,546
<i>R2R (DPRDCSA) Funded Works</i>													
RICHARDSON STREET - RESEAL (RTR)	E121560	RICHR2R	E121560	Y	9250	Infrastructure - Roads	\$ 55,000.00		\$ 55,000				\$ -
YOUNG ROAD R2R	E121560	YOUNR2R	E121560	Y	9250	Infrastructure - Roads	\$ 57,000.00		\$ 57,000				\$ -
YOUNGALLINS ROAD R2R	E121560	YOUNR2R	E121560	Y	9250	Infrastructure - Roads	\$ 85,087.00		\$ 85,087				\$ -
MCGRAH STREET R2R	E121560	MCGSR2R	E121560	Y	9250	Infrastructure - Roads	\$ 12,000.00		\$ 12,000				\$ -
RAMSAY ROAD R2R	E121560	RAMR2R	E121560	Y	9250	Infrastructure - Roads	\$ 88,785.00		\$ 88,785				\$ -
WHITE STREET	E121560	WHESR2R	E121560	Y	9250	Infrastructure - Roads	\$ 55,000.00		\$ 55,000				\$ -
SOUTH DALE ROAD R2R	E121560	SODAR2R	E121560	Y	9250	Infrastructure - Roads	\$ 91,927.00		\$ 91,927				\$ -

SHIRE OF BROOKTON
STATEMENT OF ESTIMATED CAPITAL EXPENDITURE AND SOURCES OF FUNDS FOR THE PERIOD 1 JULY 2025 TO 30 JUNE 2026

Particulars	GL Account Number	Job Number	Job Cost Account	Cost Accounts Agree	Balance Sheet Category	Balance Sheet Description (Asset Class)	Budget 2025/26	Source of Funds						
								Borrowings	Grants/Contributions	Restricted	Reserves	Proceeds on Sale of Assets	Municipal Funds	
Footpath Construction														
FOOTPATH - CORBERDING ROAD - GAYNOR AND MCGRATH ST	E121575	CORBFP	E121575	Y	9252	Infrastructure - Footpaths	\$ 50,000.00						\$ 50,000	
ACCESSIBLE RAMP - ROBINSON ROAD	E121575	ROBIAR	E121575	Y	9252	Infrastructure - Footpaths	\$ 5,000.00						\$ 5,000	
MEMORIAL PARK FOOTPATH	E121575	MEMFP	E121575	Y	9252	Infrastructure - Footpaths	\$ 20,000.00						\$ 20,000	
Bridge Capital Works														
BRIDGE 3150A ALDERSYDE NORTH ROAD	E121570	BRIDGE11	E121570	Y	9250	Infrastructure - Roads	\$ 39,017.00						\$ 39,017	
BRIDGE 4878A BROOKTON KWEDA ROAD	E121570	BRIDGE12	E121570	Y	9250	Infrastructure - Roads	\$ 25,553.00						\$ 25,553	
							\$ 1,395,111.00	\$ -	\$ 1,012,669	\$ -	\$ -	\$ -	\$ 382,442	
Economic Services														
<i>Tourism and Area Promotion</i>														
PURCHASE BUILDINGS	E132510				9230	Buildings	\$ 20,000.00				\$ 20,000		\$ -	
<i>Other Economic Services</i>														
LAND FOR BROOKTON COMMERCIAL/INDUSTRIAL HUB	E136510	INDLCAP	E136510	Y	9230	Buildings	\$ 50,000.00				\$ 50,000		\$ -	
SEA CONTAINER STORAGE	E136510	SEACON	E136510	Y	9230	Buildings	\$ 6,000.00						\$ 6,000	
							\$ 76,000.00	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ 6,000	
Other Property & Services														
<i>Plant Operation Costs</i>														
PURCHASE P&E - REPLACEMENT PR9 2012 BOMAG SMOOTH DRUM ROLLER - B05416	E143530	EP005	E143530	Y	9234	Plant & Equipment	\$ 230,000.00				\$ 180,000	\$ 50,000	\$ -	
PURCHASE P&E - REPLACEMENT PP14 BARTCO PORTABLE TRAFFIC LIGHT SYSTEM & TRAILER	E143530	LIGHTV6	E143530	Y	9234	Plant & Equipment	\$ 30,000.00				\$ 29,000	\$ 1,000	\$ -	
PURCHASE P&E - REPLACEMENT P15 PORTABLE MESSAGE BOARD TRAILER	E143530	LIGHTV7	E143530	Y	9234	Plant & Equipment	\$ 40,000.00				\$ 35,000	\$ 5,000	\$ -	
PURCHASE P&E - REPLACEMENT P16 PORTABLE MESSAGE BOARD TRAILER	E143530	LIGHTV8	E143530	Y	9234	Plant & Equipment	\$ 40,000.00				\$ 35,000	\$ 5,000	\$ -	
PURCHASE P&E - REPLACEMENT P033 MITSUBISHI MR420 GLX 4.2 SINGLE CAB UTILITY-B0039C	E143530	LIGHTV9	E143530	Y	9234	Plant & Equipment	\$ 45,000.00				\$ 30,000	\$ 15,000	\$ -	
PURCHASE P&E - REPLACEMENT 2014 FOTON TUNLAND UTE	E143530	LIGHTV3	E143530	Y	9234	Plant & Equipment	\$ 45,000.00				\$ 30,000	\$ 15,000	\$ -	
							\$ 430,000.00	\$ -	\$ -	\$ -	\$ 339,000	\$ 91,000	\$ -	
GRAND TOTAL							\$ 5,202,033.00	\$ -	\$ 1,302,669	\$ -	\$ 3,040,130	\$ 156,000	\$ 703,234	

SHIRE OF BROOKTON
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2026

DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

	Asset #	Plant #	GL #	Job #	Proceeds Date	Written Down Value	Sale Proceeds/Reserve Price	Profit(Loss)
						2025/26 Budget \$	2025/26 Budget \$	2025/26 Budget \$
Plant and Equipment								
Governance								
2021 Mazda Cx-8 Diesel Fwd - 01Bo	PAV6	PAV6	I042498	-	30/09/2025	39,570	25,000	(14,570)
2022 Mitsubishi Triton Mr4X47 4X4 Dual Cab - Miw	PAV317	PAV3	I042498	-	30/09/2025	28,113	25,000	(3,113)
2022 Isuzu D-Max 4X2 Single Cab - Bmo	PU38	PU38	I042498	-	30/09/2025	25,925	15,000	(10,925)
Transport								
2012 Bomag Smooth Drum Roller - Bo5416	PR9	PR9	I143498	-	31/10/2025	37,292	50,000	12,708
Bartco Portable Traffic Light System & Trailer	PPT4	PPT4	I143498	-	31/10/2025	7,792	1,000	(6,792)
Portable Message Board Trailer	PT5	PT5	I143498	-	31/10/2025	10,062	5,000	(5,062)
Portable Message Board Trailer	PT6	PT6	I143498	-	31/10/2025	10,062	5,000	(5,062)
Mitsubishi Mr4L20 Glx 4.2 Single Cab	PU33	PU33	I143498	-	31/10/2025	15,000	15,000	0
2014 Foton Tunland Ute	PU37	PU37	I143498	-	31/10/2025	4,206	15,000	10,794
						178,022	156,000	(22,022)

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2025/26 Adopted Budget \$
23,502
(45,524)
(22,022)

14.07.25.06 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – BROOKTON PERFORMING ARTS

File No:	FIN008D
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	Brookton Performing Arts
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider the application made by the Brookton Performing Arts (BPA) for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Community Support.

Description of Proposal:

Brookton Performing Arts is seeking Council’s consideration for a grant of \$6,000.00 under the Community Chest Fund to fund professional sound and lightning hire services for their community-led production and rehearsal scheduled for November 2025.

Supporting the Brookton Performing Arts for the lighting and sound production hire at their 2025 show will foster community spirit, ensure inclusive participation and support local talent. Ultimately, it would help create a vibrant, welcoming event that reflects and strengthens the Brookton community. The funding will not only enrich the cultural life of the community but also provides opportunities for skill sharing between professionals and local volunteers, encouraging growth in the arts.

The Community Chest Fund Application form is attached. Attachment 14.07.25.06A.

Background:

Due to the proposed renovations to the Memorial Hall, the Brookton performing Arts have been unable to schedule a performance over the past few years. As the commencement of these works is now unlikely before 31 December 2025, there is opportunity to support a community-led event that brings arts and culture to our community and region. The event will foster community engagement and celebrate local talent.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

Policy 2.14 – Community Chest Fund applies, with assessment against the relevant selection criteria detailed below:

Funding Category	Funding Amount	Guidelines
Community Support	Maximum \$6,000 cash support per financial year.	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Available to applicants to support a community project, program, or event (excludes capital works to buildings). • Funding requires matched funding of 1/3 – Community Group 2/3 Shire Grant. • Applicants must demonstrate their ability to match (cash/in-kind) Shire of Brookton grant support. • Applications can be made at any time throughout the year.

Financial Implications:

The Community Chest Fund was set at \$20,000 for the 2025/26 financial year. A pending application of \$10,000 has been submitted by the Brookton OTMS for the 2026 show, with supporting documentation still required, and will be presented at the next available meeting. If endorsed by Council, it will leave a current balance of \$10,000.

Funding applications totalling \$7,049.50 are being presented for approval at this meeting. This leaves a balance of \$2,950.50 for the remainder of the financial year, pending formal approval by Council for the Brookton OTMS application.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

On assessment the application adequately addresses the stated criteria under Policy 2.14 – Annual Community Funding – Community Support. It is recommended Council endorse the grant of \$6,000.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council approve the application from Brookton Performing Arts under Council Policy 2.14 — Annual Community Funding for \$6,000 Community Support funding from the Community Chest Fund to be used for lighting and sound production hire for their November 2025 show.

(Simple majority vote)

Attachments

Attachment 14.07.25.06A – Brookton Performing Arts Community Chest Fund Application.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to: mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: **Brookton Performing Arts**

CONTACT PERSON: **Jane McCabe**

POSITION: **President**

POSTAL ADDRESS: **PO Box 177 Brookton WA 6306**

PHONE: MOBILE: **0404081179**

EMAIL: **brooktonperformingarts@gmail.com**

ORGANISATION'S ABN:

REGISTERED FOR GST? YES NO IS YOUR ORGANISATION INCORPORATED YES NO

NAME OF PROJECT OR EVENT: **Theatre Production**

ESTIMATED START DATE: **Aug 6th '25** ESTIMATED COMPLETION DATE: **Nov 9th '25**

REQUESTED COMMUNITY CHEST FUNDS:

<p>Please tick which funding category you are applying for Please review the Community Funding and Donations Policy on the Shire of Brookton's website www.brookton.wa.gov.au for comprehensive grant guidelines.</p>	
Annual Grants	Community Donations
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input checked="" type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation
<input type="checkbox"/> Youth Leadership Development Sponsorship Grant	

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

BPA Theatre Production of Peter Pan the Pantomime

.....

.....

.....

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

Professional sound and lighting hire for x2 Rehearsals & x2 Production Times

Nov 2nd & 3rd (Rehearsals) & Nov 8th & 9th Productions

.....

.....

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

Our project will bring together young and old in a fun theatrical event. The caste and support team will work coloborately over several months with the focus being fun through song, dance and theatre.

.....

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15

Perfectly

.....

.....

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

The production will be advertised through local papers, on line, through the CRC and through the schools.

Both the towns of Beverley and Pingelly will also be included in this.

.....

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

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

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions	\$1,000	Materials	\$1,200
Sponsorship	\$600	Labour	\$2,000
Donations in cash	N/A	Hire of Equipment	\$4,000
Other grants	TBA	Office/Administration	N/A
Catering Sales	N/A	Venue hire	\$200
Fees and Charges e.g. stalls	N/A	Advertising	\$500
Gate/Door entry fees	\$5,000	Catering Costs	\$750
		Entertainment	\$1,000
Other Income (Please List)		Other Expenditure (Please List)	
		Photographer	\$500
		Portable toilets	\$650
		Printing scripts, programs	\$1,200
		Tuning of Hall Piano	\$600
Total of Community Chest Funds requested in cash*	\$6,000		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	\$12,600	TOTAL EXPENDITURE	\$12,600

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR Yes No

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? Yes No
IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

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

VOLUNTEERS FOR: childrens rehearsals; building of sets; advertisement creation; Writing of script;
Making of costumes; Moving of equipment; set build & dismantling; Hall clean up; ticketing;

9. FUNDING CONDITIONS:

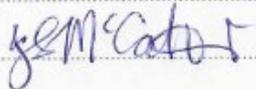
- I. The grant funds will be expended on the agreed project only.
- II. The Shire of Brookton's support of the project will be acknowledged in any advertising or promotional activities related to the project.
- III. Two invitations will be sent to the Shire of Brookton for your event or project.
- IV.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

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

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

PRINT NAME: Jane McCabe

POSITION: President

SIGNATURE:  DATE: 9/7/25

14.07.25.07 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – BROOKTON COMMUNITY INC (BOTT)

File No:	FIN008D
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	Brookton Community Inc (BOTT)
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider an application made by the Brookton Community Inc (Brookton Onward Town Team (BOTT)) for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Community Support.

Description of Proposal:

Brookton Community Inc (Brookton Onward Town Team (BOTT)) is seeking Council's consideration for a grant of \$326.50 under the Community Chest Fund to fund the promotion of the Free Pantry & Little Library, encouraging both vulnerable individuals and the broader community members to engage. The aim is to raise awareness and inspire contributions of valuable items to help stock the pantry.

Supporting the Brookton Community Inc (Brookton Onward Town Team (BOTT)) will encourage a spirit of compassion, appreciation, and generosity within the Brookton community. By supporting those in need through the provision of food and essential items, this initiative will help recipients feel valued and gain insight into the broader community's commitment to their wellbeing.

The Community Chest Fund Application form is attached. Attachment 14.07.25.07A.

Background:

The Free Pantry & Little Library was previously launched via grant funding from Mia Davies Local Heros program by BOTT and is hosted at the Brookton Community Resource Centre. The pantry/library has been operating since December 2024. The initiative is designed to provide free access to essential items and encourage those who can give to contribute, and those in need to take what they require. The pantry has received widespread support from the Brookton community and delivers an essential service to vulnerable residents.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

Policy 2.14 – Community Chest Fund applies, with assessment against the relevant selection criteria detailed below:

Funding Category	Funding Amount	Guidelines
Community Support	Maximum \$6,000 cash support per financial year.	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Available to applicants to support a community project, program, or event (excludes capital works to buildings). • Funding requires matched funding of 1/3 – Community Group 2/3 Shire Grant. • Applicants must demonstrate their ability to match (cash/in-kind) Shire of Brookton grant support. • Applications can be made at any time throughout the year.

Financial Implications:

The Community Chest Fund was set at \$20,000 for the 2025/26 financial year. A pending application of \$10,000 has been submitted by the Brookton OTMS for the 2026 show, with supporting documentation still required, and will be presented at the next available meeting. If endorsed by Council, it will leave a current balance of \$10,000.

Funding applications totalling \$7,049.50 are being presented for approval at this meeting. This leaves a balance of \$2,950.50 for the remainder of the financial year, pending formal approval by Council for the Brookton OTMS application.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment

On assessment the application adequately addresses the stated criteria under Policy 2.14 – Annual Community Funding – Community funding. It is recommended Council endorse the grant of \$326.50 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council approve the application from Brookton Community Inc under Council Policy 2.14 — Community Support for \$326.50 Annual Community Funding from the Community Chest Fund to be used for the promotion of the Free Pantry & Little Library.

(Simple majority vote)

Attachments

Attachment 14.07.25.07A – Brookton Community Inc (Brookton Onward Town Team (BOTT)) Community Chest Fund Application Form.



Community Chest Fund
Application Form
BOTT Free Pantry/Little Library
Community Engagement 2025
Rev C

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to: mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton Onward Town Team (auspiced by BCI)

CONTACT PERSON: Rosalie Pech Eva

POSITION: Convener

POSTAL ADDRESS: PO Box 200, Brookton WA 6306 (private)

PHONE: Not Available **MOBILE:** 0429 421 287

EMAIL: BO6306TownTeam@outlook.com

ORGANISATION'S ABN: Brookton Community Inc ABN 29 679 014 767

REGISTERED FOR GST? YES NO

IS YOUR ORGANISATION INCORPORATED YES NO

NAME OF PROJECT OR EVENT: Free Pantry/Little Library Community Engagement 2025

ESTIMATED START DATE: last week July 2025 **ESTIMATED COMPLETION DATE:** 31st July 2025

REQUESTED COMMUNITY CHEST FUNDS:

Please tick which funding category you are applying for Please review the Community Funding and Donations Policy on the Shire of Brookton's website www.brookton.wa.gov.au for comprehensive grant guidelines.	
Annual Grants	Community Donations
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input checked="" type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation
<input type="checkbox"/> Youth Leadership Development Sponsorship Grant	

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

The project seeks to promote the existence of the Free Pantry/Little Library to the Brookton Community and encourage community members to consider donating non-perishable food items, surplus garden produce, rugs and towels, and hygiene and sanitary products on a regular basis to keep the Pantry stocked and encourage vulnerable community members suffering food insecurity to access the free food and necessary items on offer. The Free Pantry & Little Library previously launched via grant funding from Mia Davies Local Heros program and is currently hosted by the Brookton Community Resource Centre, and which has since garnered widespread community support and provided a necessary service to a vulnerable sector of the Brookton community.

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

The Community Chest funds will be used for printing of A5 size flyers at Brookton CRC, and postage to out-of-town householders via Australia Post (townsite householders will have their flyer delivered to them by volunteers). The project was suggested to BOTT by a community member who is the recipient of the Free Pantry, who wishes to give back by volunteering their time to distribute flyers with a friend.

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

This project will trigger a spirit of kindness, gratitude and giving to those in need amongst Brookton Community members, those who are recipients of the food and other necessary items offered by the pantry will become aware of ways the wider community wishes to support them.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15

- 7. Connected Brookton – 7.3 Community connectedness program.
 - 8. Volunteer Engagement – 8.2 Community readiness program.
-

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

Flyers will be distributed by volunteers, including current recipients of Free Pantry support, physically by letter-drop within the townsite, and via post for householders outside the townsite.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

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

Shire).

- Verbal announcements at the project/event.
- Other: social media promotions

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	\$150.00
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	\$300.00
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
Letter Drop (Volunteer Labour)	\$150.00	Printing A5 flyers (Brookton CRC)	\$250.00
Graphic Design (Bloom'n Creative Co)	\$300.00	Postage (Australia Post)	\$76.50
Project Management (ORA Pty Ltd)	\$300.00	Project Management (ORA)	\$300.00
Total of Community Chest Funds requested in cash*	\$326.50		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	\$1076.50	TOTAL EXPENDITURE	\$1076.50

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR Yes – BCI, not BOTT No

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? Yes No

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

BCI - \$1000 for Public Liability, Volunteer Workers and Associations insurance premiums, grant acquitted via submit invoices and report to Shire, and partake in photo opportunity for cheque handover.

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

In Kind Labour – Letter Drop by Volunteers – 6 hours @ \$25/hour - \$150.00 exc GST

In Kind Labour – Graphic Design by Bloom'n Creative Design Co – 3 hours @ \$100/hour - \$300.00 exc GST

In Kind Labour – Project Management Services by ORA - 3 hours @ \$100/hour - \$300 exc GST

Total value of in-kind support by BOTT volunteers and supporters \$750.00

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME: Rosalie Pech Eva

POSITION: Convener

SIGNATURE: 

DATE: Tuesday 15th July 2025

6

C:\Users\User\Office of Regional Architecture\Office of Regional Architecture\ORA\OPE~1\CURREN~1\BROOKT~1\GRANTA~1\FREEPA~2\BOTTCO~1.DOC

14.07.25.08 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – BROOKTON DISTRICT HIGH SCHOOL P&C ASSOCIATION

File No:	FIN008D
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	Brookton District High School P & C Association
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is consider the application made by the Brookton District High School P & C Association for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Equipment Purchase.

Description of Proposal:

Brookton District High School P & C Association is seeking Council’s consideration for a grant of \$723.00 under the Community Chest Fund to fund disco equipment. The equipment will be used to support school discos, student celebrations, and other positive student events.

Supporting the Brookton District High School P & C Association will allow the P & C to host engaging, inclusive events that promote school spirit, encourage social interaction, and strengthen community involvement. This will foster social connection, enhance school spirit, and promote a thriving community culture through well supported student events and wider community.

The Community Chest Fund Application form is attached. Attachment 14.07.25.08A.

Background:

The Brookton District High School P & C Association play a vital role in supporting the school community by enhancing student experiences and contributing to the wellbeing and development of all students.

Consultation: Nil

Statutory Environment: Nil.

Relevant Plans and Policy:

Policy 2.14 – Community Chest Fund applies, with assessment against the relevant selection criteria detailed below:

Funding Category	Funding Amount	Guidelines
Equipment Purchase	Maximum \$1,000 cash support per financial year.	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Can be used for the purchase of equipment, uniforms etc. • Applications must demonstrate the benefit of the equipment purchase to the wider community. • Equipment purchased must remain the property of the organisation and not be for the exclusive use of any individual. • Applications can be made at any time throughout the year.

Financial Implications:

The Community Chest Fund was set at \$20,000 for the 2025/26 financial year. A pending application of \$10,000 has been submitted by the Brookton OTMS for the 2026 show, with supporting documentation still required, and will be presented at the next available meeting. If endorsed by Council, it will leave a current balance of \$10,000.

Funding applications totalling \$7,049.50 are being presented for approval at this meeting. This leaves a balance of \$2,950.50 for the remainder of the financial year, pending formal approval by Council for the Brookton OTMS application.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

On assessment the application adequately addresses the stated criteria under Policy 2.14 – Annual Community Funding – Equipment Purchase. It is recommended Council endorse the grant of \$723.00 from the Community Chest Fund.

OFFICER'S RECOMMENDATION

That Council approve the application from Brookton District High School P & C Association under Council Policy 2.14 — Equipment Purchase for \$723.00 Annual Community Funding from the Community Chest Fund to be used for the purchase of disco equipment.

(Simple majority vote required)

Attachments

Attachment 14.07.25.08A – Community Chest Application BDHS P&C.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to: mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: **Brookton DHS P&C**

CONTACT PERSON: **Gemma Bassett**

POSITION: **Member**

POSTAL ADDRESS: **PO Box 30, Brookton WA 6306**

PHONE: **0427851894** MOBILE:

EMAIL: **gemma.bassett@hotmail.com**

ORGANISATION'S ABN: **50844345114**

REGISTERED FOR GST? YES NO IS YOUR ORGANISATION INCORPORATED YES NO

NAME OF PROJECT OR EVENT: **Disco Equipment**

ESTIMATED START DATE: **2/8/25** ESTIMATED COMPLETION DATE: **20/6/2026**

REQUESTED COMMUNITY CHEST FUNDS:

<p>Please tick which funding category you are applying for Please review the Community Funding and Donations Policy on the Shire of Brookton's website www.brookton.wa.gov.au for comprehensive grant guidelines.</p>	
Annual Grants	Community Donations
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input checked="" type="checkbox"/> Equipment Purchase Grant	<input type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation
<input type="checkbox"/> Youth Leadership Development Sponsorship Grant	

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

2. The P&C aim to hold annual disco events to encourage active movement, build self-esteem and confidence in students whilst creating a fun and interactive event that reflects the strong engagement within BDHS and the community.

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

2. The P&C will purchase disco equipment to be used for future planned disco events- including: smoke machine, disco lights and sound system.

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

2. Builds on the vibrancy of the community with thriving, positive events for the students at BDHS.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15

The project aim to support and build the community through positive engagement with the School and Students.

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

Advertisement is through social media and the telegraph. Both directly from the P&C and from BDHS media releases.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

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

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		Bar Party Lights	\$200
		Rechargeable PA Speaker	\$444
		Smoke Machine	\$50
Total of Community Chest Funds requested in cash*	\$723	Smoke Machine Mist	\$29
		Request in Kind - WB Eva Pavillion hire fee waived	TBA (pending # events)
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	\$723	TOTAL EXPENDITURE	\$723

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR Yes No

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? Yes No
IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

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

Disco Event will be run on donated labour.

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME:
POSITION:
SIGNATURE:
DATE:

From: [Deanne Sweeney](#)
To: [Charlotte Cooke](#)
Subject: FW: Query | Community Chest Grant - Brookton DHS P&C
Date: Thursday, 17 July 2025 11:38:37 AM
Attachments: [image001.png](#)
[rsz_cropped_logo_2_3bee74e0-f72b-4b64-ad76-9ee35fd52d77.png](#)



Deanne Sweeney
Manager Corporate & Community
T: 08 9642 1106 | M: 0428 656 457
E: deanne.sweeney@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: Deanne Sweeney <deanne.sweeney@brookton.wa.gov.au>
Sent: Wednesday, 16 July 2025 8:00 AM
To: Gemma Bassett <glr0204@hotmail.com>
Subject: RE: Query | Community Chest Grant - Brookton DHS P&C

Hi Gemma

Thank you for your application for the Community Chest Fund received 15 July 2025.

Please be advised we will accept the email as signature on the application.

This will be presented at the July Ordinary Council Meeting being held Thursday 24th July 2025.

Regards



Deanne Sweeney
Manager Corporate & Community
T: 08 9642 1106 | M: 0428 656 457
E: deanne.sweeney@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: Gemma Bassett <glr0204@hotmail.com>
Sent: Tuesday, 15 July 2025 8:25 PM
To: Deanne Sweeney <deanne.sweeney@brookton.wa.gov.au>
Subject: Re: Query | Community Chest Grant - Brookton DHS P&C

Hi Deanne,

14.07.25.09 REGIONAL LIBRARY CONSORTIUM AGREEMENT

File No:	PRO018A
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
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:	Simple Majority
Previous Report:	Nil

Summary of Report:

Council is to consider endorsement of a Regional WA Library Consortium Agreement 2025/26 to 2028/29 with the City of Albany.

Description of Proposal:

It is proposed that the Shire enter into a Regional WA Library Consortium Agreement with the City of Albany to adopt the new Library Management System - Spydus. The Regional WA Library Consortium Agreement is included at Attachment 14.07.25.09A.

This agreement includes:

- An Annual Fee: \$3,700 .00
- Overall contractual cost 2025/26 to 2028/29: \$14,800.00

This cost is incorporated into the 2025/26 budget and will be included in future budgets as an operating expense.

Background:

The Shire has historically used the AmLib Library Management System to support its library operations. AmLib, once a widely used system across regional libraries, has been unsupported for several years, resulting in increasing operational challenges, limited functionality, and growing risks related to data security and service continuity.

In response, a regional consortium of libraries has explored alternative solutions and identified a single viable replacement system that meets current and future needs. This system offers modern features and ongoing support for the library service.

Consultation:

Consultation has occurred between the City of Albany, BCRC Co-Ordinator, Manager Corporate and Community and the Chief Executive Officer.

Statutory Environment: Nil.

Relevant Plans and Policy: Nil.

Financial Implications:

There is no financial impact on the draft 2025/26 budget resulting from participation in the library consortium, as all associated costs have been included. All future operating expenses related to the consortium agreement, will be incorporated into operational budgets as part of budgetary planning.

Risk Assessment:

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

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

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

Community & Strategic Objectives:

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

Comment:

The library consortium improves service delivery by enhancing user experience for both patrons and staff. It enables access to shared resources, streamlines operations, and delivers cost efficiencies through collaborative systems.

OFFICER'S RECOMMENDATION

That Council:

- 1. Endorse the Shire's participation in the Regional WA Library Consortium Agreement and***
- 2. Authorise the CEO to execute the agreement on behalf of the Shire of Brookton***

(Simple Majority required)

Attachments

Attachment 14.07.25.09A – Regional WA Library Consortium Agreement.

PARTICIPATION AGREEMENT

Regional WA Library Consortium

2024/25 – 2028/29

***Updated for 2025/26 migration of
the Shires of Brookton, Moora &
Mukinbudin.***

REGIONAL WA LIBRARY CONSORTIUM PARTICIPATION AGREEMENT

INTRODUCTION

Library service provision in WA is governed by the Library Board Act of Western Australia 1951; Library Board (Conduct of Proceedings) Regulations 1955; Regulations for the Conduct of the State Library 1956; and Library Board (Registered Public Libraries) Regulations 1985. This is further supported by the *Framework Agreement Between State and Local Government for the Provision of Public Library Services in Western Australia* (Framework Agreement), which supports any opportunity to build strategic partnerships.

Consortial Library Services

The Albany Public Library has managed the Regional WA Library Consortium since 2017. With the imminent expansion in 2024 the Consortium will support 19 regional LGAs (and 34 library branches). Regional WA faces a number of challenges in terms of disadvantage, particularly in regard to socioeconomic factors including income, occupation and education. Disadvantage also exists in the form of distance, isolation and comparative amenities.

The availability of public library collections has been noted to address disadvantage by:

- ensuring free and equitable access to collections for all community members;
- addressing the needs of specific target groups;
- contributing to developing, maintaining and improving literacy levels;
- preserving the past through extensive local and family history collections.

Providing free access to on-line government information also addresses disadvantage, where there is a growing expectation that information should be sought and forms (where required) should be submitted on-line. By creating access for those with no other internet source, public libraries contribute to overcoming social and financial disadvantage, particularly in relation to government programs involving payment of financial benefits.

Library Management Systems (LMS) and Support

The key component of a Library is its Library Management System (software) that integrates all aspects of the Library information system processes.

In 2016, APL changed its LMS from Amlib to Spydus (a product supplied by Civica). In addition to being recognised as a lower quality LMS Amlib was no longer being supported by the supplier, presenting a significant risk to the City of Albany.

Across 2017 and 2018, the regional shared service based on Spydus was implemented across the Great Southern. Building on APL's capacity and staff expertise to manage the planning, implementation and ongoing management of a regional shared LMS, we have been able to deliver a significantly enhanced service to both participating Shires and library staff, as well as library users across the region. Such cooperation is in line with local, regional and statewide best practice. 2019/20 saw the Shire of Murray join and the Shire of Ravensthorpe in 2022. Mid-2024 will see a bulk expansion to include 9 new LGs.

ACHIEVEMENTS & BENEFITS

- Initial implementation rolled out in early 2018
- Implementation of shared regional collection in late-2018. This 'regional one card' service allows users to join, borrow, reserve and return items at any of the participating libraries
- Improved, consistent level of service to library users across the region
- Easy access to a wider range of resources

REGIONAL WA LIBRARY CONSORTIUM PARTICIPATION AGREEMENT

- Significantly enhanced service to both participating Shires and library staff
- Significant savings to participating Shires in implementation and ongoing support costs
- Sustainable, logical local cooperation for enhanced user benefits
- Ease of centralised database and network administration in Albany
- Flagship regional service delivered by Local Government
- New 3 year Contract Implementation from 2019/20 to 2021/22
- Expansion to include the Shire of Murray to the group from 2020/21 & Shire of Ravensthorpe in 2022.
- New 5 year Contract Implementation from 2022/23 to 2027/28
- Trialled incorporation of within-consortium stock movements and freight costs to support Inter-Library Loan and resource sharing following State Library termination of freight contract (for pre-2024 participating LGs only)
- Bulk expansion in 2024 to include 9 new LGs
- Revised new 5 year Contract Implementation from 2024/25 to 2028/29

FUTURE DEVELOPMENTS

- Centralised Collection management & Maintenance: this may include: Floating of regional stock; Acquisitions Management, Exchange selection, Inter-Library loan Management
 - Including expansion of stock movements and freight costs to support Inter-Library Loan and resource sharing across all participating LGs
 - Solutions may be sub-regionally based for sustainable ongoing delivery
- Advanced training and support in use of library management system (LMS) and software, circulation processes, customer service and support, associated services/programs and collection maintenance
- Integration of other library-specific IT infrastructure procurement, support, maintenance and replacement
- Further expansion to include other local governments and/or libraries

**REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT**

RECITALS

The City of Albany and the participating local governments have agreed to enter into this Participation Agreement in good faith to achieve the outcomes and deliverables for the Regional WA Library Consortium.

BETWEEN

City of Albany - 102 North Road, Yakamia, WA, 6330

AND

Shire of Ashburton
Shire of Brookton
Shire of Broomehill-Tambellup
Shire of Chittering
Shire of Cranbrook
Shire of Denmark
Shire of Dumbleyung
Shire of East Pilbara
Shire of Esperance
Shire of Gingin
Shire of Gnowangerup
Shire of Jerramungup
Shire of Katanning
Shire of Kojonup
Shire of Moora
Shire of Mukinbudin
Shire of Murray
Shire of Plantagenet
Shire of Ravensthorpe
Shire of Toodyay
Shire of Wagin
Shire of Williams

For library services currently delivered from:

Albany	Marble Bar
Bindoon	Moora
Bremer Bay	Morangup
Brookton	Mt Barker
Broomehill	Mukinbudin
Cranbrook	Murray
Denmark	Newman
Dumbleyung	Nullagine
Esperance	Ongerup
Frankland	Onslow
Gingin	Pannawonnica
Gnowangerup	Paraburdoo
Hopetoun	Ravensthorpe
Jerramungup	Tambellup
Katanning	Tom Price
Kojonup	Toodyay
Kukerin	Wellstead
Lancelin	Wagin
	Williams

REGIONAL WA LIBRARY CONSORTIUM PARTICIPATION AGREEMENT

OPERATIONAL BRIEF

1. DEFINITIONS AND INTERPRETATION

In this Participation Agreement unless the context requires otherwise:

'Parties' refers to the City of Albany and the participating local governments.

'Participating local governments' are: Shire of Ashburton; **Shire of Brookton**; Shire of Broomehill-Tambellup; Shire of Chittering; Shire of Cranbrook; Shire of Denmark; Shire of Dumbleyung; Shire of East Pilbara; Shire of Esperance; Shire of Gingin; Shire of Gnowangerup; Shire of Jerramungup; Shire of Katanning; Shire of Kojonup; **Shire of Moora**; **Shire of Mukinbudin**; **Shire of Murray**; Shire of Plantagenet; Shire of Ravensthorpe; Shire of Toodyay; Shire of Wagin and Shire of Williams.

2. PURPOSE AND INTENT

This Participation Agreement will ensure that all parties have a clear understanding of their respective roles and responsibilities and will set out a framework for cooperation in operating the Regional WA Library Consortium.

All parties intend to work together, in good faith, to sustain provision of the Regional WA Library Consortium.

3. IDENTIFIED SCOPE

3.1. Background

Provision of regional public library support services is the subject of a current agreement between the City of Albany and the Library Board of Western Australia. The regional shared service based on Spydus has delivered a significantly enhanced service to both participating Shires and library staff, as well as library users across the region. Following initial implementation and activation of 'regional one card' elements, the project is entering a new phase of maturity and growth. This new phase begins with a new 5 year Contract Implementation from 2024/25 to 2028/29 coinciding with the expansion in 2024 to include 9 new LGs.

3.2. Intended Outcomes

The Regional WA Library Consortium aims to achieve:

- Improved, consistent level of service to library users across regional WA
- Easy access to a wider range of resources
- Significantly enhanced service to both participating Shires and library staff
- Significant savings to participating Shires in implementation and ongoing support costs
- Sustainable, logical local and intra-regional cooperation for enhanced user benefits
- Ease of centralised database and network administration in Albany

3.3. Specific Roles and Responsibilities of Parties

REGIONAL WA LIBRARY CONSORTIUM PARTICIPATION AGREEMENT

The Regional WA Library Consortium is based on a universal model. All libraries share consortium infrastructure and operate as a whole using universal circulation policies for one whole shared collection and library service. Within this model there remains scope for some individual customisation, but this will add to the complexity of system support needed. The universal model aims to reduce time, resourcing and hardware needs and costs for participating libraries; and allow for sustainable levels of cost-recovery to support the system.

3.3.1. Shared Service Management & Administration

The City of Albany will provide the participating local governments with full Spydus administration and management services, including:

- Spydus Contract management and negotiation
- System upgrade migration, staff training and rollout
- Incorporation of within-consortium stock movements and freight costs to support Inter-Library Loan and resource sharing following State Library termination of freight contract (for pre-2024 participating LGs only)

The participating local governments will:

- Agree to participate in the Regional WA Library Consortium and pay associated costs as set out in Appendix 1
- Have access to software, hardware and other services related to their Library Management Systems
- Provide a nominated staff member to manage the process locally

3.4 Future Developments

Future enhancement of the Regional WA Library Consortium may include:

- Centralised Collection management & Maintenance: this may include: Floating of regional stock; Acquisitions Management, Exchange selection, Inter-Library loan Management
 - Including expansion of stock movements and freight costs to support Inter-Library Loan and resource sharing across all participating LGs (at agreed additional cost)
 - Solutions may be sub-regionally based for sustainable ongoing delivery
- Advanced training and support in use of library management system (LMS) and software, circulation processes, customer service and support, associated services/programs and collection maintenance
- Integration of other library-specific IT infrastructure procurement, support, maintenance and replacement
- Expansion to include other local governments and/or libraries

3.5 Reporting on Performance / Effectiveness of Arrangements

The City of Albany will provide to participating local governments:

- Regular communication and progress reporting on implementation process
- Specific usage statistics as they pertain to individual local governments
- Full annual anticipated costs
- Reporting on performance, including potential enhancement opportunities in coming year

3.6 Privacy

REGIONAL WA LIBRARY CONSORTIUM PARTICIPATION AGREEMENT

Access to personal databases by City of Albany Library staff is strictly limited to authorized personnel for legitimate business purposes. Staff may only access personal databases to perform technical support and system maintenance. All access will be logged and comply with privacy standards. Any unauthorized access, sharing, or use of personal database information is prohibited and will result in disciplinary action. The City of Albany is committed to protecting the confidentiality and integrity of personal data, following all applicable laws and regulations.

4. RELEASE & INDEMNITY

Notwithstanding any other provision, the participating local governments hereby fully indemnify the City of Albany for any loss or liability caused by or contributed to by a negligent or wilful act or an omission of the participating local governments or any member regarding the use of or access to the system.

The participating local governments hereby release the City of Albany of any and all liability with respect to participating local governments activities and the City of Albany shall not be liable to the participating local governments in any way in relation thereto.

5. INSURANCE

Notwithstanding any other provision, the participating local governments must at their own expense take out and keep up to date insurance policies with respect to their own hardware and software infrastructure to support operation of the Regional WA Library Consortium. Such insurance may include:

- public risk, where the cover provided under the policy must not be contributory with any policy the City of Albany takes out;
- cover for injury or loss of life of any member, volunteer, invitee or officer of participating local governments; and
- participating local governments fixtures and fittings.

6. INTENDED PERIOD OF ARRANGEMENTS

This Participation Agreement will come into effect as of the date when all parties have signed. The City of Albany Manager Arts & Culture and representatives from the participating local governments will be available as needed to assist as part of any review process with the focus on continuous improvement. The minimum term of Agreement will be five years, in line with Spydus contractual arrangements.

7. DISPUTES

Any dispute arising out of the interpretation or implementation of this Participation Agreement shall be settled amicably by consultation between the participating local governments.

In relation to any matter that may be in dispute between the parties in relation to this Participation Agreement, if either party is reasonably satisfied that the other party has failed to comply with the terms and conditions, that party may write to the defaulting party requesting that steps be taken to remedy the situation within thirty (30) days and upon expiry of thirty days by written notice to the defaulting party immediately terminate this Participation Agreement.

**REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT**

8. TERMINATION

The City of Albany may at time serve notice on participating local governments giving 180 days for the termination of Regional WA Library Consortium. The participating local governments shall have no claim against the City of Albany in this regard or otherwise.

9. AGREEMENT

This Participation Agreement to be reviewed in conjunction with Library Management System Contract terms. The next review will be completed in 2028.

REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT

2024/25 to 2028/29 Signature pages

Signed on behalf of City of Albany:

Signed:

Andrew Sharpe
Chief Executive Officer
City of Albany

Date:

And Participating Local Governments:

2025 Migration

Signed on behalf of Shire of Brookton:

Signed:

Gary Sherry
Chief Executive Officer
Shire of Brookton

Date:

Signed on behalf of Shire of Moora:

Signed:

Gavin Robins
Chief Executive Officer
Shire of Moora

Date:

**REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT**

Signed on behalf of Shire of Mukinbudin:

Signed:

Tanika McLennan
Acting Chief Executive Officer
Shire of Mukinbudin

Date:

**REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT**

APPENDIX 1

AGREED COSTS

The Regional WA Library Consortium is based on a universal model. The universal model aims to reduce time, resourcing and hardware needs and costs for participating libraries; and will allow for sustainable levels of cost-recovery to support the system. All costs listed are exclusive of GST.

Changes for 2024/25

We enter a new 5 year contract with Civica for 2024/25 to 2028/29 with the addition of the 9 new LGs later in 2024.

Taking into account the significant expansion and associated workload, along with an adjusted population distribution, care has been taken to ensure similar levels of cost for all Consortium members using the established cost allocation model. There has been some minor movement to quoted costs for new LGs.

The City of Albany continues to provide full Spydus administration and first-level support services. Additional support and overall service management is provided by Civica.

Albany annual staff supports costs for 2024/25 are \$61,121, applied using a flat 48% rate of Annual Software License costs (this is equivalent to the proportion of costs in 2023/24).

All costs shown are exclusive of GST.

2024/25 Costs

Spydus software license	\$127,341 (includes eContent integration into OPACs & Events Module)
Administration & support by COA	\$61,121
Total Annual Cost	\$188,462

Future costs and service fees

City of Albany support costs will be the total of the previous year support costs (before GST) + CPI + 1%.

Other costs:

Additional support

Work requested outside of the support services outlined above, will be undertaken subject to availability at an hourly rate of \$80, plus travel at the ATO rate of \$0.66 cents per kilometre.

**REGIONAL WA LIBRARY CONSORTIUM
PARTICIPATION AGREEMENT**

BREAKDOWN OF COSTS PER NEW LG'S JOINING IN 2025

One off Migration fee \$4,000 per LG due in 2024/25

* Mukinbudin Paying in 2025/26 by prior arrangement

Annual Costs for Year 1 – 2025/26

All costs shown are exclusive of GST.

Participating LG	Population	Branches	Annual - Spydus 2025/26	Annual – City of Albany 2025/26	Annual Total
Shire of Brookton	955	1	\$2,500	\$1,200	\$3,700
Shire of Moora	2376	1	\$4,500	\$2,000	\$6,500
Shire of Mukinbudin	579	1	\$1,300	\$ 600	\$1,900

15.07.25 GOVERNANCE REPORTS

Nil.

16.07.25 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

17.07.25 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**17.07.25.01 URGENT BUSINESS – COMMUNITY CHEST FUNDING APPLICATION**

File No:	COM002
Date of Meeting:	24 July 2025
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 reviewing a request to consider a late agenda item in relation to an application for a Community Chest grant for Brookton Community Inc.

Description of Proposal: Nil

Background:

Staff are attempting to complete and distribute the Council Agenda by the Friday prior to a Council Meeting.

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:

Under Council's Risk Framework, should the Council not support this item, there is a Possible likelihood of Insignificant 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 a request to consider a late agenda item in relation to an application for a Community Chest grant for Brookton District High School P & C Association.

(Simple majority vote required)

17.07.25.02 COMMUNITY CHEST FUNDING APPLICATION – ANNUAL COMMUNITY FUNDING – BROOKTON DISTRICT HIGH SCHOOL P&C ASSOCIATION

File No:	FIN008D
Date of Meeting:	24 July 2025
Location/Address:	N/A
Name of Applicant:	Brookton District High School P & C Association
Name of Owner:	N/A
Author/s:	Deanne Sweeney – Manager Corporate & Community
Authorising Officer:	Deanne Sweeney – Manager Corporate & Community
Declaration of Interest:	The author and authorising officer do not have an interest in this item
Voting Requirements:	Simple Majority
Previous Report:	Nil

Summary of Report:

This item relates to the application made by the Brookton District High School P & C Association for the Community Chest Funding under Policy 2.14 – Annual Community Funding – Not for Profit Community Organisation – Assistance.

Brookton District High School P & C Association is seeking Council’s consideration for funding of \$611.00 under the Community Chest Fund to fund the canteens business and workers compensation insurance costs for the period 01 July 2025 to 30 June 2026 and 10 July 2025 to 30 June 2026.

The insurance for the canteen remains unpaid at this stage, as the committee is currently working with their insurer to secure appropriate coverage following recent staffing changes. With the management of the canteen now falling under the P & C’s responsibility. The canteen plays an important role in supporting student wellbeing, providing access to nutritious meals and fostering a sense of community. Its continued operation is essential, and resolving the insurance matter will help maintain a safe and reliable service for all students.

The Community Chest Fund Application form is attached. Attachment 17.07.25.02A.

Description of Proposal:

As detailed above.

Background:

The P & C plays a vital role in supporting the school community with the canteen supporting student health, offering affordable food options, and fostering social interaction. It’s a vital part of school life, helping build routines, encouraging balanced nutrition, and contributing to the overall wellbeing of the students.

Consultation:

There has been no consultation regarding this matter.

Statutory Environment:

Nil.

Relevant Plans and Policy:

Policy 2.14 – Community Chest Fund applies, with assessment against the relevant selection criteria detailed below:

Funding Category	Funding Amount	Guidelines
Not for Profit Community Organisation - Assistance	Maximum \$1,000 per annum	<ul style="list-style-type: none"> • Only available to incorporated bodies. • Funding toward offsetting the cost of Shire rates, building utilities (gas, electricity, water), and / or insurance costs incurred by the organisation who own and occupy their own building within the Shire of Brookton. • Satisfactory evidence of such costs being incurred by the organisation in the same financial year must be produced. Invoices must be in the name of the organisation applying. • The organisation must demonstrate financial need for such support.

Financial Implications:

The Community Chest Fund was set at \$20,000 for the 2025/26 financial year. A pending application of \$10,000 has been submitted by the Brookton OTMS for the 2026 show, with supporting documentation still required, and will be presented at the next available meeting. If endorsed by Council, it will leave a current balance of \$10,000.

Funding applications amounting to \$7,049.50 are being submitted for approval at this meeting. Taking into account the additional late item of \$611.00, a remaining balance of \$2,339.50 will be available for the rest of the financial year, subject to Council's formal approval of the Brookton OTMS Show application.

Risk Assessment:

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

Consequence Likelihood	Insignificant	Minor	Moderate	Major	Extreme
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium
Risk Rating	Action				
LOW	Monitor for continuous improvement.				
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.				
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.				
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.				

Community & Strategic Objectives:

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

Comment

On assessment the application is consistent with the policy's intent as stated in Council Policy 2.14 – Annual Community Funding – Not for Profit Community Organisation Assistance Donation. The policy primarily addresses insurance for owned and occupied properties, the business and workers compensation coverage plays a vital role in ensuring adequate protection for the P&C operated canteen and other associated activities. This essential coverage underpins the safe and continued operation of the canteen, which is why the application is supported.

OFFICER'S RECOMMENDATION

That Council in relation to the application from Brookton District High School P & C Association under Council Policy 2.14 – Not for Profit Community Organisation Assistance Donation approve \$611.00 Annual Community Funding from the Community Chest Fund to be used for business and workers compensation insurance.

(Simple majority vote required)

Attachments

Attachment 17.07.25.02A – Community Chest Application BDHS P&C – Insurance.



Community Chest Fund Application Form

Post your completed application to:

PO Box 42, Brookton, WA 6306

Or deliver to:

Shire of Brookton, 14 White Street, Brookton

Alternatively email your application to: mail@Brookton.wa.gov.au

Community Chest Fund

Application Form

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

NAME OF ORGANISATION: Brookton DHS P&C
CONTACT PERSON: Gemma Bassett
POSITION: Member
POSTAL ADDRESS: PO Box 30, Brookton WA 6306
PHONE: _____ **MOBILE:** 0427851894
EMAIL: gemma.bassett@hotmail.com
ORGANISATION'S ABN: 50844345114

REGISTERED FOR GST? YES NO
 IS YOUR ORGANISATION INCORPORATED YES NO

NAME OF PROJECT OR EVENT: Insurance - Canteen
ESTIMATED START DATE: 02/08/2025 **ESTIMATED COMPLETION DATE:** 20/6/2026

REQUESTED COMMUNITY CHEST FUNDS:

<p>Please tick which funding category you are applying for Please review the Community Funding and Donations Policy on the Shire of Brookton's website www.brookton.wa.gov.au for comprehensive grant guidelines.</p>	
Annual Grants	Community Donations
<input type="checkbox"/> Community & Strategic Partnership Grants	<input type="checkbox"/> Individual Donation
<input type="checkbox"/> Community Support Grants	<input type="checkbox"/> Not for Profit Community groups member donation
<input type="checkbox"/> Equipment Purchase Grant	<input checked="" type="checkbox"/> Not for Profit Community Organisation Utilities Financial Assistance Donation
<input type="checkbox"/> Youth Leadership Development Sponsorship Grant	

1. BRIEF DESCRIPTION OF PROJECT/EVENT:

1. The P&C work to enable canteen at BDHS 1 day every week during term. This enables variety for the kids, a 'break' from lunch box packing, exposure to healthy, nutritious options, whilst encouraging inclusion and community interaction.

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

1. The P&C need to renew and upgrade insurance to cover workers compensation as the previous canteen staffing arrangements are no longer available.

The P&C will need to staff the canteen directly and manage this, subsequently an increase in insurance is required.

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

1. Enables the P&C to operate and for canteen to continue to be provided at BDHS, directly benefiting all the students and families at BDHS.

4. HOW DOES THIS PROJECT/EVENT ALIGN TO THE BROOKTON15

The project aim to support and build the community through positive engagement with the School and Students.

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

Advertisement is through social media and the telegraph. Both directly from the P&C and from BDHS media releases.

6. ACKNOWLEDGEMENT OF SHIRE OF BROOKTON SPONSORSHIP

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

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

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

INCOME	\$	EXPENDITURE	\$
Applicant's cash contributions		Materials	
Sponsorship		Labour	
Donations in cash		Hire of Equipment	
Other grants		Office/Administration	
Catering Sales		Venue hire	
Fees and Charges e.g. stalls		Advertising	
Gate/Door entry fees		Catering Costs	
		Entertainment	
Other Income (Please List)		Other Expenditure (Please List)	
		Insurance - Annual	\$198
I		Insurance - Workers compensation	\$413
Total of Community Chest Funds requested in cash*	\$611		
Total of Community Chest Funds requested in-kind (e.g. Town Hall hire fee waived if applicable/required)			
TOTAL INCOME	\$611	TOTAL EXPENDITURE	\$611

YOUR INCOME MUST EQUAL YOUR EXPENDITURE

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

7. HAS YOUR ORGANISATION RECEIVED COMMUNITY CHEST FUNDING IN THE PREVIOUS FINANCIAL YEAR Yes No

HAS THE ACQUITTAL PROCESS BEEN COMPLETED? Yes No
IF YES, WHAT WAS THE AMOUNT AND WHAT WAS THE FUNDING FOR?

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

P&C run and managed by volunteers, Canteen on-going management will be run on donated labour (just not the physical day of food preparation).

9. FUNDING CONDITIONS:

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

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

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

PRINT NAME:

POSITION:

SIGNATURE:
DATE:

From: [Deanne Sweeney](#)
To: [Charlotte Cooke](#)
Subject: FW: Query | Community Chest Grant - Brookton DHS P&C
Date: Thursday, 17 July 2025 11:38:37 AM
Attachments: [image001.png](#)
[rsz_cropped_logo_2_3bee74e0-f72b-fb64-ad76-9ee35fd52d77.png](#)



Deanne Sweeney
Manager Corporate & Community
T: 08 9642 1106 | M: 0428 656 457
E: deanne.sweeney@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: Deanne Sweeney <deanne.sweeney@brookton.wa.gov.au>
Sent: Wednesday, 16 July 2025 8:00 AM
To: Gemma Bassett <glr0204@hotmail.com>
Subject: RE: Query | Community Chest Grant - Brookton DHS P&C

Hi Gemma

Thank you for your application for the Community Chest Fund received 15 July 2025.

Please be advised we will accept the email as signature on the application.

This will be presented at the July Ordinary Council Meeting being held Thursday 24th July 2025.

Regards



Deanne Sweeney
Manager Corporate & Community
T: 08 9642 1106 | M: 0428 656 457
E: deanne.sweeney@brookton.wa.gov.au
www.brookton.wa.gov.au
14 White St, Brookton WA 6306
PO Box 42, Brookton WA 6306

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From: Gemma Bassett <glr0204@hotmail.com>
Sent: Tuesday, 15 July 2025 8:25 PM
To: Deanne Sweeney <deanne.sweeney@brookton.wa.gov.au>
Subject: Re: Query | Community Chest Grant - Brookton DHS P&C

Hi Deanne,

18.07.25 CONFIDENTIAL REPORTS

Nil at this time.

19.07.25 NEXT MEETING & CLOSURE

The next Ordinary meeting of the Council will be held on 21st August 2025 commencing at 6:00pm.